

**UL GRADUATE MEDICAL EDUCATION OFFICE
PROCEDURE FOR REQUESTING ROTATIONS
OUTSIDE OF KENTUCKY AND INDIANA**

PART I

INSTRUCTIONS:

1. The application packet must be completed and returned to the GME office no less than 60 days in advance of the rotation begin date. A completed application includes 4 things; 1.) GME Request Form, 2.) KMRRRG Request for Coverage Form, 3.) Letter from your program director (see #4) and 4) A check for \$50.00 payable to KMRRRG. NOTE: The medical licensure process in other states can take longer than 60 days.
2. Rotations which include patient care activity require a license in the state of the rotation. Rotations for observership do not require licensure.
3. Please note that some states may require additional coverage beyond what is provided to residents (250,000 /750,000), or may require participation in a patient compensation fund. If additional charges are incurred to cover the requested rotation, the resident is responsible for the cost of the additional coverage if the rotation is an elective or if the resident chooses to complete a required rotation off-site that could be completed on-site. The program may elect to pay the cost for the resident if they wish. For required rotations which can only be accomplished off-site, the cost of additional coverage will be the responsibility of the program. Rotations for observership only do not require malpractice coverage, but program directors should confirm that their RRC or certifying board will accept credit given for observatory rotations. Residents must pay the \$50.00 administrative fee to the malpractice carrier at the time of application for the off-site rotation. This fee covers administrative costs only and is not applicable to the cost of additional malpractice coverage if needed.
4. A letter from your Program Director must accompany the GME and malpractice coverage request forms. The letter must explain the justification for the rotation and provide the following information: dates of rotation, exact name and address of location, name of attending/supervisory physician who will evaluate you, and whether the rotation is an elective rotation or not.
5. Residents who rotate to out-of-state rotations remain responsible for their medical records. Before departing for any off-site rotation, vacation, or leave time, be sure to visit all medical records departments to take care of all incomplete charts and inform them that you will begin an off-site rotation. Doing so can prevent you from being placed on academic probation or suspended during your absence.
6. When your rotation request is approved, the GME office will sign and return the GME Request Form to your program office and send the Coverage Request Form to the malpractice carrier. The malpractice carrier will bill the appropriate responsible party indicated on the GME request form along with confirmation of coverage.
7. Return the completed GME Request Form, the KMRRRG Request for Coverage Form, and the letter from your program director to:

Kathy Sandman
Graduate Medical Education Office
UofL School of Medicine
Abell Administration Center
323 East Chestnut Street
Louisville, KY 40202