



INDIANA UNIVERSITY
SCHOOL OF MEDICINE

GRADUATE

Medical Education

Handbook



INDIANA UNIVERSITY

SCHOOL OF MEDICINE



These pages have been prepared to furnish valuable information to Indiana University School of Medicine (IUSM) Graduate Medical Education (GME) residents and fellows. You should find it especially helpful at the start of your training program, as it contains many items of personal interest to new trainees.

IU School of Medicine GME sponsors training in over 150 residency and fellowship programs. Training occurs primarily at:

- **IU Health Methodist Hospital**
- **IU Health University Hospital**
- **Riley Hospital for Children at IU Health**
- **Sidney and Lois Eskenazi Hospital**
- **Richard L. Roudebush VA Medical Center (VAMC)**
- **IU Health Arnett Hospital (in Lafayette)**
- **Good Samaritan Hospital (in Vincennes)**
- **Memorial Hospital and Health Care Center (in Jasper)**

IU School of Medicine serves as the sponsoring institution for 95 ACGME-accredited and 60+ non-ACGME-accredited programs. This creates meaningful training opportunities throughout a large network of clinical-care facilities across Indiana, giving residents and fellows a balanced experience of primary, secondary, tertiary and inpatient quaternary care; ambulatory care; emergency care; and community health.

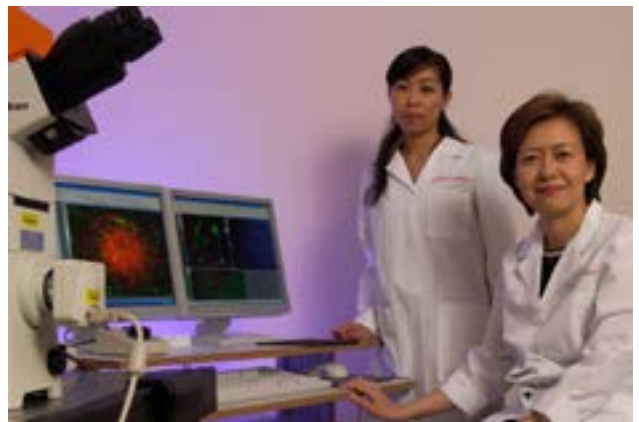


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Benefits

As a trainee of IU School of Medicine in Graduate Medical Education, participants are provided benefits by the IU School of Medicine.



Health Insurance

Residents and fellows of IU School of Medicine receive health insurance provided by the affiliated hospitals through the IUSM Office of Graduate Medical Education. Trainees are responsible for any co-payments required by the plan at the time of service. Courtesy discounts are not permitted for inpatient or outpatient hospital charges that are not covered by insurance. The plan year runs from January through December. Coverage begins on the first day of active employment provided that the trainee enrolls in benefits within the first thirty (30) days of employment. Coverage ends on the last day of eligibility (i.e., midnight on the last day of active, full-time or approved part-time training). See [Continuation Coverage](#) for information about continuation coverage. No individual may be eligible for benefits both as a resident or fellow and as a dependent, or as a dependent of more than one GME member. Additional information can be found on the [benefits website](#).

If you marry or have a child, both of which are considered qualifying life events, you must complete a new enrollment (online through the [One.IU.Employee.Center](#)) to add the dependent(s) to your insurance within 30 days of the event. If you do not complete enrollment form within 30 days of the event, you will be required to wait until the next open enrollment period to obtain dependent benefits. Proof of dependent coverage (e.g., marriage certificate, birth certificate, etc.) must be submitted as well.

Medical Care

GME trainees are enrolled in the [Anthem Blue Cross & Blue Shield Blue Access PPO](#). Residents

and fellows enrolled in medical benefits will receive a single Anthem insurance card, which includes coverage for prescriptions and vision benefits. Anthem provides an [online directory](#) with a comprehensive list of Anthem physicians, including primary care and specialty physicians, office locations, and hospitals for inpatient services. You can also find a detailed summary of medical benefits at the web page referenced above.

Prescription Drug Plan

Anthem members have access to pharmacies across the country through [CVS Caremark](#). A list of pharmacies is located on the [benefits website](#). You can also research and compare thousands of different drugs and obtain actual out-of-pocket costs for your prescriptions. Prescription coverage is included within the Anthem insurance card.

Vision Care

Resident/Fellow vision benefits are provided by the Blue View Vision-Exam Plus Option #5. You can find a summary of this benefit [here](#). Anthem has an extensive nationwide network of doctors who provide quality eye care and materials. When you see a participating doctor, your plan covers an eye examination, less any applicable co-payment. You may also purchase eyeglass frames, lenses and contact lenses at a discount. Vision coverage is included within the Anthem insurance card.

Dental Insurance

GME trainees receive [dental benefits](#) through [Cigna Health](#). This is a traditional plan that provides reimbursement for dental services from a network of participating providers or, at a lower benefit, outside the network from any licensed dentist of your choice. When using an out-of-network provider, you are required to pay the dentist for normal charges and then file a claim for reimbursement. Dental insurance cards are not provided by Cigna.

Open Enrollment

Open enrollment for benefits occurs annually during the month of November. Changes made during open enrollment will be effective from January 1 through the following December 31. You may change your primary care physician at any time during the plan year; you don't have to wait for open enrollment to do this. If you had a qualifying event during the past year but did not add your spouse or child to your health plan within 30 days of the event, you may add the individual during the open enrollment period. [Click here](#) for Open Enrollment instructions and further information.

Continuation Coverage

You and/or your dependents may continue your benefits under your group health plan for up to 18 months after completion of training. This is called COBRA. You will be notified via US Postal Service by the Bloomington benefits department that you have the right to continue coverage, and you will have 60 days to respond. If you elect to continue coverage, the total cost is your responsibility; IUSM will not supplement the cost. There will be no interruption in benefits if your election form is completed within the specified time and you have paid all premiums due within 45 days of the date you complete your election form. Premiums are calculated at the Group Plan rates. It is important that the Office of Graduate Medical Education has a current address on file for you in order to ensure that you receive all information related to COBRA

in a timely manner. If you choose not to continue coverage, your group health insurance will end at your termination date. For more information, [click here](#).

