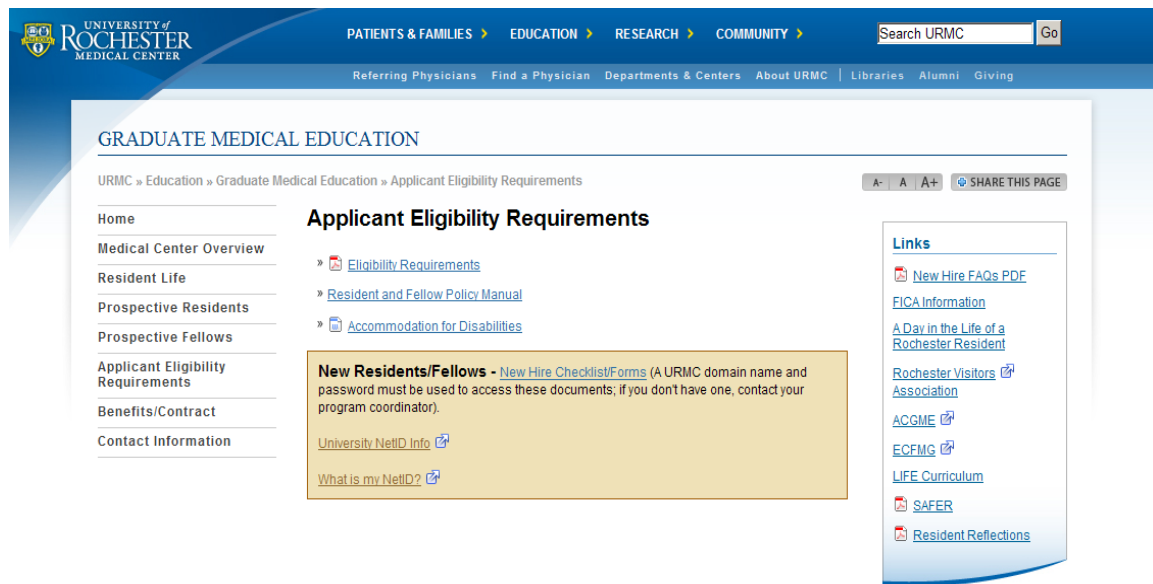


I can't access the required forms online. What am I doing wrong?

The required forms for new residents/fellows are accessed on an internal page (intranet); when you are off-site, you reach it by going to the GME web page (www.urmc.rochester.edu/education/graduate-medical-education) and clicking on “**Applicant Eligibility Requirements**” (left side bar, screen shot below). Then click on “*New Hire Checklist/Forms*” found in the buff-colored box in the middle of the page. When you do this, you will be prompted for your University of Rochester **User Name** and **Password**. This will have been given to you in advance by your Program Coordinator. The ensuing page will have the following web address: <https://intranet-secure.urmc.rochester.edu/residents/NewHire.asp>.



The screenshot shows the University of Rochester Medical Center website. The top navigation bar includes links for PATIENTS & FAMILIES, EDUCATION, RESEARCH, and COMMUNITY. The main content area is titled 'GRADUATE MEDICAL EDUCATION' and 'Applicant Eligibility Requirements'. A yellow box highlights the 'New Residents/Fellows - New Hire Checklist/Forms' section, which states that a URM domain name and password are required to access these documents. A sidebar on the right contains a 'Links' section with various resources like 'New Hire FAQs PDF', 'FICA Information', and 'Rochester Visitors Association'.

If you are already on campus (e.g., a medical student graduating from the URSMD), click on any Intranet home page here in the University and go to the Resident tab and look for the “New Hire Information” in the yellow box.

What forms do you still need from me?

Due to time constraints and volume of requests, we cannot take calls of this nature. We ask that you wait until Orientation, where you will receive a packet for the day that will include any forms we still need from you. Thank you in advance for your cooperation!

I haven't sent my forms yet; should I mail them now?

If you haven't mailed your forms by Thursday, June 14, you should bring them with you to Orientation, as it is not likely we will receive them in time for processing.

Who can answer my questions about health insurance options?

Please wait until Orientation, when there will be Benefit representatives available to answer any question you may have regarding health insurance options.

How do I take care of my health requirements?

Please set up your health appointments prior to Orientation by calling the Occupational & Environmental Medicine office (585-487-1000, Option 2, and ask for Darlene). You must take care of this prior to seeing patients.

I didn't get an email about the GME Online Appointment Packet. What do I do?

You're referring to our new online program for submitting your work history and related information. ALL incoming trainees received this email at the address provided on their application. If you are no longer using the email address given on your application, you should let your program coordinator know, and then check your University of Rochester email address. The GME Online Application, aka Work History must now be completed electronically. In completing it, please provide accurate mailing addresses as well as phone numbers and fax numbers for your medical school, any other training, and employment. We are only verifying employment dates for those who had jobs post-medical school.

What should I bring to Orientation?

You may bring any remaining paperwork you have not already sent to us (any forms not turned in will be provided to you in your Orientation folder), as well as proper identification: U.S. passport; OR a driver's license AND either an original birth certificate or an original social security card. Only original documents will be accepted.

Which Orientation should I attend?

You may attend either one of the two Orientations and should consult with your program coordinator on the best date:

Wednesday, June 20

Monday, July 2

You don't need to let us know which one you will be attending; however, it is mandatory that you arrive on time (6:30 a.m.) and that you attend all of it. We make every effort to move you through each stage of the process and would appreciate your cooperation by following the itinerary closely.

When can I get my University ID badge and parking sticker?

If you arrive in Rochester before June 20, we recommend you get your ID badge and parking done ahead of time, as the day of Orientation is too congested to do these for everyone. Your program coordinator can assist you.

Who can witness my signature on the IPA (Intellectual Property Agreement)?

You need only sign the left hand side of this document. Do not obtain a "witness" signature! Bonnie Prince, Compliance Administrator in the GME Office, will witness your signature but doesn't need to do so in your presence. It is not being notarized.