

TO: Graduating and Departing Residents and Fellows

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.

**Please contact your program coordinators to see when completed GME exit forms will be accepted for clearance!**

- **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.
- **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.
    - <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.
- **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](mailto:hhildreth@hildrethins.com) if you have an Ohio National Policy (July 2019 start date or later).

- **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.
- **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, your program administration will collect it during your exit clearance process.