

## HOUSE STAFF CHECK OUT RECORD

**NOTE: This form must be completed and returned to the GME Office in order to obtain your Final paycheck. Your Final paycheck is not a direct deposit!**

\_\_\_\_\_  
Intern/Resident/Fellow Name

\_\_\_\_\_  
Permanent Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

**NOTE: If you are moving, be sure to change your mailing address in econnect (econnect.stanfordmed.org) before your last day of training. Your W-2 will be mailed to the address listed in econnect.**

\_\_\_\_\_  
Permanent E-mail Address

\_\_\_\_\_  
Cell Phone Number

**NOTE: Your SUNet ID email account will expire on your last day of training.**

\_\_\_\_\_  
Future Plans:

### Check Out Requirements

1. Please clear Lane Library Record for books and journals signed out to you **BEFORE** coming to the GME office to check out.
2. Please clear ALL Medical Records **BEFORE** coming to the GME office. Call Chart Completion's office in Redwood City at: (650) 721-7594 or (650) 721-7488.
3. Turn in Lab Coat to Linens, located on the Ground Floor, Room H0326.
4. Turn in Pager to Pager Administration, located in the Basement HC009.
5. Turn in Hospital Access Card/ID Badge to Department of Graduate Medical Education.
6. Turn in Remote Access Key FOB to Department of Graduate Medical Education.
7. Turn in University Courtesy Card to Department of Graduate Medical Education.

Dept. Signature: \_\_\_\_\_

Dept. Signature: \_\_\_\_\_

Dept. Signature: \_\_\_\_\_

Dept. Signature: \_\_\_\_\_

Dept. Signature: \_\_\_\_\_

Dept. Signature: \_\_\_\_\_

Dept. Signature: \_\_\_\_\_

### Final Paycheck Received

\_\_\_\_\_  
Intern/Resident/Fellow Signature

\_\_\_\_\_  
Date

### Certificate Received

\_\_\_\_\_  
Intern/Resident/Fellow Signature

\_\_\_\_\_  
Date

**Please bring completed check out sheet to the GME Office to receive your Final paycheck. Thank you.**