

Graduate Medical Education Resident Processing Procedures

- I. **New Resident Orientation and Registration Requirements**
 - A. **Four Weeks Prior to Rotation:** All residents new to CHRISTUS Santa Rosa Health Care (CSRHC) or Children’s Hospital of San Antonio (CHofSA) must complete the following items located in the Resident Registration Information section at:
www.christussantarosa.org/gme.
 1. Submit Resident Online Registration Form
 2. Submit HRSA Reporting Information Sheet (*only* if you have rotations at CHofSA)
 3. Read Confidentiality Agreement
 4. Complete all Resident Orientation Modules
 5. Submit the Resident Orientation Completion Certificate
 6. Send copies of Medical School diploma, CV and ECFMG (IMG only) to:
gabriel.maciaz@christushealth.org
 7. Send professional JPEG photo to be used on ID badge to
gabriel.maciaz@christushealth.org
 8. Completion of CPOM (Computerized Patient Order Management) Training and PDOC (Physician Documentation) Training. **This training will be ordered by the GME office after all registration paperwork has been completed.**
 - B. **Two Weeks Prior to First Day of Rotation** (after above items have been submitted):
 1. Return the following forms via DocuSign:
 - a. Confidentiality Agreement
 - b. Badge and Parking tag Agreement
 2. Make appointment to pick up ID badge and parking tag from GME office.
 - C. Residents must wear their CSRHC ID Badge visibly at all times when on any CHRISTUS Santa Rosa campus. Gold parking tags must be displayed in the resident’s vehicle when parking in facility parking lot or garage.
 - D. Residents will receive dictation number and computer login credentials after all registration items have been received.
 - E. Residents who have not completed the required orientation and registration information **will not be allowed to begin their rotation.**
- II. **Returning Residents - Resident Rotation Change Notification**
 - A. Residents previously registered with the CHRISTUS Santa Rosa GME office, who have completed clinical rotations at a CHRISTUS Santa Rosa Hospital or The Children’s Hospital of San Antonio, are required to notify the GME office prior to every new clinical rotation.
 - B. Complete the Resident Rotation Change Notification Form located in the Resident Registration Information section at www.christussantarosa.org/gme at least two weeks prior to start of each new clinical rotation.

III. Resident Clearance

- A. On the final day of all clinical rotations, or prior to graduation (whichever comes first) all residents are required to complete the Resident Exit Clearance Form. This form can be printed from the CHRISTUS Santa Rosa GME website, or obtained from the CSR GME office. The GME Office is located at CHRISTUS Santa Rosa Center for Children and Families, 5th floor Medical Library, Suite F5626, 333 N. Santa Rosa Street, San Antonio, Texas 78207.

- B. The resident must obtain clearance from:
 - 1. Medical Records Department
 - a. Assure all medical records are complete
 - 2. GME Department
 - a. Return ID badge
 - b. Return parking tag
 - c. Per the Badge Agreement, \$25.00 fee will be assessed for non-return of ID badge, parking tag, and/or other CSRHC property

- C. The GME Department will:
 - 1. Clear resident from BRIVO
 - 2. Clear resident from MD Staff and Meditech
 - 3. Clear resident through Identity Management (MCI)

- D. The resident will return a copy of the Clearance Form to his/her Program Coordinator.