

UT Incoming Residents and Fellows May 28, 2011

Please follow the directions below for submitting your application for the required Background Check to Verified Credentials:

- Browser access must be through Internet Explorer or Firefox
- Access website: <https://client.verifiedcredentials.com/erlanger/> (type in Browser).
- Click the "GO" button on the web page.
- Read the instructions regarding what you will need to complete the information.
- Scroll to the bottom of the page and click on the "click here" link to begin the process.
- Select "Erlanger Health System –Residents and Fellows" from the drop down Location menu.
- Complete and sign disclosure.
- Complete information page.
- Review information and submit order.

Before Accessing the Web Site You Will Need to Have the Following Information Available:

- A list of all previous residential address for the past 7 years
- Drivers License number and state of issue
- Date of Birth
- Social Security Number
- Email address if available
- Any previous names or aliases
- All previous employment information **Include:** Company name(s), locations (city and state), dates of employment, title and contact numbers
- Academic information (highest degree only). **Include:** Name of school, awarded degree, date of graduation, location (city and state) and dates attended
- Professional license type, number and state of issue (if job description requires a license): Note – do not complete this unless you have a full and unrestricted license to practice medicine in the US. This will not apply to any PGY-1 level resident.
- Two non-family Academic or Professional references. **Include:** Names and phone numbers where the persons can be reached.

Upon completion the results of the background screening will be sent to the Director of Graduate Medical Education for the UT College of Medicine Chattanooga. If any information is found that would negatively affect your eligibility for appointment to the UT GME Programs, you will be given an opportunity to challenge the information through the Adverse Action process associated with Verified Credentials.

If you have any questions or problems completing the online information, please contact Verified Credentials Client Services at 800.938.6090. Do not contact the UT GME Office or Erlanger.

It is important that you submit information in a timely fashion. Thank you for your prompt attention to this request.