Well-Being Index (WBI)

Residents and fellows are strongly encouraged to participate in the Well-Being Index (WBI). The Mayo Clinic has developed and validated this nine-question anonymous screening tool to evaluate fatigue, depression, burnout, anxiety/stress, and mental/physical quality of life in residents and fellows. An individual's score is compared to normative data from a large, national sample of U.S. residents and fellows. Evidence indicates that the WBI is useful in not only identifying distress but also for identifying those whose degree of distress puts them at a risk for adverse consequences (e.g., medical error or suicidal ideation).

Mental Health Services

Mental health counseling services and behavioral health care are available for all residents and fellows through the IU School of Medicine's Department of Mental Health Services. These services are free and confidential.

During business hours, residents and fellows may contact the program coordinator for MHS at 317-278-2383 to discuss scheduling questions, referrals (including for expansion programs not based in Indianapolis), and appointment needs, including psychiatric evaluations, medication management, and counseling services. A meeting with a therapist should be available within one week. Same day and evening appointments may be possible depending on therapist availability. The IU School of Medicine Department of Mental Health Services is located at 1120 West Michigan Street (Gatch Hall), Suite 600 in Indianapolis.

All individuals will be treated with respect regardless of age, color, counseling concern, ethnicity, gender, marital/parental status,

national origin, race, religion, physical ability, sexual orientation, or veteran status. Treatment is confidential in accordance with state laws and ethical guidelines. Treatment records are maintained separately from resident and fellow training files and cannot be accessed by faculty, staff, administrators, parents or other trainees without the individual's written permission.

IUSM Mental Health Crisis Line

For emergency mental health needs after hours, all medical trainees statewide (or others on their behalf) may call 317-278-4357. This crisis line is a 24-hour dedicated crisis phone for trainees who are experiencing urgent or emergent mental health issues. Calls are answered by trained mental health clinicians who provide direct assistance to trainees in crisis and offer guidance to appropriate resources at each of our nine campus locations. The expansion of mental health services to include crisis coverage across all campuses statewide is part of IUSM's larger, ongoing mental health and wellness initiative. For more information, [click here](#).

IU Employee Assistance Program (IU EAP)

As employees of Indiana University, all GME residents and fellows are eligible to access the Indiana University Employee Assistance Program (IU EAP). A description of the program and access details are available on the [IU EAP website](#).

Spiritual Care and Chaplaincy Services

L. Vern Farnum, D.Min., BCC, CT is Director of Spiritual Care and Chaplaincy Services at IU Health for the Academic Health Center in Indianapolis. Spiritual Care and Chaplaincy Services is located in Methodist Hospital, Wile Hall W230. To request spiritual care and/or chaplaincy services, please call 317-962-8611 (office), 317-914-3629 (cell), or email lfarnum@iuhealth.org.

Charles W. Self, M. Div., is Chaplaincy Manager at IU Health Arnett in Lafayette. Charles's office is located outside of the chapel on the first floor of

Arnett Hospital. For more information, please call 765-838-5492 or email cself@iuhealth.org.

Personal Group Health Insurance

Trainees, whether during a crisis or for ongoing behavioral health care, can choose to use their personal group health insurance as an IU employee. This option would involve some out-of-pocket expense. Find details about your health insurance benefits [here](#).

IUSM Ombuds Office

The IU School of Medicine Ombuds Office is a resource available to serve all learners and faculty at the School of Medicine, including medical students, graduate students, residents, fellows, and faculty at all nine campuses. The goal of the ombuds is to help visitors help themselves. As described by The International Ombudsman Association, "An organizational ombudsman operates in a manner to preserve the confidentiality of those seeking services, maintains a neutral/impartial position with respect to concerns raised, works at an informal level of the organization of the system, and is independent of formal organizational structures." For more information, visit the [Ombuds Office webpage](#). Contact the Ombuds Office by emailing ombudmed@iu.edu or calling 317-793-0031.

Mistreatment Reporting

Per the Association of American Medical Colleges, "mistreatment either intentional or unintentional occurs when behavior shows disrespect for the dignity of others and unreasonably interferes with the learning process. Examples of mistreatment include sexual harassment; discrimination or harassment based on race, religion, ethnicity, gender, or sexual orientation; humiliation; psychological or physical punishment; and the use of grading and other forms of assessment in a punitive manner."

IU School of Medicine learners and faculty who believe they have experienced or witnessed mistreatment are strongly encouraged to report it. The [Mistreatment Incident Report Form](#) is available online, as is the [Exemplar of Professionalism Nomination Form](#).

Further information is available on both the IUSM webpages on [Learning Environment](#) and [Mistreatment](#) as well as [MedNet](#).

ISMA Physician Assistance Program

IU School of Medicine has contracted with the Indiana State Medical Association Physician Assistance Commission (ISMA-PAC) to coordinate efforts in identifying and assisting School physicians with illnesses impairing their ability to practice medicine. These illnesses may include chemical dependency, psychiatric illnesses, and/or physical illnesses. The ISMA-PAC was created to assist in the identification, treatment and rehabilitation of an impaired member of the medical staff and residents and fellows.

The ISMA Commission serves all licensed physicians in the State of Indiana whether they are faculty, staff or resident/fellow physicians. If intervention is deemed appropriate, it is undertaken in a confidential, positive, supportive manner, consistent with the laws of the State of Indiana, with the goals of recovery and rehabilitation foremost in mind. For confidential assistance, contact Candace Backer, ISMA Physician Assistance Coordinator, 322 Canal Walk, Indianapolis, IN 46202; Phone: 317-261-2060 or 1-800-257-4762.

Psychiatric or substance abuse evaluations may be requested by a Program Director or the Senior Associate Dean for Graduate Medical Education when there is concern that a resident's performance may be impaired by psychiatric illness or substance abuse. Refusal to cooperate with a psychiatric or substance abuse evaluation

may be considered grounds for administrative dismissal from the training program.

