

To: New Residents & Fellow
From: Program Coordinators
Subject: Welcome to Dartmouth Hitchcock Medical Center

Immediate Action Required

Dear Incoming Trainee,

Welcome to Dartmouth Hitchcock Medical Center (DHMC). We are excited that you have chosen to continue your medical education training with us!

Please read this email in its entirety and pay close attention to due dates.

Please call me, your Program Coordinator, as soon as possible, to give me your Social Security Number and other information pertinent to your onboarding. I need to provide this information to the GME Office so that they can begin the hiring process.

All trainees are required to complete the multi-step hiring/credentialing process, which will take place in our residency management system, MedHub.

Please understand you must complete all requirements before you will be permitted to participate in orientation and begin your training program.

IMPORTANT: On **March 21, 2024**, you will receive the following:

1. An email from MedHub Notifications do-not-reply@medhub.com containing your personalized link to access the MedHub Application Portal, which will include further instructions with very specific and critical deadlines. Please save this e-mail for future reference.
2. An email will be sent on March 22, 2024 from LabCorp with detailed instructions regarding the mandatory drug screening.
 - Deadline for completion of screening is **April 7, 2024**.
 - You **must bring** the LabCorp slip with you to your appointment for additional required lab work. The LabCorp slip is attached to the drug-screening task in MedHub.

If you are out of the country: On or after **March 25, 2024** reach out to Occ. Med at (603) 653-3850 to make alternative arrangements and notify the GME Office of these arrangements at GME.Office@Hitchcock.org

If you are local to the area (Vermont or New Hampshire): On or after **March 25, 2024** please call Dartmouth Hitchcock Medical Center (DHMC) Department of Occupational Medicine at (603) 653-3850 to schedule your drug screening.

Once you receive your MedHub access, you will need to complete the following tasks by **March 27, 2024**:

1. Apply for your National Provider ID (NPI) if you do not currently have one.
2. Submit the Graduate Medical Education Residency/ Fellowship Application.

3. Upload a **signed** copy of your US Social Security card.
 - Uploading a copy of your Social Security card to MedHub is required to move forward in the onboarding process.
 - **Foreign Nationals who do not have a Social Security number:** Refer to the “Orientation Requirements for Foreign Nationals” and “Applying for a Social Security Number” section of the MedHub Application Portal.
 - If you need a replacement Social Security card please consult the following site: <http://www.ssa.gov/ssnumber/>
 - Dartmouth Hitchcock Medical Center (DHMC) is required to use your legal name for all systems. Your legal name is what appears on your Social Security card. Name changes in our records/ systems will be made only with submission of a new Social Security card.
4. Mail your NH Training License Application, along with payment (\$50.00), to: Attn: Graduate Medical Education, 1 Medical Center Drive, Lebanon, NH 03756.
5. Upload a **signed** copy of the GME Authorization for Release of Information.
6. Submit a request for your **official** USMLE/COMLEX transcripts to be sent to the GME office **and** NH Board of Medicine.

International Medical Graduates Only

1. Upload a copy of your ECFMG certificate.
 - If you have not started the process of obtaining your ECFMG certificate, please do so immediately.

Green Card/Permanent Resident Only

1. Upload a copy of your green card/permanent resident card.

ADDITIONAL HELPFUL INFORMATION:

- You can find useful documents and resources, including a copy of this e-mail, on our Onboarding and Orientation website located [here](#). **We recommend bookmarking this page**, as we will post documents here leading up to orientation.
- You can monitor your onboarding status via MedHub.
- Be sure to add MedHub Notifications [<do-not-reply@medhub.com>](mailto:do-not-reply@medhub.com) to your address book or safe senders list so our emails get to your inbox.
- For your first line of resource for questions, please check the [FAQ](#) or contact your **Program Coordinator**.
- For all other questions or concerns regarding the onboarding process, please feel free to email gme.office@hitchcock.org or call (603) 650-5748.

Again, welcome to Dartmouth Hitchcock Medical Center (DHMC) and we look forward to seeing you!

Your GME Team

GME Office
Graduate Medical Education

Tel (603) 650-5748

Dartmouth-Hitchcock.org
Dartmouth-Health.org