

**Checklist of Actions Required for Incoming House Officers:**

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| **\_\_\_\_\_** | **Obtain National Provider Identifier** |
|  | The application is at <https://nppes.cms.hhs.gov/>  **Entity Type** – Type 1: an individual who renders health care services  **Sole Proprietor -** NO  **Taxonomy** - 390200000X – STUDENT IN AN ORGANIZED HEALTH CARE EDUCATION/TRAINING PROGRAM (located under the “39 – Student Health Care” category)  This step should be completed before **May 1, 2016**. |
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| **\_\_\_\_\_** | **Enroll in Medicare as an Ordering and Referring provider** |
|  | Go to Medicare PECOS system at <https://pecos.cms.hhs.gov/pecos/login.do>  Log in with the username and password created when applying for NPI  Apply as an Ordering and Referring Physician  For assistance with registration, contact Novitas Solutions  <http://www.novitas-solutions.com/>  855-252-8782, Option 4  This should be completed before **June 1st 2016** |
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| **\_\_\_\_\_** | **Complete New Hire Paperwork** |
|  | New Hire Paperwork should be submitted to your program no later than **May 1, 2016**. Paperwork submitted after this date could result in a delay of a July 1, 2016 start date. If you have any questions contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
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| **\_\_\_\_\_** | **Obtain a Louisiana License/Training Permit** |
|  | Please refer to <http://www.lsbme.la.gov/licensure/physicians> for Application and Instructions for your appropriate licensing needs. Any resident/fellow without a Louisiana License/Training Permit on **July 1, 2016** will not be permitted to work until the license is obtained. |
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| **\_\_\_\_\_** | **Drug Test** |
|  | All incoming House Officers must pass a pre-employment drug screening on or after April 1st 2016. Contact your program coordinator to set up drug testing. Testing after **May 15, 2016** could delay the start of your residency/fellowship training. |
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| **\_\_\_\_\_** | **Take ID Badge Photo** |
|  | Once notified by the program coordinator, you may go to the Resource Building Benefits Office (425 S. Roman St. 6th floor) to have your ID picture taken. You will receive your ID at the LSU orientation on June 30th. ID pictures not taken in advance will be taken at the orientation. |
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| **\_\_\_\_\_** | **Parking Registration** |
|  | For House Officers rotating at University Medical Center New Orleans, you need to complete parking registration. Registration is available online beginning April 18th (after your new hire paperwork has been successfully completed). Please refer to <https://lsuhscnolaparking.t2hosted.com/cmn/index.aspx>  Registration can also be done on the LSU campus in the parking office.(425 S. Roman St. 1st floor) |
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| **\_\_\_\_\_** | **UMCNO Orientation** |
|  | **Friday, June 24, 2016** University Medical Center New Orleans **(UMCNO)** Orientation will be held from **8:00 a.m. to 4:00p.m.,** in the UMCNO Conference Center. Parking is available in the Roman Street garage for those that have already registered for LSU parking; anyone that has not registered for parking may park in Student Lot #3. |
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| **\_\_\_\_\_** | **Pelican / EPIC Electronic Medical Records Training** |
|  | **Tuesday, June 28, 2016** and **Wednesday, June 29, 2016,** The **Pelican Project Electronic Medical Record training** will be held from **8:00 a.m. to 6:00** p.m. in the UMCNO Conference Center. Parking is available in the Roman Street garage for those that have already registered for LSU parking; anyone that has not registered for parking may park in Student Lot #3. |
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| **\_\_\_\_\_** | **LSU Orientation** |
|  | **Thursday, June 30, 2016 LSUHSC Orientation** will be held from **8:00 a.m. to 4:00** p.m. in the **Medical Education Building, 1901 Perdido Street, First floor, Lecture Room B.** Parking is available in the Roman Street garage for those that have already registered for LSU parking; anyone that has not registered for parking may park in Student Lot #3. A map of the downtown campus can be found here <http://www.lsuhsc.edu/maps/downtown.aspx> For other information concerning orientation, please check the website at <http://www.medschool.lsuhsc.edu/medical_education/graduate/>. If you have any questions regarding the LSUHSC orientation, please feel free to contact the Graduate Medical Education Office at 504-568-2468. |
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\*\* NOTE TO ALL ADVANCED LEVEL TRAINEES: If your current training program has not released you prior to June 24, 2016 to begin at LSUHSC and you are unable to attend any of the orientation dates listed above, please contact your program coordinator immediately to make other arrangements.