CHECKLIST FOR RESIDENTS AND FELLOWS COMPLETING TRAINING

* **Final Graduating Chief Evaluation Meeting with Program Director**
* **Complete your resident ACGME case log (for specialties with case log requirements)**
  + Your numbers are archived on July 1. They cannot be changed after that.
* **Up-to-date Work Hours** - Your work hours should be put in for each month.
* **EPIC**
  + Epic departing clinician workflow must be activated
  + In Basket must be cleared, including:
    - Lab results
    - Radiology and other testing results
    - Open encounters/notes
    - Unsigned orders
    - Unanswered messages
  + In Basket must be re-assigned, to include:
    - Pending results
    - Future/standing orders
    - Clinical messaging
    - Pool assignments

**Clinical hand-off:**

Explicit hand off to accepting clinician of all pending test results

Explicit hand off to accepting clinician of all issues related to medically active/unstable/at-risk patients

Scheduling services is provided a list of physician(s) accepting responsibility for seeing patients being handed off

* **Return any Hopkins property**
  + ID Badge
  + Keys
  + Devices **– (Pager, iPad, Laptop, etc.) -**Remove personal emails and info
* **NPI** - After you complete the program it is your responsibility to contact **NPI** to change your status, address, phone # etc.
  + <https://nppes.cms.hhs.gov/NPPES/Welcome.do>
* **Contact Information** - Please provide the program with your new addresses/phone numbers and email …..and please stay in touch!