



Graduate Medical Education
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Capital Area Health Consortium
270 Farmington Avenue, Suite 352
Farmington, CT 06032-1994
Phone: 860.676.1110
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TO: Exiting Residents

FROM: Karen Simpson

Before you leave your Residency, you need to attend a short (five minute) exit interview. At this meeting, the options for continuing your health insurance (COBRA) will be explained and enrollment applications distributed. In early May, a schedule of exit interview times and places will be posted. Please call our office to schedule a convenient time. Please bring the Sign-Out Sheet for our signature and the completed Payroll Forwarding Address Form with you.

1. SIGN OUT SHEET:

Medical Records – Program Director should sign when all medical records have been completed at all rotations.

Telecommunications – When you no longer need your pager, turn it in to Telecommunications, UConn, Munson Road for signature.

Exit Interview – This line will be signed at the exit interview.

Public Safety – UConn, LG041 Return any keys, parking pass and ID's.

When all items are signed, fax the sign out sheet to the Consortium at 860-676-1303.

2. PAYROLL FORWARDING ADDRESS FORM– Indicate if you would like to continue your direct deposit or have your last paycheck forwarded to a new address. We also need your forwarding address to mail your W-2 and 1095-C in the year following your graduation.

3. 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 .