1. All forms on GME website must be completed
2. Fingerprints must be completed
   a. All forms must be correctly submitted
   b. Can be from any federal entity and transferred to the Memphis VA up to a month in advance
   c. 90 day window from the time you are fingerprinted to the time you must complete all processes
   d. No appointment required for fingerprinting
   e. Must have SS number before you can be fingerprinted
3. Sworn In
   a. Takes 20 minutes to one hour
   b. Appointment required
   c. Fingerprints must be received before you can be sworn in
4. Background Check
   a. Separate from the background check UT does on all residents
   b. Must be done within 5 days of being sworn in
5. Training Module
   a. Instructions listed on GME website
   b. Takes 1 to 1.5 hours to complete
6. Electronic Medical Records Training
   a. Done by each program
7. Hospital Orientation
   a. Done by each service division
   b. 2-8 hours
   c. Your program will have this information