

## I. GENERAL INFORMATION FOR NEW HOUSESTAFF

### A. **SALARIES/PAYCHECKS (UMDNJ Paid Housestaff)**

Only those housestaff who submit all required documentation listed in section III of this attachment shall be activated in the UMDNJ payroll computer system. Direct deposit is available for UMDNJ paid housestaff. Direct deposit forms are available in the GME office and can be completed during orientation. A blank check marked VOID or checking account deposit ticket must be attached to the form.

Presentation of original Social Security Card is mandatory. Replacement cards can be obtained at local Social Security Administration Office. No one shall be activated in the payroll system unless a social security card is presented.

### B. **HEALTH INSURANCE**

Health insurance is provided as described in the appointment contract. Health insurance is not automatic; housestaff must register to become eligible.

Coverage is effective the first day of the third month of employment (for July 1 hires coverage begins September 1). Arrangements for interim coverage should be discussed with your current carrier for COBRA benefits. New Jersey Medical School graduates who were covered by the UMDNJ student insurance plan should contact the Risk and Claims Office, Room ADMC 1313. J-1 Visa holders are required by Immigration and Naturalization to have health insurance coverage (check with ECFMG for details). UMDNJ Human Resources will review detailed description about coverage during orientation. Health Insurance is mandatory. Housestaff must sign a waiver and provide evidence of health insurance prior to beginning the residency program. **YOU WILL NOT BE ACTIVATED IN THE PAYROLL SYSTEM UNLESS YOU SIGN UP FOR HEALTH BENEFITS OR SIGN A WAIVER.**

### C. **LIFE INSURANCE**

Coverage is provided without cost. The benefit is three (3) times your annual salary. Employees must complete a form indicating beneficiaries.

### D. **TEMPORARY DISABILITY AND UNEMPLOYMENT INSURANCE**

The State of New Jersey provides unemployment and temporary disability insurance in accordance with standing statutes. Coverage is **not** available to temporary visa (J1) holders and to PGY-1 housestaff who have not fulfilled the 20-week full-time work requirement as mandated by the State of New Jersey. The University provides for short-term disability insurance for first year housestaff under the CNA Insurance Company. Contact the Risk and Claims office for details.

### E. **WORK RELATED DISABILITY**

All work related injuries and occupational diseases arising out of and in the course of employment at UMDNJ or any of its affiliated institutions must be reported on an "Incident Form" to department chair, GME Office and the Office of Risk and Claims Management, ADMC, 1313 immediately. Authorized medical care, lost wages, and compensation benefits will be provided as per the New Jersey Worker's Compensation Statute. Coverage is effective upon date of hire.

### F. **MEALS**

Meals are provided for housestaff who are on-call duty **over night** in the hospital. One \$18 meal allowance is given to each resident for every on-call duty (effective July 1, 2004 the allowance will be \$20). You may pick up your cafeteria "gold card" during orientation.

### G. **IDENTIFICATION TAGS**

UMDNJ housestaff, students and staff are required to wear the picture identification tag at all times while on UMDNJ property. Identification tags are obtained through the Department of Public Safety in ADMC 501. Hours are 9:00 am to 12:00 pm and 1:00 pm to 3:30 pm, Monday through Friday. There is a \$10.00 fee for replacement of lost tags.

**H. PARKING DECALS**

Parking decals may be purchased from the Department of Public Safety in ADMC 501. Housestaff may pay for parking on a yearly or monthly basis and payment must be paid in full, by check (no cash) payable to UMDNJ, at the time of purchase. Payroll deduction is available **only** for housestaff purchasing a full year decal. Housestaff wishing to purchase monthly parking decals are required to submit a copy of their annual rotation schedule to the Dept. of Public Safety office at the time of parking decal purchase.

**I. UNIFORMS**

Completed uniform request forms should be submitted to Linen Services, University Hospital A-212 Hours: Monday, Wednesday and Friday 2:00 pm to 4:00 pm.

**J. PERSONAL HEALTH**

Housestaff must comply with the UMDNJ Policy on Housestaff Health and Immunization. Refer to the information sent under separate cover from the Director of Occupational Medicine Services. Proof of vaccinations and/or immunization is also required. You will not be permitted to have patient contact unless you complete these requirements and are fit tested for a respirator.

**K. HOSPITAL INFORMATION**

Hospital information is contained in the Housestaff Manual, which will be distributed at orientation. Please read it carefully. You may contact your program director or the Graduate Medical Education Office if you require additional information. A University Hospital Policy Manual is located at every nurse's station and can also be accessed via the Internet.

**L. PRESCRIPTION AUTHORIZATION**

A medical record identification number is required beneath your signature on all prescriptions and on all medical record entries. Identification numbers will be available in the program office and in Graduate Medical Education during orientation. Your department will issue prescription pads. You must print, sign your name and have a licensed physician endorse all prescriptions if you do not hold a full license to practice medicine.

**II. REGISTRATION ASSISTANCE**

General registration of new housestaff shall take place during the last week of June in the GME Office, ADMC-1107..

**III. SPECIAL NOTES**

**ONLY** housestaff who have completed and submitted the following documents shall be activated in the payroll system:

- a. Completed W-4 form
- b. Housestaff Information Sheet
- c. Residency Qualifying Certificate (Medical School Diploma, 5th Pathway, and Valid ECFMG Certificate, if applicable)
- d. Employment Eligibility Verification (Form I-9), including verification of identity and citizenship status. Note that original documents, such as valid passport, driver's license, social card, etc. must be submitted. Only notarized photocopies will be accepted.
- e. Life Insurance enrollment form
- f. Health Insurance enrollment or waiver form