



Please print your name:

Upload this form, once completed, as noted in STEP 2 of “Steps for Outgoing Residents/Fellows” on the UNM GME website

<https://hsc.unm.edu/medicine/education/gme/current-resident-fellow/outgoing-info.html>

Houseofficer check-out

A formal clearance procedure is required of all houseofficers as they exit their UNM GME program. **This includes houseofficers moving to a faculty position with UNM.** Prior to departure, you must obtain an “all clear” authorized signature from all departments below unless otherwise notified by GME.

Release Form

Medical Records
933 Bradbury SE Suite 2222,
Alb. NM 87106
HIM-Documentation@salud.unm.edu

Signature

Date

**INSTRUCTIONS PROVIDED
ON NEXT PAGE**

White Coats/Scrubs

Linen Room – 2 North CDU
2nd Floor UNMH
(505) 272-2107
Open until 3:30 pm
Monday thru Friday only

Signature

Date

Parking Permits/Fines

1601 Lomas Blvd NE
NW corner University/ Lomas
(505) 272-4074
Open M-F 6am to 4pm

**You must check for any unpaid fines at
<http://pats.unm.edu/> . No signature is needed. Permits
automatically expire upon end of contract .**

UNMH Keys, ID Badge

UNM Hospital Security (UH-1)

Signature

Date

Hand Hygiene Badge

UNM Hospital Security (UH-1)

Signature

Date

**If no keys issued, note
N/A (not applicable)**

UNM Key Return

Lock Shop – Lomas and Yale

Signature

Date

Provider sign-out checklist

- ✓ Provider has completely finished seeing patients?
- ✓ All documentation and verbal orders are signed and verified?
- ✓ Please contact an HIM coordinator about sign-out intentions

Shared Email: HIM-Documentation@salud.unm.edu

April Hernandez
Ph: (505)925-6382

Rainia Ananda
Ph: (505)925-7860

Matthew Potok
Ph: (505)272-1368

- ✓ When completing the Sign-Out process in person please be sure to bring a valid I.D. or employee badge & a Check-Out form provided by HR to the HIM department which is now located at the UNM Hope Building

933 Bradbury Dr SE
Suite #2222
Albuquerque, NM 87106