Disability Insurance

Group long-term disability coverage, provided at no cost to GME trainees, is an AMA-sponsored group disability policy underwritten by Standard Insurance Company of Oregon. This policy, Med Plus Advantage, was designed with the specific needs of resident/fellow physicians in mind. Visit the [IU Disability Benefits website](#) for more information.

- \$2,500 Monthly Benefit
- 90-Day Waiting Period
- Maximum Benefit Period to normal Social Security Retirement Age (typically Age 67)
- Cost of Living Rider that increases your benefit, post disability, based on annual changes in the CPI to a 4.5% cap.
- Definition of Disability is specialty specific for the first five years on claim
- \$200,000 Student Loan Payoff provision for qualifying disabilities
- Doubling of benefit to \$5,000 a month for qualifying disabilities

You have the right to purchase your own individual disability policy with a monthly benefit of up to \$7,500 in your last year of residency or fellowship. This coverage includes a guarantee of \$7,500 of additional coverage in the future as your income grows. It is available without medical questions or lab work, and the rates are discounted by 15% for IU School of Medicine residents and fellows. Any resident or fellow concerned about their medical history or hazardous hobbies (pilots, rock climbers, etc.) should look at this option in your last 12 months of training. If you have any questions about this coverage or would like more information, please contact [Nolan Breitbarth](#), CLU at 317-215-8328 or [Lee D. Moore](#), CLU at 317-558-1012.

Life and Accidental Death and Dismemberment Insurance

Basic Life and Accidental Death & Dismemberment insurance is provided to residents and fellows at no cost through Cigna Life Insurance, Policy Number FLX-960485. Proof of good health is not required. In the event of death of the employee, the plan pays \$20,000 to the named beneficiary, who must be designated online through OneStart. Coverage is effective on the first day of full-time employment with the University with no waiting period to satisfy. If you have any questions, contact the Graduate Medical Education Office at 317-274-8282. More information is available on the [IU Benefits website](#).

Medical Malpractice Liability Insurance

IU School of Medicine provides, or arranges to provide through its affiliated hospitals, medical malpractice liability insurance coverage for trainees only while acting in the scope and course of approved training. Insurance coverage extends to claims made during and after the training period if based on acts or omissions which took place during the training period. Coverage limits for trainees are in accordance with the Indiana Medical Malpractice Act, as amended from time to time.

IU School of Medicine provides medical malpractice liability insurance coverage for residents and fellows outside an approved affiliate hospital ONLY with the prior written approval of the training program director AND the Director of Graduate Medical Education. Rotations or electives outside the State of Indiana are also subject to prior written approval of the Program Director and Director of Graduate Medical Education. Coverage limits for out-of-state rotations may be difficult to obtain unless the institution in which the rotation occurs provides the insurance, which may limit availability of such rotations.

The School of Medicine DOES NOT provide insurance coverage for residents and fellows engaged in moonlighting activities.

Visit [MedNet](#) for a copy of the [Malpractice Coverage Letter \(Affiliates\)](#). For additional information or questions about insurance coverage, contact the Director of Graduate Medical Education at 317-274-8282.

Additional Benefits

Uniforms and IU School of Medicine Photo IDs

The standard uniform is a white lab coat with IU School of Medicine embroidered on it. Lab coats are provided by each program. Ask your Chief Resident or program coordinator about specific departmental requirements regarding dress codes.

The IU School of Medicine Photo ID card (CrimsonCard) is required for all residents and fellows. CrimsonCard provides access to campus facilities, including the library, photocopy machines, physical education recreational sports, vending machines, food services, and the bookstore. You may add funds to the card if you wish to use it as a debit card at the campus locations that accept it to purchase goods and services.

All residents and fellows are required to have an IU School of Medicine CrimsonCard in order to gain admittance to IU Health call rooms, IU Health and IUSM buildings after 8PM, and on weekends and holidays.

Vehicle Registration and Parking

All affiliated hospitals offer preferential parking stickers or cards to residents and fellows at no charge.

For all IU Health hospitals on the IUPUI campus, register at IUPUI Parking Services Office located in the Vermont Street Garage. IUPUI hang tags expire on June 30 of each year and must be renewed prior to July 1, either online or within the IUPUI

Parking Services Office. IUPUI parking allows for “EM” surface parking, or you may upgrade to a garage pass by paying the difference in cost. Contact the GME Office for more details.

Parking at IU Health Arnett is free for all residents. Use your IU Health badge to gain access to the physicians parking lot.

Residents on rotation at IU Health Methodist Hospital should park in Parking Garage #1, located on the Northeast corner of 16th and Senate. For convenience, obtain a Parking Card (\$15 deposit). Your CrimsonCard badge can be used even if you do not obtain a parking card; just show it to the parking attendant when leaving, and you will not be charged for parking. However, if you park in any other garage on the Methodist campus, you will be expected to pay the customary parking charges.

At Eskenazi Health, you will receive a parking decal from your Chief Resident at the beginning of each rotation. If you have any problems, go to the Security Office on the main floor of the West Outpatient building. You will need your CrimsonCard and security access card in order for them to issue you a parking decal.

At VAMC register at the Police and Security Office, C-2107.

Emergency Parking

Emergency parking is available for residents and fellows at the following hospital garages for up to four hours at a time. Residents and fellows must

show their “EM” IUPUI parking permit when leaving the garage.

- IU Health University Out-Patient Parking
- IU Health Riley Out-Patient Parking
- Wilson Street Garage

VAMC has two spaces located in the B-Lot at the VA. This lot is near the helicopter pad and is in a secure area where you must contact security (317-988-2200) for access. Residents and fellows may access these parking spaces when called in for a “Stat” situation or if called for emergency surgery.

Security and Escort Services

IUPUI will provide backup SafeWalk services for all Indianapolis facilities. When calling for assistance, identify yourself as a GME trainee (resident or fellow) in the School of Medicine.

SafeWalk services are available at all hospitals; call the hospital where you are working to arrange for a SafeWalk to your car or another hospital. The numbers for each facility:

- University Hospital 317-962-8000
- Riley Hospital 317-962-8000
- Methodist Hospital 317-962-8000
- Eskenazi 317-880-7071
- VAMC 317- 554-0063
- IUPUI 317-274-SAFE
- Arnett Hospital 765-838-5912

Security will try to arrive within ten to fifteen minutes of the request.

