UC San Diego Health

Exit Process and Check-List

As your training rapidly approaches an end, things are about to get very crazy for you very quickly…if they haven't already! Use this as a guide and it will help make your transition that much smoother.

Please review this carefully as it is likely you are not be aware of some of the changes that are about to happen as a result of your separation so be prepared.

Keep in mind, the OGME Check-out is intended to supplement departmental process(es), not supersede them. You can find this checklist on our website as well.
http://meded.ucsd.edu/index.cfm/gme/house_officer/houses_officer_checkout/

We wish you the best of luck as you journey forward!

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1. Cobra Insurance Coverage

General information is available on the OGME Exit Process web page. There you will also find the link for detailed Cobra information and instructions. Shortly before your termination date, you will receive a notice of eligibility directing you to the OGME website for forms and information.

If you are moving into a Career appointment, you need to enroll into the Career health plans; you are NOT automatically enrolled regardless of what you may have been told.

2. UCSD Email - Did you know your UCSD email account will be deactivated when you leave?

Terminated trainees **WILL lose access to their UCSD email account**. Shortly thereafter, the account in its entirety is completely purged.

a. **Take pro-active measures to let people know how to reach you post-graduation**
   i. notify/inform personal and professional contacts of your impending status change and
   ii. retain important personal emails/information because there is no retrieving information once the account has been purged

b. **Activate an external "Out of Office" message**
   i. Non ucsd.edu email senders will instantly receive a response from you with whatever information you put in your "message".
   ii. Start managing your Outlook files NOW
   iii. delete old/unnecessary emails; make sure you didn't miss something
   iv. notify contacts where/how you can be reached after your last day

3. At Your Service (AYSO)

a. **Direct Deposit .pdf Receipts and W2 Tax Statement of Income**
   Through At Your Service you have access to both your direct deposit receipts and your W2 statements. Access will remain active for approximately 3 years after termination as required by law. If you have never activated your access, Instructions are available in Blink.

b. **W2 Tax Statement of Income**
   Regardless of your employment status, you can have your W2 emailed to you at the time the statements are sent. Simply sign in, access the appropriate folder and set it up. Remember, DO NOT USE YOUR UCSD.EDU EMAIL ADDRESS or you won't get it.

   If you are having trouble signing in, your password can be reset by sending a request to payrollquestions@ucsd.edu.

4. Retirement Benefits (http://netbenefits.fidelity.com)

Since you have been on the UCSD payroll, monthly mandatory contributions have been deducted from your paycheck and put into your Fidelity managed retirement fund. Fidelity will continue to manage your retirement unless you want to rollover or withdrawal your funds. Any questions regarding your retirement can be answered by Fidelity.

5. Who Needs to Know You're Moving?

Please provide your forwarding address to your department coordinator. Your certificate of completion will not be released to your department until we receive your forwarding address. If you do not have a forwarding address, you may use your permanent address.

DON'T forget to change your address with the following agencies:

1. MBC http://www.mbc.ca.gov/Forms/Licensees/07a-08.pdf
2. DEA http://www.deadiversion.usdoj.gov/online_forms_apps.html (Registration Change Requests)
3. NPI & PECOS: https://nppes.cms.hhs.gov/NPPES/StaticForward.do?forward=static.npistart

6. Fee Exempt DEA Certificates

"Fee Exempt" DEA Certificates are institution specific and is only valid within the course and scope of your UCSD training. Upon graduation the certificate is no longer valid.

1. Options for a "fee exempt" DEA Certificate:

   a. For the price of a new DEA Certificate, you can keep your current one; this will not extend the expiration date

   b. Purchase for a new DEA Certificate with an altogether different number

   c. If you are continuing your training elsewhere, you will need to change your address in order to retain your exempt certificate; only one fee waived certificate is issued per person

2. To register/purchase for an un-restricted certificate or change your address of record: http://www.deadiversion.usdoj.gov/ (under Registration Support)

7. Proof of Professional Liability Coverage

Part of a medical institution's application is the credentialing process. General Information is available on our website and will answer an application's coverage questions. When documentation specific to you is requested, simply complete the form and follow the instructions are on our website. The letter will be faxed to the requesting institution and original then mailed. Plans accordingly as letters can take up to 36 days to complete from the day they are received.

http://meded.ucsd.edu/index.cfm/gme/house_officer/housestaff_benefits/liability_insurance/

8. Health and Immunization Records

As a patient, you can access any/all treatment received at UCSD, including health screenings and immunizations regardless of your professional/educational status through MyChart. Contact IT for help getting set up (3HELP).