

Record Retention/Requests for Information

Rev. October 1995, May 2002

Rev. **September, 2003** *

File Retention

Purpose

To *indefinitely* maintain files on all residents who participated in residency training.

The Office of GME resident file contains:

- ~ Copies of faculty appointment/employment paperwork
- ~ Contract
- ~ Credentialing checklist
- ~ ECFMG certificate, Medical School Diploma or 5th pathway certificate
- ~ University at Buffalo (UB) application or ERAs application
- ~ Copies of benefit applications
- ~ Any information regarding probation, suspension, termination, or remediation
- ~ Timesheets
- ~ License (if applicable)
- ~ Permission to moonlight

Program records contain:

- ~ All employment paperwork, i.e. tax forms, I-9 form, proof for I-9 (retain for two years)
- ~ Contract
- ~ All evaluations
- ~ Credentialing checklist
- ~ ECFMG certificate, Medical School Diploma or 5th pathway certificate
- ~ Timesheets (retain until six months after graduation)
- ~ Procedures
- ~ Correspondence related to program performance or Board status
- ~ "Resident & Fellow Assignment Information Forms" (Medicare rotation forms - retain for two years)
- ~ Letters of recommendation
- ~ Permission to moonlight
- ~ Any other documentation required by individual RRC's or the Program Director

Requests for Information

Office of Graduate Medical Education (829-2012)

- Residency verification – program dates, completion date
- Deferment forms for medical school loans
- Grievance filing
- Lab coats
- Direct deposit forms
- Insurance change forms or additions: new baby, new spouse
- Lost or stolen stampers (stamper replacement)
- Concerns or questions regarding grievance filing, sexual harassment, or physician impairment

*Sponsoring Institution: University at Buffalo (UB) December 19, 2004

University at Buffalo Foundation (645-3011)

- Employment verification (for credit card applications, mortgage applications, workman's compensation forms, requests for continuing health insurance under COBRA, changing the number of tax deductions on W-4 forms, and amount being deducted from paycheck for incorrect insurance.
- Direct deposit problems

Residency Program Director's Office

- Verification of credentialing status
- Residency verifications which require information on the resident's character, ability, etc.
- Applications to the program – vacancies in program.

NOTE: All requests for information prior to 1991 should go directly to the program director's office or the hospital medical staff office if the program is no longer in existence.