Living Quarters

Each affiliated hospital will provide suitable on-call quarters.

IU Tuition Benefit

GME Member Tuition Benefit: Covered tuition paid up to a dollar limit* per semester; based on the Indiana resident per-credit-hour rates at each campus and class standing (undergraduate, graduate, or professional) rate.

Spouse/Domestic Partner IU Tuition Benefit: Covered tuition paid up to a dollar limit* per semester; based on the Indiana resident undergraduate rate at each campus.

Dependent Child IU Tuition Benefit: 50% of Indiana resident undergraduate rate, up to a maximum of 140 credit hours towards the first baccalaureate degree.

*Dollar limits will vary based on tuition rates at each campus, and will increase from year to year based on tuition rates approved by the Board of Trustees. Covered tuition does not include special fees such as those for laboratories, applied music, student teaching, dissertation research fees, facility fees, etc. Visit the [IU Human Resources website](#) for current rates and more information.

OSHA and CDC Recommendations

IU School of Medicine policy mandates training for universal precautions for all residents and fellows prior to the commencement of residency or fellowship work via the MedHub Enrollment Requirements portal. Compliance with OSHA and CDC recommendations is also required, which assumes that every direct contact with a patient's blood and other body substances is infectious and requires the use of protective equipment. The affiliated hospitals agree to provide, and make readily available, personal protective equipment to include gloves, face protection (masks and goggles), and cover gowns. In the event of a contamination incident, call pager number 312-OUCH (312-6824) and follow the instructions given. Other numbers that may be useful if questions or concerns arise regarding infection control, needle sticks, or OSHA requirements include:

- IU Health Infection Control: 317-962-2157
- Eskenazi Health Prevention Control: 317-630-7574
- VAMC: 317-554-0000, Ext. 82492
- IUPUI Health Services: 317-274-5887

On Call Meals

Residents and fellows are provided meals when on in-house call at each of the affiliated hospitals. Residents and fellows are expected to pay for meals when not on call.



On-Call Meals

Residents and fellows are provided meals when on in-house call at each of the affiliated hospitals in Indianapolis. The on-call meal card can be used for a complimentary meal while on call at the affiliated hospitals. The card, its value, and any remaining balance belongs to the affiliated hospital, not the resident. The meal is complimentary and the card is a method for providing convenience to the resident. There is a \$25/day limit. The on-call meal card is not a gift card. Cards will be zeroed out once a year unannounced.

Residents and fellows are expected to pay for meals when not on call. Cafeterias are available at each hospital listed below. Similarly, all hospitals have vending machines available 24 hours.

IU Health Academic Health Center

Electronic meal cards (Gold Cards) are issued through the department. The card works as a debit card to purchase food in IU Health University Hospital, Riley Hospital for Children, Methodist Hospital, North Hospital, and West Hospital. Funds will be deposited into your account based on the number of on-call times you are scheduled for each month. Two meals at \$7 each are issued for week night call to use for the evening meal and breakfast the next morning. For weekend and holiday call, three meals at \$7 each are issued for lunch, dinner, and breakfast the following morning. Any cost in excess of this amount must be paid by the individual. If you lose your card, please inform your department coordinator in order for the card to be deactivated and a new one issued. A \$20.00 fee to replace the card is applied. You MUST pay with cash or credit card. Damaged or non-functional cards will be **exchanged** at no charge. You must have the bad card with you for the \$20.00 fee to be waived. Each time you use the Gold Card, your receipt will tell you the balance still remaining in your account. During the month, coordinators can add or subtract meals on your account if rotation changes have occurred. Please contact the department coordinator to submit the appropriate form to Nutrition and Dietetics.

IU Health University Hospital

Patio View Cafeteria

Breakfast 6:30 am - 10:30 am
Grab & Go 10:00 am - 11:00 am
Lunch 10:45 am - 2:00 pm
Open until 4 pm
Weekends & holidays open 6:30 am - 1 am

Sonny's Pizza & Deli (located in hospital & IU Simon Cancer Center)

Monday-Friday 10:45 am-7:30 pm

Riley Hospital for Children at IU Health

Riley Hospital for Children Cafeteria

Breakfast 6:00 am - 10:00 am
Lunch 11:00 am-2:00 pm

Patio Café at Riley Outpatient Center

Monday-Friday 10:30 am- 2:30 pm

Red Wagon Café at Riley Simon Family Tower

6:30 am - 2:30 am

IU Health Methodist Hospital

Beacon Cafeteria

Breakfast 6:00 am - 10:30 am
Lunch 10:45 am -2:00
Grill: 11:00 am - 3:00 pm
Late Dinner: 10:00 pm - 2:30 am
Deli/Action Station: 10:45 am - 3:00 pm

Au Bon Pain (located on Professional Ave.)

Monday-Friday 6:00 am-10:00 pm

Sonny's Pizza & Deli (located in BG 73)

Monday-Friday 10:45 am-7:30 pm

Pathology Lab

Monday-Friday
Breakfast 7:30 am-9:00 am
Lunch 10:45 am-2:00 pm

IU Health West Hospital

Garden Café

Monday-Friday 6:45 am - 11:30 pm
Weekends 6:45 am - 2:00 pm

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IU Health North Hospital

Atrio Café

Monday-Friday 6:30 am - 12:30 am

Weekends 6:30 am - 3:30 pm

Atrio Coffee Bar

Monday-Friday 7:00 am - 3:00 pm

The Sidney and Lois Eskenazi Hospital

All residents during their rotations at Eskenazi receive a Meal Card that can be used at the Ingram Micro Mobility Marketplace located on the second floor adjacent to the main lobby of the hospital, Café Soleil, and Café Soleil Express located on the first floor of the Fifth Third Faculty Office Building adjacent to Eskenazi Hospital.

The card is not accepted at Starbucks at the Fifth Third Faculty Office Building or Duos Restaurant, located on the common grounds at the main hospital.

