



Download match list from NRMP

Distribute match list to PD & APDs

Create photo sheet for new class & announcement with bios

On match day: Send welcome email to new class

Add new residents to EMRES listserv

Send employment letters for lease or mortgage

Post on website

Distribute with announcement within Hospital & Dept

Mark as "Will Start" in ERAS

Download ERAS info for RMS.

Download ERAS info for HR

Contact EHS to schedule and get health questionnaire

Generate contracts

Email block schedule for requests

Send per RMS instructions. Deadline: 4/1

Send to HR contact to generate packets

Email questionnaire to residents

Mail to residents with return envelope

Secure signatures, scan and send to GME & RMS

Develop orientation template

Contact Jo-Ellyn for house orientation date

Contact EMS for ATLS & PALS dates

Contact C.Harris & G.Anderson for ACLS date

Schedule inpatient & ED Epic and Dragon training

Schedule program orientation

Schedule teambuilding at

Schedule resident picnic

Hold conf rooms for orientation activities (early - Dec or Jan)

Secure space in Clin Sim and Lindell

Pick dates in early Dec to schedule room w/B. Dewyre

Secure speakers

Generate event request

Generate event request

Order provider manuals and ECC books

Arrange for trainers

Secure park permit

Track expenses to bill non-resident

Secure Epic and Network Access

Request HMO Provider ID's

Here as a student?

Request new ID # - must have DOB & last 4 digits of SSN

Request Epic access (form in ERIC)

Request Network and Outlook access (form in ERIC)

Update from student to resident

Secure remote access; reassign graduating residents' tokens

