

**UMC/TTUHSC SCHOOL OF MEDICINE  
HOUSE STAFF CLEARANCE FORM**

House Staff Member \_\_\_\_\_

Department \_\_\_\_\_

**ALL SIGNATURES ARE TO BE OBTAINED PRIOR TO RETURNING FORM TO THE GME OFFICE.  
CERTIFICATES OF COMPLETION WILL NOT BE RELEASED WITHOUT COMPLETED FORM.**

Residents/Fellows are required to check out through the following departments:

<u>DEPARTMENT &amp; LOCATION</u>	<u>SIGNATURE</u>	<u>DATE</u>
<b>HSC Police</b> , BA104, HSC (Return badge & access card)	_____	_____
<b>Lock Shop</b> , BAB099, HSC (Return HSC keys, 8:00-12:00 & 1:00-4:45)	_____	_____
<b>Preston Smith Library</b> Circulation Desk (Give 30 minute notice, 3-2200)	_____	_____
<b>MPIP Business Office</b> , B092C HSC (Texas Tech Physicians Medical Pavilion, basement)	_____	_____
<b>UMC Security</b> , 1 <sup>st</sup> floor, UMC (Turn in parking stickers, gate access card, UMC Keys, and Call Room key, if applicable 8:00-5:00)	_____	_____
<b>Cashier</b> , 1 <sup>st</sup> floor, UMC (Patient accounting 9:00-4:00)	_____	_____
<b>Linen Service (Scrubs)</b> (Nancy or Thomas 775- 9281, 7:00-3:00)	_____	_____
<b>Medical Records (HIM)</b> , UMC basement (Glenda, 775-9155, incomplete file processing)	_____	_____
<b>Information Technology Division:</b>		
NT Account:	_____	_____
PPP Account:	_____	_____
VPN Account:	_____	_____
Information Services:	_____	_____
Email Account:	Forward Email To: _____	

**Residency Department**

(Clearance from department, return pager, etc.)

**Coordinators: Please initial each item below verifying completion of forms.**

Final Evaluation	_____		
PAF Form	_____		
Malpractice Form	_____		
Dept. Confirmation Letter	_____	_____	_____
		(Coordinator Signature)	

**GME Office, 3B315C**

Graduate Information	_____		
Alumni Info Card	_____		
Certificate: mailed/handed out	_____	_____	_____
		(GME Signature)	

**RETURN FORM TO: GRADUATE MEDICAL EDUCATION, 3B315  
(GO TO 2<sup>ND</sup> PAGE FOR COVENANT CLEARANCE)**

**COVENANT HEALTH SYSTEM  
HOUSE STAFF CLEARANCE FORM**

**Physician Services, CMC 1<sup>st</sup> Floor**  
(Sylvia Brito, Manager)

Parking Cards (replacement fee: \$25)                    \_\_\_\_\_  
Parking Hang Tag (replacement fee: \$25)            \_\_\_\_\_  
Photo ID badge (replacement fee: \$10)             \_\_\_\_\_

\_\_\_\_\_  
Sylvia Brito, Manager

\_\_\_\_\_  
Date