

Frequently Asked Questions for Incoming Interns, Residents and Fellows

Welcome to the University of Maryland Medical Center (UMMC). Below you will find some of the most common questions that new Interns, Residents and Fellows ask about the Credentialing Application and their transition to UMMC. Please be as complete as possible when filling out the Credentialing Application so that processing can be completed quickly. **If you have further questions, please do not hesitate to contact the Office of Medical Staff Services at 410-328-2902.**

Q. What information needs to be returned to the Medical Staff Office?

A. The following forms should be returned:

- Credentialing Application (with name and date on each page); signed consent forms
- Lab Coat Request Form
- House Staff Enrollment Form (optional)

Q. What should I do with the Employee Health Assessment Forms?

A. These forms should be completed by you as appropriate and brought with you to your pre-employment physical. Contact your Residency Program Coordinator regarding your appointment.

Q. Who should I ask if I have questions about my residency program and its requirements?

A. Your first contact should be your specific Residency Coordinator or Program Director. After that, contact Laura Pounds, the Director of Graduate Medical Services, at 410-328-1004. She can assist you with questions pertaining to the general requirements and expectations of your residency program.

Q. There are some questions on the application that don't seem to apply to me. What should I put for the answers?

A. Please write or check off "not applicable" in these cases so that we know you've looked at every question.

Q. I'll be moving before I start at UMMC, but I don't know my new address. What should I put down for home address? (page 2)

A. Put your current address, phone number, and email. When you attend orientation, we will provide you with a change of address form to update your contact information.

Q. I'm not sure I know what my NPI number is. (page 4)

A. In 2007, the Center for Medicare and Medicaid Services (CMS) required the use of the National Provider Identifier (NPI) for use in all standard electronic health care transactions. This identifier must be used by all health care providers who conduct electronic transactions including claims, eligibility inquiries and responses, claims status inquiries and responses, referrals and remittance advices. **As prescribers, referring, or ordering providers, residents and fellows are required to have an NPI in order to be identified in claims transactions that are submitted to health plans.**

All residents and fellows must have an NPI number prior to starting their training program at UMMC. **If you are coming from a previous training program** and are not aware of your number,

contact your current residency coordinator. **As required by the CMS, you will need to update your practice address, etc., within 30 days of starting at UMMC.** Contact your UMMC Residency Coordinator to find out the exact practice/billing address information that should be listed.

If you are coming directly out of medical/professional school, you will need to apply for your own number. See/Contact your UMMC Residency Coordinator for instructions on how to apply.

- Q. The hospital where I'm currently working provides my liability coverage, but I don't know the name of the carrier. (page 4)**
- A. Please contact the Risk Management Department at that facility to obtain your coverage information. We'll be able to verify the coverage and claims history through that office. Please obtain an insurance certificate or request that they forward one to us.
- Q. Who can I use as a reference? (page 6)**
- A. Please use physicians or practitioners that you have worked with during your previous training or medical or professional school as references. Do not use friends, relatives or fellow classmates. Please be sure to provide complete contact information so that an evaluation request can be sent.
- Q. I have not yet received my Education Commission for Foreign Medical Graduates (ECFMG) Certificate. What should I do?**
- A. Please send a copy of the certificate upon receipt. We will verify your certification with the ECFMG as part of the credentialing process.
- Q. Where do I send the IAP-66 form?**
- A. Please forward this form to your residency program coordinator. She or he will submit this Visa sponsorship information directly to the ECFMG.
- Q. Where am I going to live?**
- A. Please visit the University of Maryland's site www.housing.umaryland.edu or the Board of Baltimore Realtors www.realtorsbaltimore.com for information on housing. In addition, you may access the Relocation Assistance offered by Carebridge Life Services at www.carebridge.com.
- Q. Where will I park at the hospital?**
- A. On campus parking is available for Interns, Residents and Fellows. Your residency program coordinator will arrange for you to receive a hang tag and gate card.