

## **Requirements for appointments of newly matched/offered trainees:**

During the months prior to your start date, you are asked to complete a list of tasks in order to be appointed and cleared for your clinical rotations here at the University Medical Center. Below is the required items:

### **Offer Letter**

We will ask you to sign your offer letter and return a copy for your file.

### **Picture**

We will ask for a picture of you (head/shoulder) to be used on the website, in our photo directory for the program, department, and some clinical services.

### **Survey/Questionnaire**

A survey will be distributed to collect demographic information such as preferred pronoun, contact information, emergency contact, address, preferred email, etc.

### **Health History Review / Vaccinations / Drug Screen / N95 mask Fittings**

To meet the University's health compliance requirements, each trainee will meet with the Employee Health Office to review your health history and vaccination records. At that time, you will be fitted for an N95 mask, and submit to a drug screen.

### **Pre appointment Drug screen**

As noted above, each trainee will be required to submit to a drug screen. In the event that any adverse information is discovered the Psychology Training Program and the Department of Psychiatry will review and make a decision on continued association on case-by-case basis.

### **NY State Office of Children and Family Services Statewide Central Register**

#### **Database Check**

Incoming trainees will be asked to complete and sign a worksheet listing everyone in their household's name, sex & date of birth along with addresses at which the trainee has resided for the last 28 years.

All trainees are required to be run through this check given the possibility of treating a child.

## **NPI**

All trainees are required to obtain an NPI number.

The Administrative Simplification provisions of the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* mandated the adoption of standard unique identifiers for health care providers and health plans. The purpose of these provisions is to improve the efficiency and effectiveness of the electronic transmission of health information. The Centers for Medicare & Medicaid Services (CMS) has developed the **National Plan and Provider Enumeration System (NPPES)** to assign these unique identifiers.

You are welcome to visit their site for more information:

<https://nppes.cms.hhs.gov/NPPES/Welcome.do>

## **I9**

Form I-9 is used to verify the identity and employment authorization of individuals hired for employment in the United States. All U.S. employers must properly complete Form I-9 for each individual they hire for employment in the United States.

On the form, an employee must attest to his or her employment authorization. The employee must also present his or her employer with acceptable documents evidencing identity and employment authorization. The list of acceptable documents can be found on the last page of the form. (form link:

<https://www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf> )

Please note that the University of Rochester uses an on-line system for part 1 of the document. You are then asked to meet with the HR department in person to complete part 2, and show your proof documents in person prior to your start date.

## **NYS Limited Permit**

Our fellows will need to acquire a limited permit from NY State. This process is outlined in detail in your offer letter package, and take months to complete. You are asked to begin this process soon after you receive your package. If you want to learn more, please visit the site: <http://www.op.nysed.gov/prof/psych/>