

**STATEMENT OF STIPENDS, BENEFITS,  
AND OTHER UIHC SERVICES**

**2009-2010**

**University of Iowa Hospitals and Clinics  
Graduate Medical Education**

**STATEMENT ON STIPENDS, BENEFITS, AND OTHER SERVICES**

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## **FINANCIAL: STIPEND INFORMATION**

## ❖ FINANCIAL

### Stipends

The University of Iowa Hospitals and Clinics (UIHC) supports graduate medical and dental education programs through the provision of a yearly stipend for house staff physicians and dentists. The purpose of this stipend is to enable each house staff member and his/her family to maintain a comfortable standard of living within the Iowa City community. Physicians and dentists in advanced years of training are granted increments above the House Staff I stipend level. Studies relative to the level of stipends required to accomplish these goals are conducted on a continuing basis at the UIHC and have resulted in annual stipend increases over the years.

Stipends for the 2009-2010 fiscal year are:

<b>House Staff Level*</b>	<b>2009-2010 Annual Stipend</b>
House Staff I	\$46,800
House Staff II	\$48,300
House Staff III	\$50,100
House Staff IV	\$52,000
House Staff V	\$54,100
House Staff VI	\$55,900
House Staff VII	\$57,900

\*House Staff level is equal to the number of years of graduate medical or dental training completed toward meeting board eligibility requirements of the specialty in which the house staff member is currently training.

Payment of stipends will begin the first day of the month following the contracted start date and will continue on the first day of each following month.

**HEALTH CARE BENEFITS:  
MEDICAL, DENTAL AND HOSPITAL CARE  
INFORMATION**

## ❖ HEALTH CARE BENEFITS

### MEDICAL, HOSPITAL CARE, PHARMACY, DENTAL AND COUNSELING

An extensive program has been developed to provide medical, hospital care, pharmacy, dental and counseling services for house staff physicians, dentists, and their dependents. Dependents are defined as a house staff member's spouse and any unmarried dependent children. After the dependent child's 18<sup>th</sup> birthday, to qualify for continued coverage, the child must be a full-time student and the house staff member must be responsible for at least 50% of the child's cost of living expenses. Domestic partners, as defined by University policy, may also be eligible for this coverage.

**Medical and Hospital Care:** House staff physicians, dentists and their dependents are provided comprehensive, confidential medical care under a Wellmark Blue Cross/Blue Shield University of Iowa Group Health Insurance Plan.. This Wellmark plan provides coverage for:

- Office visits
- Routine physicals
- Imaging and lab tests
- Well-child care
- Immunizations
- Routine eye and hearing exams
- Emergency room care
- Inpatient room and board
- Inpatient and outpatient surgery
- Prescription medications
- Chiropractor visits
- Podiatry
- Hearing aids
- Outpatient speech/physical/occupational and respiratory therapy
- Home health care and hospice care
- Ambulance
- Durable medical equipment
- Infertility treatment up to \$25,000
- Mental health

Services rendered at UIHC are covered at 100%. These same services may be provided by other local or out-of-state providers, but will have varying coverage options based on the location of the provider (UIHC, other in-state, out-of-state, etc.).

The Department of Ophthalmology may provide LASIK surgery to house staff members at a discounted rate of \$250 per eye. Ophthalmology performs 21 cases per year for house staff and/or their dependents starting July 1<sup>st</sup> of each year. LASIK surgery is not part of the House Staff Wellmark Blue Cross/Blue Shield insurance plan; but may be offered or discontinued at any time by the Department of Ophthalmology, at its election.

Details regarding the benefits plan and coverage options can be found at [http://www.uiowa.edu/hr/benefits/housestaff/housestaff\\_enrollment09.pdf](http://www.uiowa.edu/hr/benefits/housestaff/housestaff_enrollment09.pdf), pages 1 - 4. Further questions pertaining to the House Staff Benefits Handbook can be directed to the University of Iowa's (UI) Benefits Office at (319) 335-2676 or [benefits@uiowa.edu](mailto:benefits@uiowa.edu).

**Pharmacy Services:** House staff physicians, dentists and their dependents are provided prescription coverage under the Wellmark Blue Cross/Blue Shield University of Iowa Group Health Insurance Plan. Generic medications or medications found on the **UIHC House Staff Prescription Benefit Guide** are covered at 100%. Other medications not listed as a generic or on the UIHC House Staff Prescription Benefit Guide will have an assigned co-insurance for that particular prescription. Prescriptions obtained at UIHC Pharmacies will have lower co-insurance than those same medications obtained at a local pharmacy. Details regarding this benefits plan and coverage options can be found at [http://www.uiowa.edu/hr/benefits/housestaff/housestaff\\_enrollment09.pdf](http://www.uiowa.edu/hr/benefits/housestaff/housestaff_enrollment09.pdf), page 2. Further questions pertaining to the House Staff Benefits Handbook can be directed to the UI Benefits Office at (319) 335-2676 or [benefits@uiowa.edu](mailto:benefits@uiowa.edu).

