GME Credentialing Checklist

To be provided by resident and/or institution:

- ❑ Complete academic year rotation schedule **(Must include: Institution Name, resident/fellow legal first and last name, PGY level, name of rotation being completed and location of rotation)**
- ❑ Application to the program **(ERAS or other; Military residents-PCS orders)**
- ❑ Updated CV with listing of participation in current residency/fellowship program and training dates
- ❑ Fully Executed Resident Agreement/Resident Contract **(Must be signed by all required parties)**
- ❑ Virginia Medical Training License
- ❑ ECFMG Certificate **(if applicable)**
- ❑ NPI Number Verification
- ❑ Current ACGME Procedure Logs **case minimums only* (Orthopedics Residents ONLY)**

To be completed by resident: *All documents can be found on GME website*
https://www.inova.org/education/gme/resident-requirements

- ❑ GME Credentialing Demographic Form (***To be completed each academic year with updated PGY level***)
- ❑ Confidentiality and Non-Disclosure Agreement for Physicians
- ❑ PMP Registration confirmation via PMP Data Center **(if not previously submitted)**:
  Instructions on Completing PMP Registration
- ❑ Influenza Vaccine Verification (**Rotators on site between November 1 – March 31**)
- ❑ EPCS Identity Proof Verification Form (**if not previously submitted**)
- ❑ Copy of Non-Expired Government Issued ID
- ❑ Inova Alerts Attestation

Required HealthStream training modules are assigned by GME Department after resident paperwork is received and processed:

- ❑ Epic Training **(if not previously completed)**
- ❑ iMed Consent for Providers
- ❑ Annual Education for Acute Care Clinical Staff
- ❑ Equal Access: Language and Disability Services

Effective October 2023