The card value is based on the number of meals the resident will be allocated during each rotation at Eskenazi Health. Each meal is valued at \$5.50 inclusive of tax. The card is activated once the rotation begins and is deactivated once the rotation ends. The card is charged as a debit card to the account. For example, if a resident is allocated 10 meals during their rotation, their card would be valued at \$55.00. Each time the resident uses the card, the remaining balance is on their receipt from the register. The resident has the ability to manage their meal allocation during their rotation. Additional meal balances required during the rotation must be authorized by the Program Director or unit representative of the rotation who will contact the department to authorize the additional amount to be added.

Unused balances are not considered cash and are not to be redeemed for additional products unrelated to a meal in any retail outlets. Eskenazi Health has a strict standard on the usage of

resident meal cards. Meal cards are not to be used outside the rotation. Residents may use their card for their personal use only; guest meals are not appropriate charges. Any abuse can and will be reported to the appropriate representative by the Food and Nutrition Staff at Eskenazi Health. Lost cards must be reported to the department by calling the department's main number at 317-880-5698 or by calling the operation manager at 317-880-5636. Replacement cards are \$5.00 each, payable to the Department of Food and Nutrition.

Ingram Micro Mobility Marketplace Hours

Monday-Friday: 24 hours

Saturday-Sunday 12 am - 2am, 6 am - 12 am

Café Soleil

Monday-Friday 7 am - 3 pm

Sunday 10 am - 2pm

Café Soleil Express

Monday-Friday, 6:30 am - 5:30 pm

Duos

(does not accept resident meal card)

Monday through Friday 11 am - 2 pm

Starbucks

(does not accept resident meal card)

Monday-Friday, 6 am - 5:30 pm

Saturday, 7 am - 2:30 pm

VA Medical Center

Residents and fellows assigned as "Officer of the Day" (OD) are authorized to receive the evening meal, a snack with the evening meal, and breakfast (following morning) Monday through Friday. Three meals and a snack are provided Saturday, Sunday, and federal holidays (noon, evening, snack, and breakfast the following morning). Residents and fellows must be scheduled on duty at VAMC and have a signed meal ticket to be eligible to receive these meals. If you are unable to pick up a tray in the evening, call 82814, give your name and service, and a tray will be held for you until 7 pm. If

residents and fellows are unable to get their meals at the times noted, a frozen dinner, bread, milk, and fruit (evening meal) and milk, fruit, and cereal (breakfast meal) will be provided in Room C-B060. Residents and fellows must sign their name, service, type of meal, and the date on the frozen meal sheet hanging on the refrigerator. This will permit Nutrition and Food Services to track food items to ensure that ample supplies of dinners are available. In addition, other food items (e.g. bagels and cream cheese, yogurt, and fruit) will also be located in this room throughout the day.

On-call meals from Dietetics

Breakfast 6:30 am - 8:30 am

Lunch 11:30 am - 1:30pm

Dinner 4:30pm - 6:30pm

If a resident is unable to make it during the time frames noted, call ext. 82814 and arrangements will be made to hold a tray. Breakfast can be held until 9:30am, dinner until 7:45pm.

Cafeteria

7:30 am - 2:00 pm

Starbucks

7:30 am - 3:30 am

IUPUI Camous Center (does not accept resident meal card)

The Campus Center is located at 425 University Blvd. The food court inside offers a variety of dining options. Visit the [Campus Center Dining & Retail website](#) for the list of restaurants and their hours.

IU Health Arnett Hospital

The Banyan Café

Monday-Friday

Breakfast 7:00 am - 9:30 am

Lunch 11:00 am - 2:00pm

Banyan Brew & Bistro

5:30 am - 10:30pm

Communications

Residents and fellows are expected to use IU School of Medicine communication tools in an effective way. Timely responses are key.



Address changes need to be made in both systems below. In addition, you will need to update the Indiana Professional License Agency (IPLA) at <http://www.in.gov/pla/>.

One.IU

To check or update your contact information in the university system:

1. Navigate to One.iu.edu and open the **Employee Center**.
2. Log in with your Central Authentication Service username and passphrase. Note that this will require Duo Two-Step Authentication for your IU credentials.
3. Open the **Personal Details** task.
4. Click on your **Current** Home Address and update your address information.
5. Click **Save**.

MedHub

To check or update your contact information in MedHub:

1. Navigate to <https://iusm.medhub.com> and click the box containing the IU logo.
2. Log in with your Central Authentication Service username and passphrase.
3. Click the **Account** drop-down menu in the top grey bar next to your name.
4. Choose **Update Contact Info**.
5. Enter your new information.
6. Scroll to the bottom of the page, and click the **Update Information** button.

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Indiana Professional Licensing Agency (IPLA)

Updates to the address and phone number fields can be made on the medical license as part of the online renewal process. If changes occur after you have renewed your license, you are legally obligated to notify IPLA, 402 West Washington Street, Rm. 041, Indianapolis, IN 46204. For more information [click here](#) or call 317-232-2960.

Email

The following policy is consistent with the [Bloomington Faculty Council Mass Email Procedures and Restrictions](#) as well as policies and procedures established by the Indiana University Office of the Vice President for Information Technology and Chief Information Officer, including the [Acceptable Use Agreement](#).

At IU School of Medicine, there is an increasing need for fast and efficient communication with current residents and fellows in order to conduct official business. Residents and fellows tend to communicate extensively through electronic mail. Each resident and fellow is issued a University network ID and email account for use throughout the time the resident or fellow is in training at IUSM. Accordingly, email is an available mechanism for formal communication by the School with residents and fellows. Official IUSM communications will be sent to residents' and fellows' official university email addresses.

If a resident or fellow chooses to forward his/her mail to another email address, familiarity with the "Forwarding of Email" information is expected along with an understanding that the campus email address will remain the official destination for official university and school correspondence.

Email Policy

Email shall be considered an appropriate mechanism for official communication by IUSM unless otherwise prohibited by law. IUSM reserves the right to send official communications to residents and fellows by email with the full

expectation that residents and fellows will receive email and read these emails daily on work days.

