

POST ORIENTATION FOLLOW-UP

Within the **first 30 days** of your employment at MD Anderson you must complete the following:

_____ **MAKE FINAL BENEFITS SELECTIONS (including choosing beneficiaries)**
If you did not complete the process during the orientation session, you must make your final Benefits selections. Please call PRS (792-7600) for assistance.

_____ **REQUEST INSURANCE REIMBURSEMENT**
Submit proof of payment for one month bridge insurance coverage to the office of graduate medical education, ogme@mdanderson.org, FAX 713-745-7199 for reimbursement. **THIS MUST BE DONE IN THE FIRST 30 DAYS TO MEET THE DEADLINE FOR REIMBURSEMENT.**

_____ **W-4 FORM SUBMISSION**
Use the paper draft of your form to complete the on-line W4 form in MyHR.

DEPARTMENTAL ORIENTATION

A departmental-specific orientation to introduce you to policy, procedures and expectations unique to your work area.

The training modules below must be completed by **December 31, 2017**:

_____ **RISK MANAGEMENT EDUCATION (RME)**
Mandatory online training (at <http://ut.elmexchange.com/ccp/partner/ut/intro.asp>) for **professional medical liability compliance**. *Instructions will be sent out the week of July 11th*. For additional instructions on how to access the website, please refer to Orientation Information section on the GME Trainee Resources page: [How to Access Risk Management Training Courses](#)