

## 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 form until you receive your NPI #.

**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 OHS forms in when you have them done. Or, you may call 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 would be 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's orientation and turn in at the "Forms Completion" table.

**I don't have a DEA or License, should I wait to send in the MCWAH application?** No. 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)}.

**On the Background Information Disclosure, it says I "must attach U.S. driver's license". I do not have a US 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* copies of US driver's license should be sent. If you do not have one, send nothing.

**Should I wait until Orientation 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 10-15 business days to issue a REL. Please complete the paperwork as soon as you receive notification. The MCWAH office completes the Affidavit of Hospital Authority on your behalf. If you have a full, unrestricted Wisconsin Medical license, you do NOT need a REL!