Prescription quantities are limited to a one month supply. A clinician may not prescribe medications for himself or herself (hospital policy). Over-the-counter (OTC) medications that are listed on the UIHC House Staff Prescription Benefit Guide may be self-prescribed.

Hospital policy and state law require that prescriptions for all controlled substances written for immediate family or personal use must be written by another member of the staff. All prescriptions for controlled substances must include an appropriate DEA registration number. The routine use of the lowest-cost therapeutically-equivalent medication within a therapeutic drug class is encouraged. For certain medications clinical criteria for use must be demonstrated by a faculty member who has evaluated the patient. Additional information on the UIHC House Staff Pharmaceutical Benefit Guide may be accessed on the Formulary and Handbook website at [www.formularyproductions.com/uihc](http://www.formularyproductions.com/uihc).

**Dental Services:** House staff physicians, dentists and their dependents are provided comprehensive, confidential dental care under a Delta Dental of Iowa insurance plan. This Delta Dental plan provides coverage for:

- Routine examinations
- Teeth cleaning
- Restorative care
- Dental prosthesis
- Surgical care
- Orthodontic care

Services for routine examinations and teeth cleaning are covered at 100%. Restorative care, dental prosthesis and surgical care (i.e. oral surgery) are covered at 50%. Oral Surgery performed at UIHC's Hospital Dentistry Institute is covered at 100%. Orthodontic care is covered at 20%.

House staff and his/her dependents have the option of seeing faculty, residents, or dental students at the University of Iowa's College of Dentistry; faculty or residents at UIHC's Hospital Dentistry Institute; or a community dentist or oral surgeon for their dental needs. House staff and his/her dependents electing to see a dental student for routine or general dentistry procedures are provided treatments at no cost at the College of Dentistry Student Clinics.

Details regarding this benefits plan and coverage options can be found at [http://www.uiowa.edu/hr/benefits/housestaff/housestaff\\_enrollment09.pdf](http://www.uiowa.edu/hr/benefits/housestaff/housestaff_enrollment09.pdf), page 5. Further questions pertaining to the House Staff Benefits Handbook can be directed to the UI Benefits Office at (319) 335-2676 or [benefits@uiowa.edu](mailto:benefits@uiowa.edu).

### **Other Locations Offering Services:**

- **UIHC Johnson County Clinic Sites** at North Liberty and Southeast Iowa City provide services for house staff and their dependents.
- **Center for Disabilities and Development, (319) 353-6456**, provides diagnostic and treatment services to infants, children and young adults with particularly complex physical, intellectual, learning, adjustment, and/or medical problems. Examples of these problems include autism, ADHD, cerebral palsy, mental retardation, spina bifida, and traumatic brain injury. Comprehensive outpatient services are provided daily in the Alfred Healy Clinic, located in the Center for Disabilities and Development. The division's faculty coordinate care with local providers and schools. A family-focused interdisciplinary "team approach" is emphasized.
- **UI Quickcare** in the Old Capital Town Center, North Liberty and Southeast Iowa City provides services for house staff and their dependents.
- **University of Iowa Community Medical Services Clinics (UICMS) physician offices** operated by University of Iowa Community Medical Services, Inc. outside of Johnson County, also provide services to house staff and their dependents.

### **Term of Health Care Coverage:**

Coverage of benefits starts on the effective date of the house staff member's contract. The Wellmark BlueCross/BlueShield health insurance and Delta Dental of Iowa insurance plans begin on the 1<sup>st</sup> of the month after the initial contract start date. Before that time, the house staff member and their dependents are self-insured by the University of Iowa for health care services that are medically necessary before the time both insurance plans are fully activated.

House staff members will receive a Wellmark BlueCross/BlueShield and Delta Dental of Iowa insurance cards in the mail to be used for care rendered at medical or dental providers. Wellmark BlueCross/BlueShield cards that are not received by house staff members within 30 days of enrolling in his/her benefits plans, must notify the Benefits Office that the insurance card has not yet been received.

The Wellmark BlueCross/BlueShield group health insurance and Delta Dental of Iowa insurance plans will end on the last day of the month depending on the following conditions: 1) end of contract, 2) resignation, 3) termination or 4) death. Upon departure from the training program, all house staff and their dependents are provided the right to temporary continuation of their health care benefits through various insurance plans at certain group rates. This is also known as the Consolidated Omnibus Budget Reconciliation Act (COBRA). COBRA provides house staff members and their dependents the choice to continue their group health care benefits provided by their group health plan for limited periods of time. Contact the the UI Benefits Office at **(319) 335-2676** for more information.

## **COUNSELING SERVICES**

The UIHC, its GME administration, Program Directors and clinical staff involved in house staff training recognize that graduate medical and dental education places increasing responsibility on house staff members and requires sustained intellectual and physical effort. It is also recognized that for some, these demands will, at times, cause physical and/or emotional stress. It is further recognized that spouses and children of house staff members may encounter similar stress during the course of residency and fellowship training. In all such instances, house staff physicians, dentists and members of their immediate families are encouraged to seek help. In that regard, a list of contacts and resources is provided below. All care provided at UIHC is available to the house staff member and their dependents and is completely confidential.

