

PROCEDURE FOR VISITING RESIDENTS*
UNIVERSITY OF LOUISVILLE
SCHOOL OF MEDICINE

DOCUMENTS REQUIRED

1. Visiting Resident Contract (signed by resident, resident's home institution, and UL program director).
2. Letter from home program director confirming dates of rotation and malpractice coverage for the rotation (either from the home institution or purchased separately in the amounts listed in the Visiting Resident Contract). There must also be a statement confirming that the home institution will continue to provide salary and benefits, including health insurance, for the duration of the rotation. A description of the resident's duties must be included as well.
3. Proof of Kentucky medical licensure for PG-2 and above (or approved KBML Residency Rotation Exemption).
4. Proof of ACLS certification.
5. Completed Immunization Questionnaire (Visiting residents may complete the Immunization Questionnaire or provide a statement from the home institution that they have met these requirements).
6. Proof of malpractice coverage for the requested rotation if not provided by resident's home institution.
7. University of Louisville Affiliated Hospitals House Staff Privileges application.

PROCEDURE

1. Program office must forward all items listed above to GME Office **no later than 30 days prior to beginning of rotation**. (NOTE: Subspecialty programs should forward to their core residency program office first; the core program is to add a note of approval and then forward to GME office.)
2. Assuming all requested items are complete and appropriate, GME Office approval will be indicated by signature and return of the Visiting Resident Contract to the program office.
3. Approval of the rotation will be forwarded to the ULH Medical Staff Office for hospital parking and system access arrangements.
4. Temporary green lot parking is available through the U of L Parking Office for \$10.00 per month, with a letter to the Parking Office from the Program Director here requesting that temporary parking privileges be extended to the visiting resident. Visiting residents will be required to present a valid driver's license and pay the \$10.00 fee.
5. A Cardinal Card ID is available to visiting residents, which will provide access to the library, TARC privileges, and the Fitness Center. In order to obtain the Cardinal Card, the program must send a signed letter to the GME Office requesting the card and stating the resident's name and status as a visiting resident, the dates of the rotation, and that the card is being requested to permit access to the library, TARC, and the Fitness Center. A place for co-signature by the Dean must be included on the letter.

*A visiting resident is defined as a resident enrolled as a resident in another institution who plans to complete a rotation at U of L for credit.