Residents and fellows are expected to check their email on a frequent and consistent basis in order to stay current with School-related communications. The expected minimum standard is to check IUSM emails at least once each working day. Residents and fellows must ensure that there is sufficient space in their accounts to allow for email to be delivered. Residents and fellows have the responsibility to recognize that certain communications may be time-critical. Residents and fellows will not be held responsible for an interruption in their ability to access a message if system malfunctions or other system-related problems (e.g., power outages or email system viruses) prevent timely delivery of, or access to, that message.

Residents and fellows are expected to follow appropriate email etiquette when communicating with faculty, staff, and peers. Users are subject to all university, campus, school, and departmental policies concerning information technology, including without limitation policies on use and misuse of information technology resources. Inappropriate use of email may be grounds for disciplinary action up to and including suspension or dismissal.

Residents and fellows may not share with or transfer to others their University accounts including network IDs, passwords, or other access codes that allow them to gain access to university information technology resources.

IU technology resources may not be used in a manner that violates the law, for private commercial activities that are not approved by the University, for personal private gain, or for political campaigning and similar activities that are inconsistent with the University's tax-exempt status.

Incidental personal use is an accepted and appropriate benefit of being associated with IU's rich technology environment. Appropriate

incidental personal use of technology resources does not result in any measurable cost to the university and benefits the university by allowing personnel to avoid needless inconvenience. Incidental personal use must adhere to all applicable university policies. Under no circumstances may incidental personal use involve violations of the law, interfere with the fulfillment of an employee's university responsibilities, or adversely impact or conflict with activities supporting the mission of the university.

Protected Health Information

IUSM and Indiana University Health have collaborated to create a comprehensive HIPAA guidelines document for faculty, GME trainees, students, and clinical staff that would ensure a clear understanding of appropriate use of Protected Health Information (PHI) in the realms necessary for robust medical education. This [Guidance for Learners on FMR Access](#) can be found on MedNet.

Based on HIPAA regulations, the Office of Compliance Services on behalf of the School of Medicine strongly recommends that PHI not be sent via email. Use of secure messaging is required. Residents and fellows are instructed to consult with their department's privacy officer and review their departmental policies before sending any PHI via email.

Medical professionals share experiences and information with others in the medical community through blogs. When medical professionals choose to blog about their experiences, it must be understood that any information that might identify patients, faculty, staff, residents/fellows or students and their health conditions cannot be used or disclosed.

Forwarding of Email

Residents and fellows, who choose to have their email forwarded to a private (unofficial) email address outside the official university network address do so at their own risk. Neither the University nor School is responsible for any difficulties that may occur in the proper or timely

transmission or access of email forwarded to any unofficial email address, and any such problems will not absolve residents and fellows of their responsibility to know and comply with the content of official communications sent to residents' and fellows' official University email addresses. No PHI should be sent via email if forwarding to an external account is enabled.

Training Related Use of Email

Faculty may assume that a resident/fellow's official university email is a valid mechanism for communicating with the GME member, although faculty should exercise caution about including sensitive data in an email. This policy will ensure that all residents and fellows are able to comply with program requirements communicated to them by email from faculty.

Responding to an Unofficial Email Address

IU employees need to be careful when responding in detail to a query sent from an unofficial email address since there is no assurance that the sender is, in fact, the resident or fellow. A recommended step is to provide generic replies only, or to require residents and fellows to provide their primary campus email address to receive a reply when sensitive information is being shared.

Pagers

IU Health University, Methodist, and Riley Hospitals, Eskenazi Hospital, and VAMC all use a unified paging network which allows residents, fellows, and medical staff to be reached at any of the above hospitals as well as St. Vincent Hospital, Community Hospital, hospitals outside of the Indianapolis area, and the beltway facilities.

The commercial vendor is American Messaging. You will receive a pager when you begin your training and should be able to use the same pager number throughout your training. Upon completion of training you must return the pager to your program coordinator.

Postal Mail

Each department has its own arrangements for resident and fellow mail. Check with your department or Chief Resident as to where to pick up your mail. When possible, personal mail should be delivered to your home address. The Campus Post Office is located inside of Hine Hall on University Blvd. IUSM communicates with residents and fellows through both the U.S. Postal Service and the individual's official university email account. Therefore, it is important for residents and fellows to update IU systems with new information as soon as changes occur.

House Staff Forum

Mission

The Mission of the IUSM GME House Staff Forum is to advocate and promote for a successful and productive clinical learning environment for residents and fellows and to serve as a liaison between GME trainees and IUSM leadership.

Membership

The Forum consists of residents and fellows selected by their peers from all accredited IUSM GME programs. The House Staff Forum is supported by a faculty mentor. Also in attendance at the meetings are GME staff and administrators from the major affiliated hospitals.

House Staff Forum membership is limited to trainees PGY-2 and above, except in cases in which only PGY-1 trainees are able to represent their programs (e.g., the Transitional Year residency, a new residency programs in its first year, etc.).

Goal

The GME House Staff Forum strives to provide a forum for residents and fellows to communicate and exchange information on their educational and work environment, their programs, and other issues. Further, the House Staff Forum allows residents and fellows to address concerns in a confidential and protected manner; this group provides an educational and work environment in which residents may raise and resolve issues without fear of intimidation or retaliation.

The Residents and Fellows Forum meets six times per year, and members are expected to attend at least half of those meetings.

Leadership

The House Staff Forum is led by a Chair elected each year by the prior year's Forum. A Vice Chair provides support for the Chair as needed, and a Treasurer manages the House Staff Forum budget, collaborating with the Office of Graduate Medical Education as needed.

Miscellaneous

Physician ID Number

At the beginning of training, residents and fellows are assigned a Physician ID number for use at the IU School of Medicine affiliated hospitals. The purpose of the Physician ID number is to provide a common access number for the computer systems at each hospital, including the medical records and dictation systems. This number is associated with residents and fellows who continue as faculty/medical staff members.

IU Health Hospitals' number (both for Indianapolis-based and expansion programs) is a five-digit number format (e.g., 12345); Eskenazi's number is a five-digit number format plus a check digit (e.g., 12345-1); VAMC's number is the five-digit number format preceded by VA (e.g., VA12345) or followed by VA (e.g., 12345VA).

