

March 26, 2009

Welcome Incoming House Officers

Orientation and registration days for **ALL** new House Officers are scheduled for:

**Tuesday, June 30, 2009, Day 1 – 7:30 a.m. (Registration and Continental Breakfast)
Until 5:00 p.m. – Classroom Wing Building (CW)**

**Wednesday, July 1, 2009, Day 2 – 7:30 a.m. (Registration and Continental Breakfast)
Until 1:00 p.m. – Classroom Wing Building (CW)**

A special luncheon will be held in your honor at **Noon** on June 30, Day 1; please plan to attend.

PAY PARTICULAR ATTENTION TO MEDICAL LICENSURE: YOU WILL NOT BE ABLE TO INITIATE EMPLOYMENT OR START YOUR RESIDENCY ON JULY 1 IF YOU ARE NOT LICENSED. All residents (excluding Dentistry) must have valid MISSISSIPPI medical licenses issued by the Mississippi State Board of Medical Licensure by July 1, 2009. The medical license is your responsibility. It is most important that you start the medical licensure process immediately as it generally takes 10-12 weeks to complete. Application forms and instructions for a Mississippi medical license can be found on the web site of the Mississippi State Board of Medical Licensure, www.msbml.state.ms.us. If you need further assistance with your license, please call the Mississippi State Board of Medical Licensure (MSBML) at (601) 987-3079.

If you wish for graduate medical education to send your ERAs reference letters and USMLE complete transcript to the State Board of Medical Licensure in support of your application, please sign the waiver attached. Otherwise **you** will need to request that this documentation be mailed to the licensure board separately.

Complete and return the following immediately to GME at the following address:

**Graduate Medical Education
University of Mississippi Medical Center
2500 North State Street
Jackson, MS 39216**

1. Resident White Coat Size Information.

House Officers new to UMMC are furnished three white 3/4 length white coats (to be worn over street clothes, i.e., shirt, tie, pants/dress). The white coats will be ready for you the morning of orientation provided you return the enclosed information form.

2. Medical Examination Forms.

Complete the exam forms Attachment 2a, (except the physical examination portion, which will be finalized at UMMC); Attachment 2b, and Attachment 2c. **UMMC students and others arriving in Jackson prior to June 30th should contact Employee Health Services at 601-984-1185 to schedule an appointment for a physical exam. Deadline for UMMC students to complete physical exam is June 15. Other students should complete prior to June 30.**

3. ACLS Provider Course Registration.

If you are not ACLS certified and can make arrangements to be in the Jackson area on June 23 and 24, you can register to take an ACLS provider course at no cost to you. If you are unsure whether you should enroll in the course, contact your Education Administrator in your residency program.

4. Authorization for Signature - Request Dean's Letter, Reference Letters and USMLE Transcript as contained in the ERAS application to be sent to Mississippi State Board of Medical Licensure to support your licensure application. You are in no way obligated to make this request. We offer to send this material to expedite the licensure process. Your USMLE Transcript (uploaded from ERAS) must indicate scores for **USMLE Part I, USMLE Part II CS and Part II CK**. If your complete USMLE transcript through ERAS has not been sent to your residency program (Part I, Part II CK and Part II CS, you must request an official transcript from the Federation of State Medical Board at fsmb.org.

You will automatically be covered for professional liability relative to all University related activities. You will not be covered for outside professional activities (i.e., moonlighting).

If you require a copy of your contract for house loan or rental verification, state law does not allow us to provide the fully executed contract until July 1. Please contact your department residency education administrator so that he/she can provide you a letter of verification indicating your salary and start date for loan/rental verification purposes. **Again, graduate medical education cannot provide you with a copy of the fully executed contract.**

Some of you will be traveling during the next few months. It **is imperative** that you check your email frequently for any matters that require your attention while traveling. We cannot provide advice to you about following up with required documentation while traveling.

Under separate mailing you will receive the following:

- Information from the UMC Department of Human Resources that includes all necessary forms regarding financial matters and fringe benefits with appropriate instructions for completion and return to UMC Human Resources.
- Joint UMMC/VA Resident Mandatory Training CD, Post-test and Answer Sheet to be completed and brought with you on orientation Day 1, June 30, to turn in at the orientation registration desk.
- You may receive information and forms from the Department of Human Resources at the Veterans Affairs Medical Center which you will need to complete and return to the VA.

Please contact the GME office, your program director, or your program administrator if we can be of help to you in any way.

Cordially,

Shirley Schlessinger, M.D.
Associate Dean for Graduate Medical Education
601-815-5235