

## FREQUENTLY ASKED QUESTIONS – FORMS DUE BY APRIL 15<sup>th</sup>

**I don't have a social security number yet. What should I put on the forms?** We understand that some housestaff do not have social security numbers (SSN) at this time. Please leave the SSN field blank on all forms. We will be sending information regarding obtaining your SSN in May.

**What about the NPI number if I don't have a SSN?** You cannot obtain the NPI number until you get your SSN. Please do not return the NPI form until you receive your NPI number; however, you should return the yellow application even if you don't have your NPI number.

**Internal Occupational Health requires that the Work Clearance form be signed by a healthcare provider. Should I get that done now or wait until orientation?** You will need to see your own physician or Nurse Practitioner before you start. Internal Occupational Health is not able to give physicals to the housestaff.

**I am unable to get my vaccinations and/or physical done by the April 15<sup>th</sup> deadline. Can I send those forms in later?** Yes, please send the IOH forms in when you have them done. They can be emailed to [iohfroedtert@froedtert.com](mailto:iohfroedtert@froedtert.com). Or you may call Internal Occupational Health at 414-805-7997 to make an appointment to receive vaccinations.

**I need a copy of my contract to look at apartments, buy a car, etc.** Contracts are not issued until mid-May. We are happy to provide you with a letter of employment which has your employment dates and salary. Please contact us at [gme@mcw.edu](mailto:gme@mcw.edu) if you require a letter of employment.

**I don't have a Wisconsin address yet.** Please list your current address on the forms (unless you are currently residing out of the country, then please leave blank). We will provide you with an *Address Change form* in May. You may return the *Address Change form* with your May benefit forms or bring to MCWAH when you come into the office with your I-9 paperwork.

**I don't have a License or DEA number, should I wait to send in the MCWAH application?** No. You can continue this process and notify MCWAH once you have met either of these requirements. (Only housestaff who have a medical license are eligible for a DEA number. If you have neither, please leave it blank.)

**Do I need to submit USMLE/Complex-USA scores if they were submitted with my ERAS application?** No, you do not need to duplicate the forms that were a part of your ERAS app. Nor do you need to submit your scores if you have a current unrestricted Wisconsin medical license (not to be confused with a Resident Educational License [REL]). Please provide MCWAH with your Step 3 scores as soon as you are able.

**On the Background Information Disclosure, it says I "must attach U.S. driver's license." I do not have a U.S. driver's license. Should I attach my out of country license? Or should I use my U.S. passport instead?** No, as stated on the checklist, *only* a copy of a U.S. driver's license should be sent. If you do not have a U.S. driver's license, please return the form with no attachment.

**Should I wait until I start to apply/complete my Resident Educational License (REL) application?** No, DO NOT WAIT as you must obtain a REL prior to the start of GME training. Housestaff cannot start without meeting this licensure requirement. The State of WI requires at least one to two months to issue an REL. Please complete your REL application online through [LicenseE](#) as soon as you receive notification. The MCWAH office completes the Affidavit of Hospital Authority (Form 2601) on your behalf. Please provide Form 2601 to Maria Gascoigne via email ([mgasco@mcw.edu](mailto:mgasco@mcw.edu)) .  
***If you have a full, unrestricted Wisconsin Medical license, you do NOT need an REL!***

**Examples of Wisconsin License Policy requirements:**

1. If you completed less than two years of previous accredited GME in the USA/Canada, prior to starting with MCWAH, you will be required to obtain a WI medical license within sixteen months (No later than 10/31/2025).
2. If you completed two years of accredited GME in the USA/Canada, prior to starting with MCWAH, you are required to obtain a WI medical license within 4 months of starting with MCWAH (No later than 10/31/2024). Start the process now. See [MCWAH's Licensure Process Guide](#).
3. If you have already completed more than 28 months of previous accredited GME in the USA/Canada, and will be a Resident, you should apply for a WI medical license now. There are a variety of circumstances that may allow a resident to start with a Resident Educational License (REL), but do not assume anything. Contact Maria Gascoigne ([mgasco@mcw.edu](mailto:mgasco@mcw.edu)) with specific questions/concerns.

**I received my Wisconsin medical license prior to my start date with MCWAH. Recently I received an email from the State of Wisconsin Injured Patients and Families Compensation FUND (IPFCF or FUND) stating a coverage gap. What should I do?**

*Incoming Housestaff that are not practicing in Wisconsin but have received a Wisconsin license prior to their employment with MCWAH, should claim an exemption from the IPFCF from the date of Wisconsin licensure to MCWAH's start date (ex. 7/1/24). **Housestaff should never claim an IPFCF exemption during MCWAH GME training years.***

The exemption form should be filed through your IPFCF Portal account.

To access your IPFCF account, please see the login instructions on the IPFCF website. Pages 1-4 are applicable to MCWAH Housestaff: <https://oci.wi.gov/Documents/Funds/IPFCFProviderPortalGuide.pdf>

To claim an exemption: Log into your account. On the Home Screen, click "**exemption forms.**" Follow the IPFCF steps to complete the exemption process. Pages 14-20 from above link.

**Should you have further questions regarding this process, please contact the IPFCF directly.**

MCWAH will add you to our professional liability policy with Coverys ProSelect Insurance and the IPFCF effective on your MCWAH start date.