

Incoming House Officers FAQ's

1. Have I passed the background check or drug screening?
 - a. Contact Advanced Reporting Contact information: 503-494-4077; ohsubackgrounds@advrep.com
2. When will I receive my contract?
 - a. You will receive your contract in the MedHub Onboarding package. We recommend saving a copy of your contract before you electronically sign it. If you forget to do this and need a copy, just email gme@ohsu.edu.
3. My contract states 7/1-6/30 but I start 6/14, why?
 - a. As a resident, your clinical start date is 7/1. However, to make sure you have time to complete all orientation activities we have you start earlier than 7/1.
4. How is my pay levels determined?
 - a. Post graduate year (PGY) level is determined based on how many full years of ACGME (or Canadian) accredited or ABMS (American Board of Medical Specialties) certified training you have completed. For someone straight out of medical school, with no prior training in the US, you will be a PGY1. If you have completed a partial year of eligible training in the US, you can get partial credit. For example, if someone completed eighteen months of an ACGME program, they would come in as a PGY 2 for six months, at which time they would matriculate to the PGY3 pay level. If you are unsure whether your program is ACGME or ABMS certified, check the ACGME website or the appropriate Board's website.
5. When should I complete the onboarding package?
 - a. Complete the Current Contact and Scrubs form by March 23, 2021.
 - b. Complete the rest of the package before April 9, 2021
6. My address will change soon so what should I put on my forms?
 - a. Put your current address on all forms. You will update these forms at your GME check-in but we need your current address to issue your drug screen.
7. When will my benefits start?
 - a. Your benefits will start on your date of hire. Your date of hire will be the day of your GME check-in.
 - b. You will have default benefits (OHSU PPO, Delta dental, \$25,000 in life insurance) until you log into AIS/Oracle and make changes on your date of hire. You will have 30 days from your date of hire to make any changes. The only other time you can make changes

to your benefits is if you have a qualifying life event or during open enrollment in the fall.

- c. Any changes made to your benefits, including adding family members will take effect on your GME check-in Day. The OHSU benefits team has put together a detailed voice over PowerPoint for you to watch on your GME check-in day to help understand your options. You can discuss benefits with the Benefits office if you have specific questions, Benefits@ohsu.edu.
8. Is pregnancy a pre-existing condition for health coverage?
- a. Pregnancy is not a pre-existing condition for health benefits.
9. When is my first paycheck?
- a. If a trainee starts by 6/14, they will get a check on 6/28. It will be a partial check based upon your start date. If you start by 7/1 or 7/7, then you will get a partial check on 7/12. If your start 8/2, their first check will be a partial check on 8/9.
10. I didn't get the email for my drug screen or background check, what should I do?
- a. If you do not receive the Advanced Reporting e-mail by April 20, please check your junk or spam folders. If it is not found, please e-mail Advanced Reporting at ohsubackgrounds@advrep.com.
11. I am going to be away from my area for travel, what should I do about my drug screen?
- a. We ask for travel dates in the Medhub onboarding package. Advanced Reporting will reach out and verify the dates to make sure you get your drug screen request outside of these dates.
12. I am changing my name. What should I put on my forms?
- a. If your name will be changed by the middle of May, use your new name on the forms. You **MUST** have **TWO** new IDs in your new name at your GME Check-in. If your new name will not change before your start date, then please delay applying for your limited license until after your name is changed.
 - b. If your name will not be changed before your state date, we will help you with your name changes after you're hired. Please do all of your paperwork in your current name. If you are applying for an unlimited license, you should apply now in your current legal name and we will help you change it in the future.
 - c. If you have any questions about your name change please contact, Sam Milholland, milholla@ohsu.edu.

13. When should I apply for Oregon Medical License?

- a. The sooner the better, especially if you are fellow who needs a Full Unlimited License.

14. What kind of license should I apply for?

- a. Most trainees can obtain a post graduate limited license. Please make sure you apply for a MD Post Graduate limited license, **not** a Fellow limited license if applying for a limited license. **If you are on a Visa, this is your only license option.**
- b. Some trainees obtain an unlimited license (also referred to as “Full” license). In order to be eligible for an unlimited license, you have to have passed all three steps of USMLE. Fellows may want to get an unlimited license if you desire to moonlight and/or need to sit for Boards (check with your PC or Board to determine that piece). **OHSU requires all residents/fellows to have a license, either limited or unlimited at all times.**

15. Will GME pay for my license?

- a. OHSU will pay for limited licenses. Please select the “Pay by Mail” option when completing your application and OHSU will be billed directly.