

TO: Graduating and Departing Residents and Fellows – Memphis

FROM: Casey Montgomery, Business Manager for GME

DATE: June 2026

Instructions for completing the Exit Clearance Process are below.

Unless your program has submitted a PD Leave Attestation form to GME noting that you are scheduled to take unused vacation at the end of June, you must work until the end of the month to be paid through June 30.

Completed GME exit forms will be accepted for clearance in the GME Office (920 Madison Ave., Suite 447) starting Friday, June 26th.

- **GME Exit Clearance Form**
 - Final Summative Evaluation
 - A signed copy of your final summative evaluation must be uploaded into New Innovations prior to coming to the GME office for exit clearance by your program manager.
 - Hospital Clearance
 - You must obtain clearance from hospitals where you have rotated during your training (page 2 of the clearance form has instructions). If you have never rotated at a site, write N/A next to the hospital.
 - There is a separate VA clearance section that must be completed, in-person, at the VA.
- **NPI Number**
 - You are required to update your National Provider Identifier information whenever you change practice locations. If you fail to keep your NPI data current, you may experience problems being recognized by pharmacies and insurers.
 - Log in to the NPI website at the link listed below and enter your new practice location address/phone number. There are instructions on how to change your information attached in the exit documents (file: 04 NIP-Directions.pdf).
 - <https://nppes.cms.hhs.gov>
 - You must attach a printout showing your address and phone number has been updated in the NPI database to be able to clear the exit process.
- **June Paycheck**
 - Your paycheck will run on the normal June 30 schedule and will be direct deposited.

- **Update Address in DASH**
 - Before your last day, you need to go into DASH and update your future address. This is the address where UT will mail your W-2 at the end of January. If you do not know your future address, please use a relative's address so you can still get your W-2 without issues. Instructions are included in the exit documents.
- **Graduation Certificate**
 - You can pick up your official graduation certificate from the GME office when you have completed the clearance process entirely.
- **Disability Coverage**
 - You are entitled to keep your individual disability policy at discounted rates. Additionally, you can upgrade your current policy for an enhanced version with limited to no medical underwriting. If you have not already met with representatives from The Hildreth Agency, please contact Health Hildreth at hhildreth@hildrethins.com if you have an Ohio National Policy (July 2019 start date or later).
- **Claims Commission Coverage**
 - As a resident you have had immunity under the Tennessee Claims Commission Act rather than commercial liability coverage. We have enclosed a letter explaining this immunity. If you need an individual letter sent to future employers or insurance carriers, please contact us.
- **UT Email Account**
 - Your UT email account stays active for 30 days after leaving the University. Per university policy, only certain domains will be approved for email forwarding. Find our more information on this list of domains as well as how to request an exception at the link listed below.
 - <https://tinyurl.com/UTHSC-email-policy>
- **Health Insurance Continuation Form**
 - If you are graduating or leaving the University GME Program, you are entitled to keep your health insurance coverage under provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA). You will be receiving your COBRA enrollment information by mail directly from the Holland Insurance Company. You will be able to keep your coverage for a period of 18 months or until you and all dependents are fully covered under another group plan. Please note that you will be responsible for the full premium rather than the 20% portion that you have been paying as a resident.
- **Dosimeter**
 - If you were issued a dosimeter, the GME office will collect it during your exit clearance process.



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RESIDENT/FELLOW MEDICAL RECORD CLEARANCE PROCEDURE

Exiting residents and fellows will obtain medical record clearance via email. You must complete all outstanding record documentation and orders prior to medical record release.

To request electronic verification of record completion, submit an email request to: medicalrecords@regionalonehealth.org

Within 48 hours, one of the following HIM associates will email you back and copy Sharon Booker (ROH GME Liaison) on their findings. They will notify you as follows:

- 1) You have completed all records and are released; OR
- 2) You have outstanding medical records and/or orders – login into your inbox in the message center and complete all records. **Make sure your message center inbox display is set for your start date so that all incomplete encounters and orders are visible.**

* HIM will not provide an electronic list of outstanding encounters.

Buffy Clevon – 545-6319; bbell@regionalonehealth.org
 Cynthia Parks – 515-4526; cparks@regionalonehealth.org
 Keesha Franklin – 545-8396; kfranklin@regionalonehealth.org

General Information for Record Completion

- All residents/fellows completing the program must process through HIM for clearance.
- All orders, unsigned documents, and documents for review will need to be addressed.
- For documents that are not accessible in your Message Center inbox, open the document in PowerChart and sign directly on the document.
- If your attending has not signed, forward the document to your attending for his/her signature.
- If there are documents saved in your inbox, forwarded to correct attending for signature.
- If you are unable to complete deficiencies either in your inbox or directly on the document in PowerChart, submit to HIM to research.
- If your computer access privileges have lapsed, contact the Help Desk at 901-545-7480 to reset your password.

Methodist Healthcare Resident “Check Out”

Electronic Check-Out Process

Residents may obtain medical record clearance via email. Prior to medical record release, completion of outstanding record documentation(s) and order(s) is required.*

To request electronic verification of record completion, submit an email request to PJ Hayes, Methodist Healthcare Health Information Management with a copy to your program coordinator.

**HIM-
PJ Hayes**
Email: pj.hayes@mlh.org
Phone: 901-516-8493

**HIM Backup-
Beth Campbell**
Email: beth.campbell@mlh.org

HIM Associates will verify record status and respond to the resident within 48 hours of email receipt.

- Reply will be sent to the resident and program coordinator.
- Residents will be informed of record completion status as either:
 - Complete release approved for Methodist Healthcare Health Information Management (adult and Le Bonheur facilities)
- Or
- Outstanding records and/or orders -- please log in to your in-box in message center and complete; or call the HIM department at: 901-516-8368 for assistance.

***We are unable to provide electronic list of outstanding encounters.**

General Information for Residents - Record Completion

- All residents completing the program should process through HIM for clearance.
- **All orders, unsigned documents, and documents for review will need to be addressed.**
- For documents that are not accessible in your Message Center basket, you will need to open the document in EPIC and sign directly on the document.
- If your attending has not signed, you will need to forward the document to your attending for their signature.
- If there are documents saved in your basket, they will also need to be forwarded to correct attending for signature.
- If you are unable to complete deficiencies either in your basket or directly on the document in EPIC, please maintain a copy of the list and submit to HIM for further research.
- If you made calls and were unable to produce positive results, please write this on the pull list so efforts will not be duplicated.
- If your computer access privileges have lapsed, you will need to contact IS and have their password reset. Number: 901-516-3111.