

**Baylor College of Medicine
New Intern Credentialing Checklist**

Step 1- Go to www.bcm.edu/pediatrics/housestaff. Click on New Interns.

Complete the following forms and return to your program coordinator by email no later than April 9, 2018

- A. _____ **Physician In Training Self-Insurance Application for Baylor Malpractice –**
You will not have a Texas Medical License. You will be issued a Texas Institutional Training Permit Number. The number will be pending. Date is June 24, 2018. Completion date will depend on what program you are in. Question 14 does not apply. Remember to sign and date
- B. _____ **Notice of Worker’s Compensation Insurance Form –** BCM ID # is pending unless you were BCM Student. BCM students will keep the same BCM ID number.
- C. _____ **Baylor House Staff Application –** Start date is June 24, 2018
References are the same as your ERAS application. Do not write see CV. Please write N/A for any items that do not pertain to you. You will not be board eligible, have a medical license, a faculty appointment or practice or other clinical experiences. Remember to sign and date
- D. _____ **Dean’s Verification of Pending Graduation**
Give your medical school Registrar the Dean’s Verification of Pending Graduation form to complete that is in the forms packet. The form must have the school seal and an original signature. No stamped signatures. Your medical school will return this form to our office on your behalf.
- E. _____ **BCM Waiver Form –** Your department is Pediatrics. Remember to *sign and date*

Your employment address will be:

Department of Pediatrics
One Baylor Plaza BCM 320
Houston, Texas 77030
- F. _____ **Apply for your certified background check and drug screen**
Order your Certified Background Check and drug screen-form. You are responsible for the cost. The package code is AY25.

You can complete the drug screen at any Certified Background testing center across the United States. You do not have to complete in Houston.

Please e-mail complete confirmation report to your Program Coordinator.
- G. _____ **Also include One copy of current CV**

Step 2 - Register for an NPI Number

Step 2. Register for an NPI number. **You will register as a student.** The taxonomy code is: Student in an Organized Health Care Education/Training Program - 390200000X
The web site to register: <https://nppes.cms.hhs.gov/NPPES/Welcome.do>

Please e-mail complete NPI confirmation report to your Program Coordinator:

| | | |
|-------------------------|--|-------------------|
| Categorical Pediatrics | parker@bcm.edu | Melodie Allison |
| Global Health | mxtorre4@texaschildrens.org | Maria Torres |
| PSTDP | parker@bcm.edu | Melodie Allison |
| Primary Care Leadership | Britney.mortenson@bcm.edu | Britney Mortenson |

You will return everything except item D electronically. Step 1 and 2 are Due April 9, 2018

Remember to look at the Intern Guide on our web page as it has lots of useful information for your transition to our program

Step 3 - Bring to Pediatric Orientation June 11 2018*

A. 2 original copies Final Medical School Transcript with degree conferred

B. 2 certified or notarized Medical School Diploma

Size 8.5X11.5 copies of your Medical School Diploma

- If unable to notarize by June 13, we have 3 notaries in the house staff office.
- You can make your 8.5 x 11.5 copies in our office if needed.
- If diploma is oversized you can take it to Kinko's to obtain reduced copies.
- Diploma must be in English. Request translation from your registrar.

C. Two copies of signed Pediatric Advance Life Support Card if taken before June 11.

*OK to submit before orientation if available – use address at the top of the instructions or stop by

Very important Information:

If for any reason your diploma or final transcript will be delayed, you must have a letter from your registrar stating the delay and the anticipated date you will receive.

Happy to answer any questions. parker@bcm.edu or 832-824-1173