

The University of Texas System Medical Foundation – Resident/Fellow Check-out Form

Name: \_\_\_\_\_

Program: \_\_\_\_\_

Instructions: Obtain signatures from all hospitals at which you have rotated as part of your training. If you did not rotate through one of the hospitals listed, enter N/A on the signature line and have your Coordinator initial each line. You must turn in your completed check-out form, IN PERSON, to the UTMSH Graduate Medical Education Office.

**FAILURE TO COMPLETE AND RETURN FORM WILL JEOPARDIZE RECEIVING YOUR RESIDENCY COMPLETION CERTIFICATE.**

**To be completed by Resident/Fellow:**

**PHI Attestation:** I certify that I have destroyed or returned on PHI in my possession. I have not retained any paper or electronic patient information.

Resident/Fellow signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Forwarding Address:** Address: \_\_\_\_\_

**Please include updated address to ensure proper delivery of your W-2**

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**Personal E-mail Address:** \_\_\_\_\_

**(Do not use your UT email address. Your UT email account will be deactivated in 60 days)**

**Memorial Hermann Medical Staff Office- Cullen Room 102:**

**Medical Records:** Record Completion Room: \_\_\_\_\_ Date: \_\_\_\_\_

**Access Card:** Medical Staff Services Office: \_\_\_\_\_ Date: \_\_\_\_\_

**Scrubs:** Linen Services: \_\_\_\_\_ Date: \_\_\_\_\_

**UT MD Anderson:** UTMDACC has its own check-out procedure. If you worked there, you must use their check-out procedure. Report to the UTMDACC Academic & VISA Administration (7007 Bertner Ave, 1MC 17.3439 on 17<sup>th</sup> Floor) for this process and signature.

**UTMDACC Checkout verified by:** \_\_\_\_\_

Date: \_\_\_\_\_

**LBJ General Hospital:** LBJ General Hospital has its own check-out procedure. You must use their check-out procedure. Report to the LBJ Physician Services Office (1PE-18-005) for this process and signature and attach a copy of the LBJ checkout form to this form.

**LBJGH Checkout verified by:** \_\_\_\_\_

Date: \_\_\_\_\_

**Houston Methodist Hospital:** Houston Methodist Hospital has its own check-out procedure. You must use their check-out procedure. Report to Methodist Hospital GME Office (Research Institute R2-201) for this process and signature.

**Methodist Hospital Checkout verified by:** \_\_\_\_\_

Date: \_\_\_\_\_

**St. Luke's Episcopal Hospital:** Badge should be turned into Medical Staff Services

Medical Staff Services: \_\_\_\_\_

Date: \_\_\_\_\_

**St. Joseph Hospital:** St. Joseph Hospital has its own check-out procedure. If you worked there, you must use their check-out procedure. Report to St. Joseph's Medical Staff Services Office (Strake 3<sup>rd</sup> floor #3390) for this process and signature.

**St. Joseph's Hospital Checkout verified by:** \_\_\_\_\_

Date: \_\_\_\_\_

**TMC Library:** All books and library cards must be returned. No outstanding fines/fees.

**TMC Library Verified by:** \_\_\_\_\_

Date: \_\_\_\_\_

**UT Physicians Medical Records:** All records through UT Physicians system, Allscripts must be completed. UTPB LL100.

**UTP Medical Records Verified by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**UTMSH Program:** Your residency coordinator must verify that you have no outstanding evaluations or duty hour reports to submit in New Innovations.

**Pagers:** Received by: \_\_\_\_\_ **Date:** \_\_\_\_\_

Coordinator Clearance given by: \_\_\_\_\_ **Date:** \_\_\_\_\_

**UTMSH GME Office (LAST STOP):** Your UTHealth ID badge and this completed form must be turned in to the GME Office, JLL 310.

**UTHealth ID badge rec'd by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Certificate given by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**You may access ADP directly to get your paystubs and tax documents at any time.  
You will not lose this access after graduation.**