

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER El Paso
GRADUATE MEDICAL EDUCATION
Standard Policy and/or Procedure

TITLE: Verification of Training Requests

APPROVED: 02/13/2015

REVISED: 11/01/2018

EFFECTIVE DATE: 02/13/15; 11/01/2018

PURPOSE: To provide guidance and clarification regarding the process for resident and fellow verification of training requests.

POLICY STATEMENT: This process will assist in expediting verification requests, avoid delays, prevent duplicate requests and avert inconsistencies.

All verification requests **submitted to the GME office** will be handled as follows:

1. All verification requests must be submitted in writing and entered in the GME Verifications Log.
2. All verification requests must include Authorization for Release of Information and a Verification Form.
3. GME staff will search for file, complete basic information, attach file or copies of file to the verification request and submit packet to Associate Dean-GME for review, verification and signature.
4. Completed verifications will be scanned, logged and filed electronically.
5. GME staff will follow **Step 2** above for verification requests involving **Transitional Year** and verifications of **'Training Period' only**.
6. All completed verification requests will be faxed or scanned and emailed to requestor.
7. Requests requiring *program specific details and/or rotation information* will be logged in and sent to their respective residency program for verification and signature.
8. It is the responsibility of the **current** program director to complete verification requests for **all** residents/fellows who trained in their program, whether they trained during the current program director's tenure or not.
9. The GME office will follow-up on all verifications routed to program directors until completed.
10. Once program completes a request, the coordinator will send the verification to the **requestor and submit a copy to the GME office**.
11. **'Loss History'** requests are considered **'Professional Liability Insurance coverage'** requests. GME staff will provide the requestor the credentials office email: credentialing@ttuhsc.edu. The **requestor is responsible** for emailing the credentials office to obtain information.
12. GME resident/fellow graduate files **may not be checked-out** from the GME office. TTUHSC El Paso staff may stop by the GME office to review file(s) and/or request copies of information needed. Release of copies must be approved by the Assoc. Dean – GME.