

UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE JACKSONVILLE
Office of Educational Affairs
RESIDENT MANUAL

CLEARANCE PROCESS

This process includes completion of medical records and return by the resident of State of Florida property, as well as property of any affiliated institution. A completed clearance form and final summative evaluation is required before issuance of a certificate of graduate medical training.

Termination and Clearance Procedure:

- Medical Records/HIM: Program coordinator will verify there are no medical record dictations pending prior to June 15th. Medical Records will also notify the Program Director if there are medical records pending.
- Attending Staff Loans: Program coordinator will verify there are no outstanding loans.
- Prescription Pads: Pads will be destroyed or turned into Pharmacy. Residents will sign a statement to that effect on the Clearance Form.
- Library: Program coordinator will verify there are no outstanding loans or fines.
- NPI Contact Update: The resident will update their address and contact information on the NPPES system. The resident must have their User ID and password when logging on to the National Provider System at <https://nppes.cms.hhs.gov>. Once these updates are done online, the resident must print a copy of the change to submit with their clearance forms.
- UF Directory Update: The resident will follow the instructions on the UF Directory policy. Residents will attest that they have changed their information on the Clearance Form.
- VALIC FICA Alt Forms: The resident will complete the appropriate FICA Alt distribution or roll-over form and submit to VALIC.