

**Subject:** University of Washington Radiology Residency: Welcome, GME Orientation, and One Action Item

**Date:** Monday, March 7, 2016 at 3:54:14 PM Pacific Standard Time

**From:** Amanda R. Easton

**To:** anderson.sarah295@gmail.com, baryal.gwu@gmail.com, toluashi@gmail.com, acdaub@gmail.com, jasonbretthartman@gmail.com, khovis@gmail.com, toia.giuseppe@gmail.com, kyle.spearman@gmail.com, JAKE W. SHARP, jspaige, Mickey J. Lee

**CC:** Marcus J. Maurer

**Attachments:** Screen Shot 2016-03-07 at 3.42.15 PM.png

Hello,

My name is Amanda Easton and I am the Program Administrator for the University of Washington Radiology Residency. Marcus Maurer is the Program Coordinator and he and I make up your residency admin team. We hope that you all are well and getting excited as we move closer to the start of your radiology residency!

As you begin to plan the start of your residency with us, please keep in mind that while you officially start residency on July 1, 2016, your **mandatory GME orientation** begins Tuesday, June 28, 2016 (complete orientation dates and times below). Please note that you will only need to attend one day of the Electronic Health Record training; we are currently waiting for GME to confirm if that day will be Wednesday or Thursday.

### **New Resident & Fellow Orientation**

#### **R1s starting July 1, 2016 and all R2s and above\*.**

**WHAT:** Welcome to UW Medicine

**DATE:** Tuesday, June 28, 2016

**WHAT:** UW Medicine Electronic Health Record Training (for applicable programs)

**DATE:** Wednesday, June 29 and Thursday, June 30, 2016

*\*Excludes fellows attending orientation at SCH on July 5.*

Please check your email for communications from both our GME office and the residency admin team for on-boarding matters both large and small. As we all battle ever-growing inboxes, please note that we will try and keep future communications short and search-word oriented, and we will work to send targeted reminders with specific action items whenever possible.

Without wasting any time, we already have one action item that will require your attention:

**Action Item:** In order to protect applicants, ERAS will either not collect or will block SSNs for applicants. Unfortunately, the University of Washington requires SSNs for a variety of onboarding processes. At your earliest convenience please call Amanda at 206.598.6483 to provide your SSN and confirmation of your name as it appears on your SSC. Please feel free to leave a voicemail as it is a secure line. Please email information only if it is password protected.

Over the course of the next four months, we will be working together to get all of your on-boarding materials in place. Beginning next week, we will start sending you separate emails regarding the following items:

- WA State medical licensing, NPI, and DEA licensing information
- VA paperwork
- Lab coat and dosimeter orders
- UW Account Information and Login/Passwords

Please note that our GME office will be emailing you with contracts, orientation information, and training materials directly.

We look forward to meeting all of you. We recognize how overwhelming and confusing the onboarding process can be, so please do not hesitate to contact us if you have any questions or concerns. Thanks!

Best,

Amanda Easton  
Residency Program Administrator  
Radiology Department, RR210  
University of Washington  
1959 N.E. Pacific Street, Box 357115  
Seattle, WA 98195-7115

[amande@uw.edu](mailto:amande@uw.edu)

ph. 206.598.6483

fax. 206.543.6317

**Subject:** UW Radiology Residency: Items of Information and Action Item for Medical License, DEA Registration, and NPI

**Date:** Monday, March 14, 2016 at 10:55:55 AM Pacific Daylight Time

**From:** Amanda R. Easton

**To:** anderson.sarah295@gmail.com, baryal.gwu@gmail.com, toluashi@gmail.com, accdaub@gmail.com, jasonbretthartman@gmail.com, khovis@gmail.com, toia.giuseppe@gmail.com, kyle.spearman@gmail.com

**CC:** Marcus J. Maurer

**Attachments:** GME-Licensing-Policy.pdf, DEA Registration Policy FINAL.pdf

Hello,

In the next several weeks you will begin to receive information from our GME Office regarding obtaining your WA state license, DEA license, and NPI (GME policies attached for your reference). As you are completing the paperwork for these items, please be aware of the following items of information:

Medical License

- Please note that at this time you only need to apply for your **WA State Limited Physician License**.
- You will list the University of Washington as the institution. Please use the department address:

Radiology Department, RR210  
University of Washington  
1959 N.E. Pacific Street, Box 357115  
Seattle, WA 98195-7115

- **Important Note:** Our office will fill out the form regarding your **appointment verification** requiring Program Director signature; **we will obtain signature from Dr. Angelesla Paladin to sign and then send directly to the state for processing.**
- **Important Note:** Please **send all documentation directly to the state** and not to our office, especially transcripts. The state will not accept any forwarded documentation even if un-opened.

DEA Registration (Contingent Upon WA State Medical Licensure)

Please note that once you have received appropriate state licensure, you will need to obtain an individual DEA registration. **Important Note:** You cannot provide a copy of a DEA registration issued with an address outside Washington State.

- **Registrations may be obtained on a fee-exempt basis while you are in training.** If you pay for your DEA registration in error you will need to request a refund directly from the DEA. Refunds are not guaranteed; it is therefore important that you understand that you should not submit payment for your registration.
- Please refer to the attached policy for information on applying for initial registrations.
- If you already hold a DEA registration, you must submit a DEA Registration Update Request once your license has been issued. [Link: <https://www.deadiversion.usdoj.gov/webforms/jsp/regapps/common/updateLogin.jsp>]

NPI (Contingent Upon WA State Medical Licensure)

- **Important Note:** You will need to **update the National Plan and Provider Enumeration System (NPPES) with any changes to your provider information** (e.g. New medical license number, change in taxonomy code, or change of address) within 30 days of the effective date of the change. [Note: Your deadline would be July 31, 2016.] Provider information must be current while in the UW Radiology Residency.

