



## GRADUATE MEDICAL EDUCATION OFFICE

Procedure:	<b>GME Residency Verification</b>	Effective Date:	<b>December 4, 2013</b>
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### GME Residency Verification Procedure

Effective December 4, 2013, the GME office will no longer be responsible for verifying residency training unless it is from the Educational Commission for Foreign Medical Graduates International Credentials Services (EICS). Post graduate verifications will be completed by each individual specialty residency program within 72 hours of date of receipt by the program. All residents, graduates, and external inquiries should contact the specific residency program manager as listed below:

Residency Specialty	Name of Contact	Contact Number	Email Address	Fax #
Family Medicine	Colleen Stevens	404-756-1256	<a href="mailto:costevens@msm.edu">costevens@msm.edu</a>	404-756-8682
Internal Medicine	LaToya Carter	404-756-1368	<a href="mailto:lacarter@msm.edu">lacarter@msm.edu</a>	404-756-1313
OB/GYN	Shawntel Jordon	404-616-1692	<a href="mailto:sjordon@msm.edu">sjordon@msm.edu</a>	404-616-4131
Pediatrics	Rashida Elliot	404-756-1393	<a href="mailto:relliott@msm.edu">relliott@msm.edu</a>	404-756-1357
Psychiatry	Tiffany Burns	404-756-1451	<a href="mailto:tburns@msm.edu">tburns@msm.edu</a>	404-756-1471
Preventive Medicine & Public Health	Carla Durham	404-752-1852	<a href="mailto:cdurham@msm.edu">cdurham@msm.edu</a>	404-752-1160
Surgery	Montreka Dansby	404-616-7847	<a href="mailto:mdansby@msm.edu">mdansby@msm.edu</a>	404-616-6281

### EICS Verification Procedure

- Once the verification is received by GME office, the GME Director will send an email to the Program Director (PD) requesting confirmation that the information is correct. The PD can verify/confirm by responding to the email.
- GME will then complete the form and send to the Dean/President for the MSM seal
- GME will upload final to NI and then mail back EICS

### Claims History Procedure

- To retain a claims history for any of our residents, please contact our Legal Affairs Office.

Department	Name of Contact	Contact Number	Email Address	Fax #
Legal Affairs	Marabeth Hines	404-752-1747	<a href="mailto:mhines@msm.edu">mhines@msm.edu</a>	404-752-1167

