

Registration FAQ

Frequently Asked Questions

Onboarding Application

I started the GME online application form, and once I returned to the form and clicked “Continue form”, it took me to a page that said “Invalid Option”. What should I do?

Close your Browser and restart. If the problem continues, restart your computer and go back to the original do-not-reply email and reenter the link.

NPI Application/Updates

How soon should I apply for or update my NPI number and how long will it take?

Before starting the Application for Membership, follow the detailed instructions found in the MedHub Application Portal for obtaining an NPI number. This process can take between 2 & 24 hours. The due date is 60 days prior to orientation. *Please note that your NPI number will be required in order to complete the PECOS and VT Medicaid Applications.*

Your NPI number must always reflect your current address, so if you already have an NPI you must change the address just prior to coming to D-H. Please see the detailed instructions found within MedHub.

Occupational Medicine Requirements

What is required to be cleared by OccMed?

In order to be cleared by OccMed, you must complete and pass a drug screening (due 60 days prior to orientation), submit your completed pre-employment health questionnaire and submit your immunization records (both due 50 days prior to orientation). Any other requirements will be on an individual basis and will be communicated directly from the department of occupational medicine. Further instructions can be found in the MedHub Application Portal.

****** In regard to the drug screening, if you are local to New Hampshire or Vermont, please be sure to call Dartmouth-Hitchcock Department of Occupational Medicine directly (603-653-3849) to set up an appointment. All other individuals, please refer to the LabCorp email that was sent to you on to locate your nearest drug screening site. The due date to complete the screening is 60 days prior to orientation.

Life Support

I have a valid BLS/ACLS card; do I need to recertify?

If you have an ACLS/BLS card that will remain valid for a year or more after your start date, Dartmouth-Hitchcock will not require you to recertify until the card expires. Be sure to upload scanned copies of your current ACLS/BLS cards by the deadline noted in the MedHub Application Portal in order to be excused from training sessions during orientation. If you do not upload the documents by the deadline, you will be registered and expected to attend the sessions. Please note that not all programs require ACLS training. You can see Dartmouth-Hitchcock’s GME ACLS/BLS policy [Here](#).

Local Address (NH or VT)

I don't have a local address yet. Should I use my current address on the dynamic application?

Please use your current address on the dynamic application, which is available through MedHub. This will need to be updated during orientation.

Employment Verification for Apartment or Mortgage

Who do I contact for verification of employment/income for apartment or mortgage loan?

Your program coordinator can provide you with a salary verification letter.

NH Medical License

Resident Training License vs. Full License, what should I apply for?

Dartmouth-Hitchcock requires all residents and fellows to have a training license, even if you already have a full NH license; GME will cover the \$50 application fee, which will be paid directly to the NH Board of Medicine; there is no requirement for you to remit any training license fee. If you are planning on moonlighting, you will need to apply for a full New Hampshire license on your own (not applicable to interns); GME will not cover the cost of the full license.

I'm applying for a Resident Training License and I don't know where to send my paperwork.

Please refer to the MedHub Application Portal and see "Instructions for Completion of NH Training License Application". This document indicates which documents are required and where they need to be sent. Supplemental documents will need to be sent directly to the NH Board of Medicine from the source.

New Hampshire Board of Medicine
121 South Fruit Street
Concord, NH 03301

Supplemental Documents required for Resident Training License Application

- USMLE/COMLEX Scores
- Verification of any previously held medical licenses
- International Medical Students ONLY: ECFMG Certification

I already have a Full NH Medical License; do I need to apply for a Residents Training License?

Yes.

How can I check the status of my Resident Training License application?

Monitor the MedHub Application portal; once we receive your training license this task will be marked as complete.

USMLE Transcripts

Who do I send my official USMLE or COMLEX transcript to?

You must request an official transcript from the Federation of State Medical Boards or National Board of Osteopathic Examiners. Designate one recipient as the NH Board of Medicine (for training license, as indicated above) and the second recipient as the Dartmouth-Hitchcock Medical Center Office of Graduate Medical Education.

PLEASE NOTE: When requesting transcripts, you are charged per request, not per copy so you may want to request extra for future use.

Social Security Card

I don't have my social security card; can I use my passport instead?

You must have a valid social security card in order to be hired at DHMC. You can use your passport to clear your I-9, but you must still provide the GME Office with your social security card. If you need to order a replacement Social Security Card: <http://www.ssa.gov/ssnumber>

Name Change

I am getting married soon, how do I change my name?

You must initially apply with your current legal name. Once married, present a copy of your marriage license and social security card with your new name. The GME office will facilitate the change with the NH Board of Medicine.

Transcripts

Can I send you a copy of my Medical School Transcript?

No, you must provide an official medical school transcript with the words Conferred/Graduated.

Can I have more than one degree listed on my white coat and/or graduation certificate?

Yes, you will need to indicate your name as you would like printed within the lab coat section of the MedHub Application. You will additionally need to upload proof of degree within the corresponding onboarding requirement.

ID Badge Photo – Photo Requirements

Can I take my ID Badge Photo with my personal digital camera?

No, a photo will be taken of you during orientation.

Establishing Care

What do I need to do to see a PCP once I'm working at Dartmouth-Hitchcock?

Requesting your medical record from your current primary care physician will help hasten the process of establishing care here at Dartmouth-Hitchcock. Establishing care with one of our Live Well/Work Well providers is the fastest way to make an appointment! See a list of LW/WW providers [HERE](#) and call 603-650-3640 if you have any questions or would like to set up an appointment.

General Information

- All GME Trainees are paid on a bi-weekly schedule, starting on your first day of orientation.
- Medical Benefits start day one of orientation; you will have the opportunity to sign up and add additional benefits at orientation
- Stipends are stated on your GME Agreement of Appointment