

CLEARANCE SHEET
For All Terminating Residents/Fellows

Date _____

Name _____
 (please print)

Dept. _____

Forwarding Addresses:

Home _____

Office _____

Please take this sheet to each of the following departments, where an authorized individual will initial it for clearance. RETURN COMPLETED FORM TO THE GME OFFICE, Lakeside 3018.

Please provide a forwarding address or your W-2 form will be sent to you last address on file with UH.

Department: _____ Task Required: _____ Initials: _____

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Medical Records 1st fl. Lakeside, Rm 1122 8:00AM to 4:00PM See any HIS Rep	Complete all charts, dictation of op notes & discharge summaries. All op notes & discharge notes <u>must be signed</u> .	
Uniform Room Lakeside sub basement, R SO73 7:00AM to 5:15PM, M-Fri. see: any attendant, X43082	Return scrubs (can keep lab coats)	
Protective Service Lakeside basement, Rm. B117 see: any officer, X4357	Return any keys you have signed out from Protective Service.	
Parking Office Harvey House basement, B32 1:00-5:00PM, M-Fri. see: associate at window	Returning parking key card and hang tag.	
Benefits Office MCCO building 6th floor see: any benefits specialist	Arrange for continuing medical insurance via COBRA Plan, if desired. (Regular coverage ends on the last day of the month in which you leave UHC.) Arrange transfer of 403B, if applicable.	
Radiation Safety Office Bishop sub-basement S629 8:30AM-4:30PM, M-Fri. see: P.S Rao or Shirley Xu, X41295	Return radiation safety badge and badge holder. Residents/Fellows in Radiology, Radiation Oncology, Ped Cardiac Cath Lab, Gen Surg, Neurosurg, Cardiology- Cardiac Cath lab & EP, Pulm CC Vas Surg, CT Surg, Anes, Urology, Ortho, GI,	
Training Director's Office see: coordinator or secretary	Return department pager...locker, lab, and office keys.	
Mail Room RBC Basement, B115 8:15AM-5:00PM, M-Fri.	Inform mailroom you are leaving or provide updated mailstop if you are staying on as faculty. Get initials from Bill Carter of mailroom staff.	
Residency Office Lakeside 3018 8:30AM-4:30PM, M-Fri.	Return completed clearance sheet and picture ID badge. (Office is closed is 6/23 and 6/30. Please leave forms in drop-off box near office door on these days.)	