

# GRADUATE MEDICAL EDUCATION OFFICE

Procedure:	GME Residency Verification	Effective Date:	December 4, 2013
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### **GME Residency Verification Procedure**

Effective December 4, 2013, the GME office will no longer be responsible for verifying residency training unless it is from the Educational Commission for Foreign Medical Graduates International Credentials Services (EICS). Post graduate verifications will be completed by each individual specialty residency program within 72 hours of date of receipt by the program. All residents, graduates, and external inquiries should contact the specific residency program manager as listed below:

Residency Specialty	Name of Contact	<b>Contact Number</b>	Email Address	Fax #
Family Medicine	Colleen Stevens	404-756-1256	costevens@msm.edu	404-756-8682
Internal Medicine	LaToya Carter	404-756-1368	lacarter@msm.edu	404-756-1313
OB/GYN	Shawntel Jordon	404-616-1692	sjordon@msm.edu	404-616-4131
Pediatrics	Rashida Elliot	404-756-1393	relliott@msm.edu	404-756-1357
Psychiatry	Tiffany Burns	404-756-1451	tburns@msm.edu	404-756-1471
Preventive Medicine &	Carla Durham	404-752-1852	cdurham@msm.edu	404-752-1160
Public Health				
Surgery	Montreka Dansby	404-616-7847	mdansby@msm.edu	404-616-6281

### **EICS Verification Procedure**

- Once the verification is received by GME office, the GME Director will send an email to the Program Director (PD) requesting confirmation that the information is correct. The PD can verify/confirm by responding to the email.
- GME will then complete the form and send to the Dean/President for the MSM seal
- GME will upload final to NI and then mail back EICS

#### **Claims History Procedure**

• To retain a claims history for any of our residents, please contact our Legal Affairs Office.

Department	Name of Contact	Contact Number	Email Address	Fax #
Legal Affairs	Marabeth Hines	404-752-1747	mhines@msm.edu	404-752-1167

## **Verification Process for Programs to Complete/Track:**

- All programs have a timeframe of 72 hours to execute and return verifications.
- The GME office will forward any verifications received directly to the specialty program upon receipt.

All programs must log each verification received and provide a quarterly report to the GME Office by using the template below:

Residency Program Name					
Name of Resident	Dates of Residency	Received Date	Submission Date	Was there any Remediation? YES/NO if yes please list	