

## FREQUENTLY ASKED QUESTIONS

**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 list 000-00-0000 on the form. We will be sending information regarding obtaining your SSN in May.

**I do not have a SSN, how do I apply for an NPI number?** Please send an email to [gme\\_forms@mcw.edu](mailto:gme_forms@mcw.edu) for further instructions.

**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 cannot give physicals to the housestaff.

**Where do I apply for benefits? When will I receive benefits information?** Current benefits information is available on the MCWAH Benefits, Conditions and Terms of Employment webpage. Enrollment information will be emailed to your @mcw.edu email address in May from [gme\\_benefits@mcw.edu](mailto:gme_benefits@mcw.edu).

If you have specific questions, please contact us at [gme\\_benefits@mcw.edu](mailto:gme_benefits@mcw.edu).

**I need a copy of my contract to look at apartments, buy a car, etc.** Contracts are not issued until June 1<sup>st</sup>. 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. An example of the current year's contract is available on the [MCWAH Employment Conditions and Benefits](#) website.

Please note, the example is not your actual contract; you will receive that via DocuSign. Please do not print the sample and try to use it as your contract.

**I don't have a Wisconsin address yet.** Please list your current address on the forms. You will be responsible for verifying your current, local address is updated in the Workday system. You will have access to update that information on June 15<sup>th</sup>.

**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 Wisconsin Medical License are eligible for a DEA number to prescribe in Wisconsin. If you have neither, please leave it blank.)

**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?** Yes, please include either a driver's license, county/state identification card or passport in either a PDF or JPG format. You will attach the copy of your identification card at the end of the MCWAH Employment Application (personalized link emailed to you on April 1<sup>st</sup> from [gme\\_forms@mcw.edu](mailto:gme_forms@mcw.edu)).

**Should I wait until I start to apply/complete my Resident Educational License (REL) application?** No, DO NOT WAIT as all residents must obtain an REL prior to the start of GME training. Residents cannot start without meeting this licensure requirement. The State of WI requires at least two months processing time to issue an REL. Please complete your REL application online through [LicenseE](#) now.

The MCWAH office completes the Affidavit of Hospital Authority (Form 2601); please provide Form 2601 to [gme\\_license@mcw.edu](mailto:gme_license@mcw.edu).

**\*\* If you are an incoming fellow or have a full, unrestricted Wisconsin Medical license, you do NOT need an REL\*\***

### **Important timing requirements from MCWAH Licensure Process Guide:**

1. If you completed less than two years of previous accredited GME in the USA, prior to starting with MCWAH, you will be required to obtain a WI medical license prior to completing a total of 28 months of accredited GME training, regardless of where it was done.
2. If you completed two years of accredited GME in the USA, prior to starting with MCWAH, you are required to obtain a WI medical license within 4 months of starting with MCWAH. 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, 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.

### **Questions about licensing:**

- Questions about the DSPS online application system, please use the LicensE “Request Support” feature.
- Questions about the MCWAH license process guide or GME training requirements can be directed to Maria Gascoigne ([mgasco@mcw.edu](mailto:mgasco@mcw.edu))

**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. 7/1/26). The exemption form should be filed through your IPFCF Portal account.

Housestaff should never claim an IPFCF exemption during MCWAH GME training years.

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.