



Graduate Medical Education
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Capital Area Health Consortium
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To: Exiting Residents/Fellows

From: The Consortium (CAHC)

All exiting residents/fellows are required to complete an exit interview with CAHC. This meeting is mandatory to obtain your sign-out sheet for your diploma/training certificate.

Residents/fellows who are changing programs are required to attend an exit interview and obtain a sign-out sheet once they complete their last program at USOM.

CAHC will contact you with meeting choices and will provide you with the information we will review with you at the meeting, including:

1. COBRA Continuation Information and Election Notice

This notice will provide important information about your right to continue your health coverage under CAHC's group health plan, the instructions for signing up, and other more cost-effective health coverage alternatives.

2. Employee Address Change Form

This form will allow you to provide future mailing information to ensure you receive important year-end tax and health insurance information.

3. Long-Term Disability Conversion and Agent Contact Information

This brochure will summarize the group-to-individual Guaranteed Standard Issue (GSI) long-term disability conversion option available through Guardian and the approved agents' contact information.

Sign-Out Sheet

Following completion of the meeting, CAHC will email a sign-out sheet to you and your Program Coordinator acknowledging that you completed the session.

You must sign the form and turn in your applicable items listed to your Program Coordinator, who will return the completed form and items to the GME office to release your diploma/training certificate.