

MEDICAL COLLEGE OF WISCONSIN AFFILIATED HOSPITALS, INC.

March 2025

Dear Incoming Housestaff:

Welcome to the Medical College of Wisconsin Affiliated Hospitals (MCWAH), Inc.

There are several forms that need to be completed before you begin your residency/fellowship with MCWAH. One of the forms is enclosed with this mailing. The others are on our website. **All forms need to be completed and returned to us no later than April 15, 2025, in the self-addressed envelope provided. Please send in the originals, we do not accept email or faxed forms.**

We have provided [a return checklist](#) and [FAQ](#) sheet to assist you in returning all March forms.

The following form is enclosed:

MCWAH Application - The MCWAH application (yellow color) will serve as your permanent personnel file in the Graduate Medical Education (GME) Office. Please complete it in its entirety, sign the last page and return. **Attach a photo.** It is not necessary to send a CV. **Please return the MCWAH application even if your NPI # is pending (see #2 below). Your NPI number can be emailed to our GME office (gme@mcw.edu) later.** The cell phone number that you enter on your MCWAH application will be used to enroll you in MCW's Mass Notification System, which provides timely information via text in the event of an emergency or critical incident at one of our facilities.

The following forms can be found on our website:

Please go to our GME website at www.mcw.edu/gme. Select MCWAH/GME Housestaff Orientation, "[March Welcome Letter and Forms Due by April 15](#)".

- 1) [Appointment Acceptance Letter](#)
- 2) [National Provider ID \(NPI\)](#): Apply for NPI # or make **required updates** to existing NPI #'s.
- 3) [Internal Occupational Health Packet](#) If you are a graduate of MCW, please call 414-805-7997 to schedule a review of your Internal Occupational Health (IOH) records to determine if you have already met the health requirements. The IOH forms are due May 9, 2025, for all entering housestaff. Please email the completed forms to iohmcwmcwah@froedtert.com no later than May 9, 2025. **It is highly recommended that you keep copies of your immunizations.**
- 4) [Registrar Confirmation of Medical School Graduation](#) International Medical Graduates are exempt from this requirement. Incoming housestaff from MCW or UW Medical Schools do not need to complete this form.
- 5) [Wisconsin Caregiver Background Check Law and Authorization Forms](#)
You will not be able to start your program until your background check has been fully processed.
- 6) Licensure
 - a.) Please review the [MCWAH policy: Licensure, Resident Educational License, and DEA Number Requirements for Housestaff \(DO, MD\)](#) and complete and return the [License Policy Acknowledgement](#) form. Pay particular attention to #2 regarding Complex/USMLE Level/Step 3 scores which applies to ALL previous GME, and #3 which refers to ALL accredited GME training in the USA/Canada. You should be able to arrive at a required licensure date based on prior accredited GME.
 - b.) Please review the [Licensure Process Guide](#) and [Licensure Timeline](#)
 - c.) Resident Educational License (REL) and Unrestricted WI Medical Licenses may be obtained by applying through [LicenseE](#).

NEW In 2025: ONLY Third Party licensing forms, which require uploading by the GME office to your WI medical license or Resident Education License, should be sent to this newly created email address, strictly for that purpose: gme_license@mcw.edu

The following items require your review or action:

Eligible housestaff coming from another training program or practicing physicians returning to training must provide a copy of their Federal DEA certificate **reflecting a Wisconsin address**. Federal and State laws require all licensed physicians prescribing controlled substances be registered with the DEA. Housestaff in the following MCWAH programs are **excluded** from the DEA requirement: **Diagnostic Radiology, Neuroradiology, Pathology (including Pathology fellowship programs), Pediatric Infectious Disease,**

Dermatology, and Medical Genetics. All other licensed housestaff are required to obtain a DEA certificate. (The DEA number must not be “fee-exempt” unless you will be working strictly at the VA. A “fee-exempt” DEA number does NOT cover prescriptions written outside of a government institution.)

Life Support Certification:

Most training programs require certification in life support **prior** to their program’s orientation, i.e. Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), Pediatric Life Support (PALS), and Advanced Trauma Life Support (ATLS). Some programs require certification in multiple areas, while a few do not require any certification. **Please contact your Program Coordinator to determine your program’s requirements.**

VA Application Requirements:

All housestaff who require access to VA patient records must adhere to the VA Trainee Appointment process as instructed in the *VA Resident/Fellow Welcome Letter* that will be emailed to you shortly. **You CANNOT access the VA patient records until your processing has been completed.** Please watch for this important email from the VA.

Housestaff members who wish to use a driver’s license as one of the two required forms of identification must ensure their license meets specific criteria. To comply with federal regulations, your driver’s license must display the “STAR” symbol, also known as the REAL ID mark. This requirement is designed to enhance security and streamline access to federal facilities and services. Alternately, you may present a valid Passport

NOTE – Family Practice, Pediatric residents, Pediatric fellows and several of the Pathology fellows (Blood Banking, Forensic) who are not assigned to the VA do not need to complete these forms. If you have a question about this, please contact your Program Coordinator.

MCW Email accounts:

The MCWAH Office utilizes email as its **primary** means to communicate important and timely information to its housestaff. Prior to June, MCWAH will communicate with you via your *personal* email address. Please be sure to include your personal email address on MCWAH’s application.

The Medical College of Wisconsin provides email service for **all** housestaff. An MCW email account will be created for you. MCW graduates will keep their existing account. In early May, we will send an email to your personal email address with your MCW email address information. **Once your MCW email is activated, you should check it regularly.** The hospitals and MCWAH will only be sending information to you via your MCW email, and you are responsible for what is sent to this address.

MCWAH Benefits:

In May you will receive communications regarding MCWAH benefits. You can view the [Benefits, Conditions & Terms of Employment](#) section on our main web page for current information on MCWAH benefits. These items are subject to change as of 7/1/25.

Please visit MCWAH’s website for information on the following:

[Resident Spouse Association](#)

[Housing\ Rental Information](#)

[Under-Represented in Medicine \(URM\)](#)

[Graduate School of Biomedical Sciences](#)

Detailed information about virtual events and hospital orientation requirements for the following dates will be sent later:

Thursday, June 26th

Friday, June 27th

Monday, June 30th



Thank you for completing the paperwork required for us to employ you as a resident/fellow with MCWAH, Inc. If you have any questions regarding the forms, please email us at gme@mcw.edu . Your question will be forwarded to the appropriate individual for a response.

Best regards,

Mark D. Hohenwalter, MD

Executive Director and DIO, MCWAH

Associate Dean for GME, MCW