



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

From: The Consortium Staff

As part of the exiting process, you will need to attend a brief exit interview with the Consortium. At this meeting, the options for continuing your health coverage through (COBRA) and the group long-term disability conversion option will be explained. **This meeting is mandatory to complete your program and receive your diploma.** Our office will contact you with your meeting choices and will provide you with the following forms which we will need to collect following your exit interview:

1. COBRA Notification Form

All exiting employees must sign this form. 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 will provide address-forwarding information to ensure you receive your W-2 and 1095-C at year-end.

Sign-Out Sheet Instructions

After receiving your completed forms (#1 and #2), we will send you your Sign-Out Sheet acknowledging you attended the exit interview. You will need to turn in your applicable items listed and gather the required signatures. Return the completed form to the GME office as instructed on the top of the form. **This form is required for the GME office to release your diploma.**