

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER at El Paso**  
**GRADUATE MEDICAL EDUCATION**  
**Standard Policy and/or Procedure**

**TITLE:** Verification of Training Requests

**APPROVED:** 2/13/2015

**REVISED:**

**EFFECTIVE DATE:** 2/13/15

**PURPOSE:** To provide guidance and clarification regarding the process for resident and fellow verification of training requests.

**POLICY STATEMENT:** This process will assist in expediting verification requests, avoid delays, prevent duplicate requests and avert inconsistencies.

All verification requests submitted to the GME office will be handled as follows:

1. All verification requests must be submitted in writing and entered in the GME Verifications Log.
2. GME staff will search for file, complete basic information, attach file or copies of file to the verification request and submit packet to Associate Dean-GME for review, verification and signature.
3. Completed verifications will be scanned, logged and filed electronically.
4. GME staff will follow **Step 2** above for verification requests involving **Transitional Year** and verifications of **'Training Period' only**.
5. All completed verification requests will be faxed or scanned and emailed to requestor.
6. Requests requiring *program specific details and/or rotation information* will be logged in and sent to their respective residency program for verification and signature.
7. It is the responsibility of the current program director to complete verification requests for **all** residents/fellows who trained in their program, whether they trained during the current program director's tenure or not.
8. The GME office will follow-up on all verifications routed to program directors until completed.
9. Once program completes a request, the coordinator will send the verification to the **requestor and submit a copy to the GME office**.
10. **'Loss History'** requests are considered **'Professional Liability Insurance coverage'** requests. These requests will be referred to the credentials office email: [credentialing@ttuhsc.edu](mailto:credentialing@ttuhsc.edu). The requestor is responsible for emailing the credentials office to obtain information.
11. GME resident/fellow graduate files may not be checked-out from the GME office. TTUHSC staff may stop by the GME office to review file(s) and/or request copies of information needed. Release of copies must be approved by the Assoc. Dean – GME.