

The GME office would like to welcome you to Georgetown University Hospital (GUH) and congratulate you on your acceptance for the ****-**** academic year. We hope that your experience at GUH is both personally and professionally rewarding.

Employment at Georgetown University Hospital is contingent upon satisfactory completion of a pre-employment drug screen, criminal background clearance, receipt of satisfactory credentials, and satisfactory health clearance. Georgetown University Hospital strives to maintain the highest standards of patient care. Consistent with this objective, we require our employees, as a condition of employment or continuing employment, to obtain vaccinations, such as the influenza (flu) vaccine, or adopt other precautions as we deem necessary to protect our patients from unnecessary exposures. Of necessity, the specific requirements vary from time to time depending on the public health environment.

The documents included in this email are those that you must complete to initiate your employment processing.

ALL FORMS MUST BE SUBMITTED TO THE GME OFFICE NO LATER THAN ***.**

The mailing address is:

Georgetown University Hospital
Office of Graduate Medical Education
3800 Reservoir Rd., NW
3 CCC - Room 3201
Washington, DC 20007

This letter contains information and instructions CRITICAL for employment at GUH. Please read it carefully. Failure to return the enclosed information by ***** will delay the processing of your employment and may affect your start date.

I. EXAMS:

Graduates/prospective graduates of allopathic medical schools **must provide documentation** of successful completion of Steps 1 and 2 (CS and CK) of the United States Medical Licensure Examination (USMLE). Graduates/prospective graduates of osteopathic medical schools must provide documentation of successful completion of COMLEX Levels 1 and 2 (CE and PE). Please include this information with the paperwork you send the GME office. **Employment at GUH is contingent on successful completion of these exams.**

II. VISAS:

GUH will assist eligible individuals who require special work authorization in the application process to obtain a J-1 Visa. The house staff agreement is contingent upon U.S. work authorization. If you require assistance in obtaining a J-1 Visa, please contact Liz Joseph at 202-444-3983 or ewo2@gunet.georgetown.edu immediately.

III. EMPLOYMENT APPLICATION - attached:

Please complete the application for employment at Georgetown University Hospital. You must complete all sections of this application and **sign it at the bottom.**

IV. INVESTIGATIVE CONSUMER REPORT - attached:

Please complete and sign this form in its entirety, **both front and back.** **It is imperative that you list all addresses where you have lived for the past seven years.**

V. IMMUNITY FROM LIABILITY FOR RELEASE OF INFORMATION - attached:

This form allows the Hospital to verify your medical school graduation date, as well as post-graduate training you may have completed previously. ECFMG certification status will also be verified as necessary. **Please sign and date the form.**

VI. CURRICULUM VITAE:

Please update your CV to include your new position at Georgetown University Hospital.

EXAMPLE:

**<Insert Name of Residency Program> Resident
Georgetown University Hospital
DATES**

Your updated CV must be sent to the GME office with these documents.

VII. DC Medical Training License:

You will qualify for a DC medical training license if you meet the following requirements:

- You have been out of medical school less than five year (US grads) or less than six years (international grads);
- You have not completed a full categorical training program in the US
- You have never held a full, unrestricted license in DC or any other jurisdiction in the United States

Please follow the link below to access the DC medical training license application:

<http://hpla.doh.dc.gov/mtl>

Please carefully read all instructions on the website. Once you have completed your application, you must print, sign, and mail your application, with photo, fee, and supporting documents, **to the DC Board of Medicine no later than *****.** Your check fee should be made payable to **DC TREASURER.**

You must also submit a copy of your APPLICATION to our office no later than ***.** The copy of your application should be sent to _____ via e-mail or fax 202-444-4001

IT IS RECOMMENDED THAT YOU ALSO KEEP A COPY FOR YOUR RECORDS OF EVERYTHING YOU SUBMIT!

VIII. ACLS - attached:

Georgetown University Hospital requires that all interns be ACLS certified prior to their start date.

All house staff must complete the attached form. If you are ACLS certified, please attach a copy of your current certification. **If you have never been certified or if your current certification expires before December 2011, you must attend an ACLS certification/recertification course prior to your start at GUH.**

Georgetown University Hospital offers BLS and ACLS courses free of charge through the SiTEL Clinical Simulation Center (CSC) of MedStar Health. See the attached documents for class dates and registration instructions.

IX. NATIONAL PROVIDER IDENTIFIER - attached:

A **National Provider Identifier** or **NPI** is a unique 10-digit identification number issued to health care providers in the United States by the Centers for Medicare and Medicaid Services (CMS). The NPI number is permanent and remains with you regardless of job or location changes. If you already have your NPI number, please email it to Maura McGroarty maura.g.mcgroarty@gunet.georgetown.edu. The NPI number is required for computer access. If you do not have an NPI number, please follow the attached instructions to apply for one.

X. ORIENTATION:

It is mandatory that you attend Georgetown University Hospital House Staff Institutional Orientation. Details regarding orientation will be distributed after the NRMP match.

If you have any questions about the instructions, please call the GME office at 202-444-2600.

Sincerely,

The Graduate Medical Education Staff: