**REQUEST FOR STATEMENT OF PROFESSIONAL LIABILITY INSURANCE COVERAGE**

**(PHYSICIANS-IN-TRAINING)**

**EXTRA WORK FOR EXTRA PAY (MOONLIGHTING)**

This form for is to be used by current UCSD house officers holding appointments with UCSD Health Systems that meet the following criteria:

* Offsite facility/entity requesting Proof of Liability Coverage during physician’s current appointment
* Appointment between said facility and trainee is outside the scope and course of the physicians UCSD training

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| **Date:** | | August 09, 2016 | | | | | | | | | | | | **PID#** | | | | | | | | | | | | | | | | | | | | | |  | | |  | | |
| **Name of Trainee:** | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **Department/Division:** | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **Contact Information:** | | | | | | | | |  | | | | | | | | | | | | | | | | |  | |  | | | | | | | | | | | | |  |
|  | | | | | | | | | Phone | | | | | | | | | | | | |  | | | | email | | | | | | | | | | | | | | | |
| UCSD Appointment Level | | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | | | | | | |  |  |  | | |
|  | | | | | | | | | | | | | | | | Status Level & | |  | | | PGY | | | | | | | | | | | | | | | |  |  | | | |
| UCSD Program | | | | | | | Start Date: | | | | | | | |  | | | | | End Date: | | |  | | | | | | | | | | | | |  | | | | | |
| I am board eligible or certified in | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |  |
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| I have read and understand the Extra Work for Extra Pay (Moonlighting) policy and as such, if I choose to engage any activities outside of the course and scope of my UCSD appointment, I do so knowing these activities are without UC professional liability coverage. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Trainee  Signature | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | Date | |  | | | | |  | |
| *Not valid without Trainees signature* | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | | | | |
| **Institutions requesting Proof of Liability Coverage** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
| Facility |  | | | | | | | | | | | | | | | | | | | | | | |  | | | Attention | | | | | | | |  | | | | | |  |
| Address |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Fax No. | | | | |  | | | | | |  |
|  | Street, City, State & Zip Code | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| Facility |  | | | | | | | | | | | | | | | | | | | | | | |  | Attention | | | | | | | | | |  | | | | | |  |
| Address |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Fax No. | | | | |  | | | | | |  |
|  | Street, City, State & Zip Code | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | | | |  | | | |  | | |
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| To be completed by physician’s program director. **Not valid without wet or electronic signature**. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I am aware and approve this physician to practice at the above named facility(ies). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
| Program Director’s Name | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |  | |  | | | | |  | | |
| Signature | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | Date |  | | | | |  | |
|  | | | *Not valid without Program Director signature* | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | | | | |  | | |

**Document Title:** [Guidelines for House Officer Extra Work for Extra Pay](http://meded.ucsd.edu/assets/6/File/GME%20005%20Guidelines%20for%20extra%20work%20extra%20pay%20update%207-1-11(1).pdf) **(Moonlighting)**

**Document Date:** This document revises the UCSD moonlighting policy:

Policy Number: GME – 005 Version: 02

Effective Date: December 9, 2009 Updated: July 1, 2011

**DESCRIPTION**

These guidelines provide clarification for professional and patient care activities by UCSD house officers external to the educational requirements of a UCSD training program.

**PURPOSE**

Sponsoring institutions must develop policies and guidelines for “moonlighting” (which will be termed “extra work for extra pay” or “activities external to the educational requirements”) by UCSD house officers.

**SCOPE**

**House officers and program leadership of ACGME accredited/ABMS certificate training programs sponsored by UCSD.**

**DEFINITIONS**

**The term “extra work for extra pay” refers to services that licensed house officers perform that are outside the scope of the educational requirements of an approved GME program.**

**Medicare regulates when a house officer in an approved training program can be counted for purposes of Medicare direct graduate medical education (“DGME”) and indirect medical education (“IME”). When house officers are providing physician services as part of their approved training program they may not bill a professional fee for the services provided. Medicare does allow house officers to bill Medicare for their patient-specific services as physician services when the services are provided outside of the scope of the approved training program in certain circumstances.**

**In order to engage in extra work for extra pay, a house officer must have an unrestricted California license in medicine, or osteopathy. Note: Holders of J-1, H-1B, and O-1 visas are generally ineligible to engage in extra work for extra pay and should contact the Office of Graduate Medical Education for further information.**

**In addition to the licensure requirement, Medicare also regulates where services external to the educational scope of the training program can be provided as follows:**

* **Approved Training Program Site.**
  + **Billable extra work for extra pay does not include services to inpatients of hospitals participating in the house officers approved training program.**
  + **Billable extra work for extra pay may include outpatient and emergency department services provided the services are identifiable and separate from services provided as part of an approved training program.**
* **Non-Approved Training Program Site.**
  + **Billable extra work for extra pay may include inpatient, outpatient or other ambulatory settings.**

**Abbreviations**

**RCHSD: Rady Children’s Hospital of San Diego**

**VAMC: Veteran’s Administration Medical Center**

**POLICY**

1. Institutional Requirement and Responsibility
2. House officers must not be required to engage in "moonlighting" or “extra work for extra pay”.
3. All house officers engaged in moonlighting must be licensed in the state of California.
4. It is the responsibility of the institution hiring the house officer to moonlight to determine whether such licensure is in place, adequate liability coverage is provided, and whether the house officer has the appropriate training and skills to carry out assigned duties.
5. UCSD liability coverage will not be extended to cover moonlighting activities of the house officer that fall outside the course and scope of the individual's University appointment.
6. Extra work for extra ay that occurs at UCSD, RCHSD and the VAMC, i.e., internal extra work for extra pay, shall be counted toward the 80 hour weekly limit on duty hours. In addition, a UCSD “GME/ABMS MSP Employment Contract” must be utilized. This is available through the Office of GME. Additionally, all external moonlighting hours must also be counted toward the 80 hour weekly limit.
7. The program director must provide a prospective, written statement of permission allowing the house officer to engage in extra work for extra pay. This statement shall be made a part of the house officer's permanent file.
8. In the event a house officer is given permission for extra work for extra pay, the program director shall monitor the house officer's performance for the effect of these activities upon performance in the trainee's residency program. Adverse effects may lead to the withdrawal of permission to extra work for extra pay.
9. The GMEC will oversee the training programs' implementation and monitoring of the UCSD moonlighting policy.
10. The GMEC will monitor the training programs' compliance through periodic reviews/surveys conducted with the trainees and program directors and may require reports from each program. The GMEC will audit the data provided to assure that each program has demonstrated its adherence to policy.
11. The UCSD guidelines for extra work for extra pay must be disclosed to applicants to the GME training programs and to all current trainees.
12. Training Program Responsibility
13. Each program director must develop a written policy and procedure document for extra work for extra pay that implements these guidelines.
14. The program director must develop a mechanism for the house officers to communicate their request for permission to engage in extra work for extra pay. A sample request form and certification are appended to this document. The approval of a Request for extra work for extra pay is only valid for one academic year. The house officer must submit a new Request for Approval each year.
15. The program director must provide a prospective, written statement of permission to the trainee allowing the individual to engage in extra work for extra pay. This document will be made a part of the trainee's file.
16. In accordance with each program’s policy and procedure document, the program director shall monitor the effect of extra work for extra pay upon the performance of the house officer in his/her training program. Adverse effects may lead to the program director withdrawing permission for extra work for extra pay.
17. The program director shall also monitor “internal and external extra work for extra pay” to assure that hours spent in that activity are counted toward the 80 hour weekly limit on duty hours.
18. House Officer Responsibility
19. House officers will not engage in activity or employment that will interfere with their obligation to the University in any way or to the effectiveness of the individual in the training program, including the quality of patient care rendered
20. Trainees will comply with their program as well as UCSD guidelines regarding their professional and patient care activity outside of the UCSD training program.
21. House officers will communicate their request to engage in extra work for extra pay to their program director and will comply with the processes developed within their program to implement the UCSD guidelines for extra work for extra pay.