**Action Item:** At this time, **please provide me with your NPI Number** for our records.

As the paperwork starts to roll in, please let me know if you have any questions. Thanks!

Best,

Amanda Easton  
Residency Program Administrator  
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ph. 206.598.6483

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**Subject:** UW Radiology Residency: VA Paperwork

**Date:** Monday, April 11, 2016 at 11:10:35 AM Pacific Daylight Time

**From:** Amanda R. Easton

**To:** anderson.sarah295@gmail.com, baryal.gwu@gmail.com, toluashi@gmail.com, acdaub@gmail.com, jasonbretthartman@gmail.com, khovis@gmail.com, toia.giuseppe@gmail.com, kyle.spearman@gmail.com, babatunde@gmail.com, JAKE W. SHARP, jspaige, Mickey J. Lee

**CC:** Marcus J. Maurer, Eldredge, Edward E

Hello,

Please note that we recognize that the paperwork, fingerprinting, and badging process for the VA can be very detailed and at times confusing. The purpose of this email is to provide you with contacts/resources to assist with the process.

The UW GME office will request that you fill out the VA paperwork and upload it to MedHub as part of your application process. You should also receive information indicating that you have to individually make a fingerprinting and badging appointment through the VA's PIV system. We ask that you review all parts of this process before you arrive for residency so that you can ensure that you have all required ID and paperwork in hand. We cannot make appointments on your behalf, but we are here to help answer any questions you may have. Once the schedule for AY2016-2017 has been finalized, we will be following up with those residents that will be rotating at the VA for their first assignment to make sure that everything is in place for them to be badged for the first day of service.

If you have any questions when filling out the paperwork, completing the MTT training, or setting up your badging appointment, please do not hesitate to contact me. The information for our VA contact, Ed Eldredge is also below:

***Ed Eldredge***

**DIS PACS Manager/ADPAC**

**206.696.3187**

**[Edward.eldredge@va.gov](mailto:Edward.eldredge@va.gov)**

Best,

Amanda Easton  
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**Subject:** UW Radiology Residency: Dosimeter and Lab Coat Order with Action Items  
**Date:** Monday, May 9, 2016 at 11:08:07 AM Pacific Daylight Time  
**From:** Amanda R. Easton  
**To:** baryl.gwu@gmail.com, Aaron Daub, khovis@gmail.com, Mickey J. Lee, JAKE W. SHARP, jspaige, sanderson@uw.edu, jhrtmn@uw.edu, kspearma@uw.edu, gtoia@uw.edu, toluashi@uw.edu  
**CC:** Marcus J. Maurer  
**Attachments:** Dosimeter Form YIR- Form 7.pdf, Coat Purchase Form- 2016.docx, Size Conversion Tables.xls

Hello,

I hope you all had a lovely weekend. This email will include information for your dosimeter badge, dosimeter ring, and lab coat orders.

### **Dosimeter Badge and Ring**

Enclosed is our Request for Radiation Dosimetry Form (YIR-Form 7). Please complete the first page and send both pages back to me. When completing please note that you will need to request both a badge and a ring (the ring should be ordered for the dominant hand). In completing the form, please refer to the PAC attachment included in the email regarding your UW email set-up for your UW Employee I.D. #. If you have any issues locating your EID, please do not hesitate to contact me.

**Action Item:** Complete Page 1 of the Radiation Dosimetry Form and email it back to me by Monday, May 23rd.

### **Lab Coats**

Please take a moment to review the attached lab coat purchase form. Please order no more than 2 coats. Some people prefer to order a 100% cotton coat for winter and a polyester coat for the warmer seasons. Please use the provided conversion chart for sizing. We have received feedback that the technology coat (#3414) runs large.

**Action Item:** Complete the lab coat purchase form and email it back to me by Monday, May 23rd.

Please do not hesitate to let me know if you have any questions about either form. Thank you.

Best,

Amanda Easton  
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**Subject:** UW Radiology Residency Action Item: UW Account Set-Up  
**Date:** Wednesday, April 20, 2016 at 10:21:24 AM Pacific Daylight Time  
**From:** Amanda R. Easton  
**To:** toia.giuseppe@gmail.com  
**CC:** Marcus J. Maurer  
**Attachments:** How-to-Setup-UW-Accounts.pdf, Toia PAC

Hello,

I hope that you are doing well as we move closer and closer to your start date with the UW Radiology Residency. I am contacting you with your Employee ID Number and PAC (attached), both of which you will use to set up various UW accounts. In creating your UW NetId, please select something that is recognizable and/or includes your last name as this is how faculty will search for you. For example John Alan Rowe could be jrowe, rowej, jarowe. Please use the attached instructions to finalize your UW accounts.

Once you have set up your email account, using that account please email me at [amande@u.washington.edu](mailto:amande@u.washington.edu) so that I can confirm your account is operational. Going forward, please note that all correspondence from the residency admin team will go to your UW email account. **Please note that you CANNOT forward your UW email account to a personal account. This is a violation and will result in a strong desist email from the University.**

Please let me know if you have any questions or concerns. Thanks!

Best,

Amanda Easton  
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