- IU Health: 12345
- Eskenazi: 12345-1
- VAMC: VA12345 OR 12345VA
- Good Samaritan: Details to follow
- Memorial: Details to follow

In order to access any of the hospitals' systems, each institution assigns an initial password. You can change this password and make it the same across all institutions. To receive your password and initiate credentials to access the systems, you must complete and sign a confidentiality letter at each institution.

Contact the Office of Graduate Medical Education if you do not receive a Physician ID number at the beginning of your training.

Writing Prescriptions that Require a DEA Number

If you do not have a personal DEA number, please use the institutional DEA Number for the hospital in which you treat the patient. Personalize the hospital DEA Number by one of the following:

Eskenazi – First five digits of your Physician ID

Good Samaritan (Vincennes) – Details to follow

IU Health – Unique IUH ID number is assigned by IUH beginning with an "A" plus four digits, this number can be found in your MedHub profile. If you have your own DEA number, you can use that instead of the generic hospital number.

Memorial Hospital and Health Care Center (Jasper) – Details to follow

VA – Not required

You may access these numbers via [MedHub](#) > Tasks > **Review Records**.

Contact your coordinator or the GME Office if you need a hospital DEA number.

Personal DEA Numbers

Trainees who apply for personal DEA numbers may be eligible to apply for a fee waiver. However, fee waivers cannot be used for DEA numbers that will be utilized for moonlighting. Further information about this process is provided during GME orientation.

Time Off



Paid time off for residents and fellows is encouraged for the purpose of increasing the personal well-being of the GME member.

Vacation/Paid Time Off

Paid time off for residents and fellows is strongly encouraged for the purpose of increasing the personal well-being of the GME member. The intent of the Paid Time-Off Policy is to give each resident and fellow time away from their training responsibilities.

Each training program has an explicit Paid Time-Off Policy in accordance with the [GME Paid Time-Off Policy](#). Departmental policies should encompass the specifics of a program's specialty Board-certification requirements.

All PGY-1s and PGY-2s receive three seven-day weeks free from their training responsibilities. This consists of 15 weekdays and 6 weekend days.

All PGY-3s and above receive four seven-day weeks free from their training responsibilities. This consists of 20 weekdays and 8 weekend days.

With evidence of compelling reasons, up to two weeks of paid time off, i.e., ten weekdays and four weekend days, can be rolled over into the first contiguous four (or six) weeks of the next postgraduate year of training. No more than two weeks can be reassigned, and approval must be obtained from the program director in advance. All Board requirements must still be observed.

No payment will be made for unused paid time off at the completion of training.

Programs may place limits on the times of the year when paid time off can be taken.

Paid time off must be taken as part of IU School of Medicine leave and counted against the six weeks paid leave; this applies to the FMLA leave as well. Stated another way, the amount of paid time off already taken in a given year will reduce the amount of paid leave available to the trainee.

Paid time off for personal days, interview days, meeting times and holidays is available at the discretion of the program director and may be affected by the assigned rotation and subspecialty Board-certification requirements.

Time off and holiday assignments may be affected by agreements with rotation hosts (department or hospital systems) for off-service, off-site, or away rotations.

Denial of paid time off may be at the discretion of the program director to remediate documented deficiencies.

In the case of a stated hospital or regional emergency, urgent professional responsibilities may cancel previously arranged paid time off.

American Boards

In order to meet the educational requirements for each resident and fellow, it is necessary to consult the American Boards of each specialty to determine the maximum leave allowed for a resident to remain Board eligible. Some Boards clearly state the maximum time allowed for leaves; some have no specific policy; while others defer to the program director. Therefore, each Board must be consulted to determine if makeup time is required based on the trainee's time off.

Educational Seminars

If a program director specifies certain seminars, meetings, or courses as part of the educational experience, residents at PGY-2 or higher may be granted a few days' leave with pay. If a resident or fellow wishes to attend a meeting, symposium or other event that is not on the specified list, the time away is considered to be part of the trainee's annual paid time off. All educational leaves are at the discretion of the department chair, and no additional pay or compensating time off will be granted. Each program director determines whether expenses will be provided for attending medical conferences.

Leave of Absence

The IU School of Medicine [Leave of Absence Policy](#) for residents and fellows was developed to serve the best interests of the individual and the trainee's colleagues as well as to meet the program's goals and the goals of the School. The education of trainees is of primary concern; patient care is not to be jeopardized nor the education of medical students hampered.

Key Provisions

The IU School of Medicine provides eligible residents and fellows two types of leaves of absence: a standard leave of absence and a family/medical leave of absence in accordance with the Family and Medical Leave Act of 1993 (FMLA).

Generally, full-time residents and fellows may be granted up to six weeks paid leave with full benefits for bona fide events including short-term disability, sick leave, and parental leave. The department chair/program director will determine what constitutes a bona fide leave and the length of leave on a case-by-case basis.

Eligible individuals (residents and fellows who have worked for IU School of Medicine at least 12 months and at least 1250 hours during the 12-month period prior to the first day of leave) are entitled by law to a maximum of 12 weeks of FMLA leave (up to six weeks paid and six weeks unpaid) with full benefits for the following qualifying events: birth of a child or care for the newborn; placement with the employee of a child for adoption or foster care; the need for the GME member to care for a spouse, child, or parent with a serious health condition; a serious health condition that renders the GME member unable to perform the functions of the job.

All requests for leaves of absence will be made in writing to the department chair/program director at least 60 days in advance, or as soon as reasonably practicable. In addition, all requests for

leaves of absence require the final approval of the Director for Graduate Medical Education.

Paid time off must be taken as part of IU School of Medicine leave and counted against the six weeks paid leave; this applies to FMLA leave as well.

Makeup Time

For a leave of absence that extends beyond the maximum allowed by the specialty Board, the department has the responsibility to see that the best interest of the educational program as well as the interest of the resident are served. In order to assure the highest quality education, the department may decide that making up absent time would not be satisfactory. The program director will ultimately decide how to resolve these situations. However, potential problems involving makeup time do not grant the program director the authority to deny FMLA leave to someone lawfully entitled to it.

