



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

FROM: Michael Tran and the Consortium Staff

As part of the exiting process, you will need to attend a short (twenty minute) exit interview via WebEx with the Consortium. At this meeting, we will explain your final payroll, the options for continuing your health insurance through COBRA and the option to convert your group disability/life coverage into an individual policy. **This meeting is mandatory to complete your program and receive your diploma.**

Michael Tran will be sending you date choices via email. Once you have selected a date/time, you will receive a WebEx invite along with an email that has fillable forms for you to complete and return at the end of your WebEx session.

The forms that **we need to collect** from you on the day of your exit interview are as follows:

1. COBRA Notification Form

All exiting employees must sign this form at the exit meeting. By doing so you are acknowledging that your COBRA benefits have been explained to you.

2. Payroll Forwarding Address Form

Please complete this form in its entirety. This will ensure that your last paycheck is received and provide information to make sure you receive your W-2 and 1095-C at year-end.

3. Sign-Out Sheet

Fill in your name, program and personal e-mail address. After receiving your forms, we will sign the form and return to you. When all three additional signatures are gathered, you will need to fax the completed Sign-Out Sheet to the GME Office (860-679-4624). This form needs to be received by the GME office in order to receive your diploma.