



capital area health consortium

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TO: Exiting Residents/Fellows

FROM: Capital Area Health Consortium Staff

Before you leave your Residency/Fellowship, you will need to attend a short (fifteen minute) exit interview. At this meeting, the options for continuing your health insurance (COBRA) will be explained and group life/disability conversion benefits available to you will be discussed. We begin the interview process in late April or early May and will e-mail a schedule of exit interview times and places. If you are graduating off cycle (other than June), please contact our office to set up an exit interview. **This meeting is mandatory to complete your program and receive your diploma.**

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

1. COBRA Election Form

All exiting employees need to complete this form by filling in employee name, signature and date. **Only complete the entire form if you know you are electing COBRA.**

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 and bring this form with you. We will need to sign your form to indicate that you attended an exit interview. When all three signatures are gathered, you will need to fax the completed Sign-Out Sheet to the GME Office.

In addition, before you leave your program you will be required to complete an Exit Survey. Below is information on that process.

EXIT SURVEY- We will also ask you to complete an anonymous Exit Survey. This can be completed before or after the Exit Interview. This survey is web based and you can complete it from any computer that has an internet connection. You will receive an email at your hospital email account with a link to the survey. Make sure to read the instructions carefully and complete a survey for each hospital you rotated in for at least 2 months. All the teaching hospitals take your feedback very seriously, so please take the time to complete this anonymous survey. If you have any technical issues with the survey, email Steve Bayley at bayley@uchc.edu . If you are completing your program off-cycle, please contact Steve Bayley to have the Survey e-mailed to you.