Any makeup time that is required will be scheduled with an effort to best accommodate the needs of the resident, but makeup time cannot be guaranteed. When makeup time is scheduled, the resident ordinarily will be required to make up the absent time in excess of six weeks (or the maximum allowed by the specialty Board) at the end of the academic year in which the absence occurred. This makeup time will necessarily delay the beginning of each of the resident's subsequent academic years by an amount equal to the makeup time. In effect, the resident's senior year will extend beyond June 30 by an amount equal to the makeup time. Any required makeup time will be paid and all fringe benefits provided.

Additional Provisions for Leaves of Absence

If a leave extends past six weeks in the first 12 months of a resident/fellow appointment or 12 weeks for all other appointments, health benefits may be provided at the GME member's expense and with the approval of IU School of Medicine.

This document is not intended to cover all of the provisions of FMLA. Some of the key requirements of FMLA are listed that have the most significant impact on personnel practices for residents and fellows. If more information is required, please contact the Office of Graduate Medical Education or visit the [FMLA website](#).

leaves may result in extension of training periods based on the requirements of individual ABMS specialty boards.

Military Leave of Absence

Short Tours of Military Duty

A GME member can receive 15 days of paid leave for military training in the National Guard or military reserves in any one military year (October 1 to September 30). Available vacation time may be taken to receive pay for military training that exceeds 15 days. All fringe benefits are provided for up to six weeks of military leave. Written military orders must be submitted to the program director as soon as possible to allow for revision of the rotation and on-call schedules.

Extended Active Military Duty

A GME member inducted to active military duty through Selective Service, voluntary enlistment, or called through membership in the National Guard or military reserves will be granted leave without pay. A GME member who is on leave of absence for military duty, and eligible dependents, may continue participating in the IU School of Medicine-sponsored medical and dental plans for up to 24 months following the beginning of the employee's leave of absence for military duty. To continue coverage, the GME member must pay the total monthly premium for the continuation coverage period.

A military leave of absence may extend to four years. An additional year of leave may be taken at the request of or for the convenience of the federal government, even if the additional year is voluntary. Upon return from military leave of absence, the GME member will be reinstated in his/her former position, provided the GME member meets all conditions for eligibility. Military

Payroll Information



Level	Annual	Monthly
PGY-1	\$56,329	\$4,694.08
PGY-2	\$57,693	\$4,807.75
PGY-3	\$59,298	\$4,941.50
PGY-4	\$61,280	\$5,106.67
PGY-5	\$63,410	\$5,284.17
PGY-6	\$65,763	\$5,480.25
PGY-7	\$68,341	\$5,695.08
PGY-8	\$71,142	\$5,928.50
PGY-9	\$74,275	\$6,189.58
PGY-10+	\$77,418	\$6,451.50

All residents and fellows will receive a Direct Deposit pay advice from IU with each paycheck, even when rotating to affiliated hospitals and off-site electives. Pay Advices are distributed electronically through [One.IU](#). You must use your IU network login and password to access One.IU.

You will be paid monthly on the last business day of the month except for the December paycheck, which will be paid on the first business day in January. No advance pay can be made. Please adjust automatic payments accordingly.

In lieu of a paper check, residents and fellows are required to have direct bank deposit. This is a simple, dependable, convenient, and safe method for depositing your pay. To start, change, or stop direct bank deposit log in to the One.IU portal; instructions to do so can be found [here](#).

Federal, State, and County Income Tax and Social Security Tax will be withheld from your pay. In a few instances (fellows), where a portion of the pay is from non-taxable grants, income taxes will not be withheld, and you are advised to file a Declaration of Estimated Tax, State and Federal, to cover the balance.

Salaries are subject to change on July 1 of each fiscal year.

Policies and Procedures

To demonstrate the school's commitment to providing excellent, compassionate and ethical care, IU School of Medicine residents and fellows must adhere to the highest professional standards. The policies and standards established by the school and its clinical partners ensure that these standards of excellent are achieved in all situations.

All GME Policies and Procedures are available on the [GME Employment Terms and Benefits webpage](#).

- Accommodations for Disability
- Alcohol and Drug-Free Workplace with Impaired Physician
- Annual Program Evaluation
- Away Electives
- Background Check Policy
- Bureau of Motor Vehicle Record Check
- Clinical Educational Work Hours Policy
- Closure Reduction
- Eligibility, Selection, Evaluation, & Promotion
- Emergency Plan for the DIO
- Fellow Billing for Clinical Services and Procedures
- Fellow Eligibility Exception
- Leave of Absence
- Medical Malpractice Liability Insurance
- Military Leave
- Moonlighting
- Non-Academic Criteria for Residents
- Non-Reappointment and Termination of Appointment
- Official Communications
- Paid Time-Off
- Part-Time Residency Positions
- PGY Level Appointment
- Procedures on the Newly Deceased
- Purpose and Duties of the Graduate Medical Education Committee
- Record Retention
- Relations with Colleagues
- Request for Complement Increases
- Request for New Training Program
- Resident as Teacher Oversight
- Resident Supervision
- Resident Transfers
- Review and Approval of Documents
- Security of Mobile Computing Devices
- Social Media Policy
- Special Reviews
- Teacher/Learner Conduct & Unprofessional or Abusive Behavior and Sexual Harassment
- Transition of Care
- USMLE or COMLEX Requirements
- Verification of Active Board Status

Office of Graduate Medical Education

The Office of Graduate Medical Education provides administrative support for and supervisory oversight of all residency and fellowship programs of Indiana University School of Medicine. The office serves as the human resource office for residents and fellows, providing the core administrative services:

- **Payroll**
- **Health and Dental insurance**
- **Disability and Life insurance**
- **Liability Insurance**
- **Federal and State Taxes**
- **Parking**
- **Loan Deferments**
- **Verification of appointment and training**
- **Other GME support services**

In collaboration with its affiliated hospitals, the GME Office also provides administrative guidance and professional development for program directors, faculty, residents, fellows, and program coordinators to enhance administrative expertise toward fulfilling state and national requirements of ACGME, NRMP, and other specialty organizations.

Contact Graduate Medical Education Office

317-274-8282

houstaff@iu.edu