

Medical College of Wisconsin Affiliated Hospitals, Inc.

March 2020

Dear Incoming Housestaff:

Welcome to the Medical College of Wisconsin Affiliated Hospitals (MCWAH), Inc. We look forward to meeting you at MCWAH's Orientation on June 30.

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, 2020** 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 (peach 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 2 x 2" 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 e-mailed 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 dangerous 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 records to determine if you have already met the health requirements.
- 4) [Registrar Confirmation of Medical School Graduation](#) Foreign 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](#)
- 6) Licensure
 - a.) Please review MCWAH's policy [Licensure, Resident Educational License, and DEA Number Requirements for Housestaff \(MD, DO\)](#) (PDF) or the [Licensure Requirement for the Oral and Maxillofacial Surgery Residents \(DDS, DMD\)](#) (PDF).
 - b.) Please review [Licensure Process Guide](#) and [Licensure Timeline](#) for MD and DOs only.
 - c.) Print, sign and return the [Wisconsin Licensure Policy Acknowledgement Form](#). If you possess an DMD/DDS degree, please complete the [Wisconsin Licensure Policy Acknowledgement form for OMS housestaff](#).
 - d.) Resident Educational License (REL) paperwork will be sent to applicable incoming residents on April 5th.

The following items require your review or action:

Housestaff coming from another training program or practicing physicians returning to training must provide the following:

- a.) **License**—Provide copies of all medical licenses.
- b.) **DEA Certificate**—Upon receiving an unrestricted WI medical license, please obtain and provide a copy of your 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)**. All other licensed housestaff are required to obtain a DEA certificate.

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), 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 e-mailed to you shortly. **You CANNOT access the VA patient records until your processing has been completed.** Please watch for this important e-mail from the VA.

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

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

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 7/1/20.

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](#)

Please check with your program regarding specific hospital orientation date(s) that you are required to attend.



2020 Orientation dates: (end times are tentative – detailed information will be sent in May)

	<u>Froedtert</u>	<u>VAMC</u>	<u>MCWAH</u>
Fri, June 26 th	8:00 am to 3:00 pm	7:30 am – 1:30 pm	N/A
Mon, June 29 th	8:00 am to 3:00 pm	7:30 am – 1:30 pm	N/A
Tues, June 30 th	N/A	N/A	8:00 am to 3:30 pm

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 e-mail us at gme@mcw.edu . Your question will be forwarded to the appropriate individual for response.

Best regards,

Kenneth B. Simons, MD
Executive Director and Designated Institutional Official
Medical College of Wisconsin Affiliated Hospitals, Inc.
Sr. Associate Dean for GME and Accreditation
Professor of Ophthalmology and Pathology
Medical College of Wisconsin