

## Visiting Resident/Fellow Process

Kansas University, School of Medicine, accepts visiting trainees matriculated in ACGME-accredited residency and fellowship programs at outside institutions for rotations of limited duration in KU GME training programs. Prior to beginning a rotation in a KU GME training program, a prospective visiting trainee must:

- Complete KU GME onboarding requirements and
- Have a fully executed KU Memorandum of Agreement in place between KU and the Sponsoring Program/Institution (to be initiated by the KU training program).

### **STEP 1: KU Program Completes Visiting Resident/Fellow Application and Initiates KU Memorandum of Agreement (below).**

- A. Visiting Resident/Fellow Application Form – *Must be submitted to GME at least **three months** prior to rotation start date.* KU GME training programs that wish to accept visiting residents/fellows for rotations must submit completed Visiting Resident/Fellow Application Form – which includes trainee demographic information, rotation dates, Program Director (both KU and sponsoring institution) approval – to GME (KUNRO@kumc.edu)
- B. Memorandum of Agreement – *Initiated and submitted to GME at least **three months** prior to rotation start date.* The KU program must send the KU MOA template to Sponsoring Program/Institution for review. The fully-executed MOA with all required signatures (with the exception of Dr. Unruh and Dr. Simari) must be received by GME prior to the start of the rotation. Any changes to the MOA by the Sponsoring Program/Institution must be reviewed and approved by GME.

**Applications for visiting rotations will not be approved until all documentation has been received by GME.**

### **STEP 2: KU GME Online Application Sent to Visiting Resident/Fellow**

Visiting residents/fellows must complete the credentialing requirements via the online Application Portal in MedHub—with the assistance of their KU Program Coordinator. Visiting trainees will receive an email notification from MedHub outlining the requirements for appointment and credentialing and applicable due dates. These include:

- Memorandum of Agreement
- Rotation Goals and Objectives
- GME Online Application
  - Demographics
  - Training and Education History
- Kansas License Certificate
- MO Contiguous License (if applicable)
- MO BNDD (if applicable)
- KS DEA (3 options)
  - DEA Waiver
  - Fee-Paid DEA
  - Request for Institutional DEA
- Immunization Documentation
- Medical School Diploma
- ECFMG Certificate (if applicable)
- Proof of Malpractice Insurance/Certificate (\$1,000,000/\$3,000,000)
- Proof of coverage under the Kansas Healthcare Stabilization Fund
- Badge Request
- KUH Confidentiality Agreement/Signature Attestation
- HIPAA Certificate of Training (from home institution)
- KU School of Medicine HIPAA Agreement
- Compliance Disclosure Statement
- Chart Audit Card
- SAM.gov exclusion report
- OIG exclusion report