### **Referral Assistance for Residents and Fellows:**

Confidential referral services are available as needed for all residents and fellows. Contact **Dianne Wasson, Director of the UI Health Plans Office**, at **(319) 356-7067** for assistance in locating counseling services.

### **COUNSELING RESOURCES**

- **COUNSELING AND HEALTH PROMOTION SERVICES (319) 354-7900:**  
(Department of Family Medicine) For treatment of marital, family and individual concerns. Counseling is provided to meet the needs of individuals who suffer from a wide variety of problems and stress related disorders.
- **CRISIS CENTER (319) 351-0140:**  
Phone line available 24 hours each day.
- **GENERAL PEDIATRICS CLINIC (319) 356-2229:**  
(Department of Pediatrics) For evaluation of learning problems and child behavior concerns.
- **PSYCHIATRY CLINIC (319) 353-6314:**  
(Department of Psychiatry) For alcohol or substance abuse concerns or other personal problems, such as adjustment disorders, major affective disorders (particularly depression), behavioral management or parenting techniques for difficult children and education evaluation for children with special needs.
- **UI EMPLOYEE ASSISTANCE PROGRAM (319) 356-2431:**  
Services are confidential and designed to offer assistance with personal, work-related and family problems, including job stress, alcohol or other drug dependency, emotional concerns, marital concerns, parent/child conflicts, financial issues, psychiatric concerns, performance worries and other relationships or medical/health concerns. A triage and crisis service is available 24 hours each day at **(319) 335-2085**.
- **PROGRAM DIRECTOR:**  
House staff are encouraged to contact their Program Director, Program Coordinator, or Chief Resident when questions, concerns or issues arise.
- **GME ADMINISTRATION:**  
The GME administrative staff is available to assist in arranging counseling or other support services. The Administrative Director for GME can be reached at **(319) 356-2256**. The Director of GME can be contacted at the same number.
- **GME OFFICE (319) 356-2256:**  
Contact the GME Office during regular business hours (Monday through Friday from 8 AM to 4:30 PM) with questions about process, resources, and approvals. Appointments can be made outside of regular office hours as necessary.
- **SUBSTANCE ABUSE/REHABILITATION:**  
The Substance Abuse Identification and Intervention Policy for House Staff outlines the process that applies in the rehabilitation of house staff members. House staff members who have immediate concerns about alcohol or other substance abuse problems should talk with their Program Director,

their Department Chair, any of the GME administrative staff or one of the counselors or services listed in this Statement.

The University of Iowa reserves the right to change the benefits programs at any time. As with all benefits programs, the University of Iowa is unable to guarantee that the details listed and coverages of these benefits programs will be in effect throughout your employment.

**NON-MEDICAL INSURANCE INFORMATION:  
DISABILITY, LIFE AND LIABILITY**

## ❖ NON-MEDICAL INSURANCE

### DISABILITY INSURANCE

All house staff members are provided a long-term group disability income insurance program by the University of Iowa at no cost. Enrollment in this insurance plan is mandatory and is funded by the University.

The benefit payable for each month of full disability following the benefit waiting period of 90 work days is 60% of the house staff member's monthly budgeted stipend. Full disability is defined as the house staff member being unable to perform the majority of the material duties of his/her normal job and not working (solely and directly because of sickness or injury during the period immediately following the date of disability). If after the completion of a two year period immediately following the date of disability and if the house staff member is still not working or able to perform the majority of the material duties of any job that reasonably fits the individual's background and training, the benefits continue.

During the 90-day waiting period, the affected house staff member would receive his/her monthly budgeted stipend. Individuals may also qualify for a partial disability payment if they are unable to work at least 20% of a full time appointment. To apply for disability, house staff can contact the University of Iowa Benefits Office at 335-2676 or via e-mail at [benefits@uiowa.edu](mailto:benefits@uiowa.edu).

### LIFE INSURANCE

The University of Iowa provides life insurance coverage for all employees at no cost. Participation in the University's group term life insurance program is a condition of employment for employees who hold a 50% time or greater appointment; coverage is required.

All house staff members have a multiple of 2 times his/her budgeted stipend for the Group Life coverage. If the stipend is not an even thousand dollars, it is rounded to the next highest thousand dollars. No statement of health or physical exam is required for this program.

#### **Example:**

House staff member's stipend = \$49,750 annually.

The stipend is rounded to \$50,000 and then multiplied by 2 resulting in coverage of \$100,000.

The Internal Revenue Service (IRS) has determined that if an employer allows employees access to life insurance in excess of \$50,000, the amount in excess of \$50,000 has a value to the employee. This value must be added to the individual's taxable stipend when reporting income earned on the annual W-2.

This income is based upon the following IRS table: (See Example 1)

Age	Rate per \$1,000 of Excess Life Insurance Per Year
Under 25	\$.60
25-29	\$.72
30-34	\$.96
35-39	\$1.08
40-44	\$1.20
45-49	\$1.80
50-54	\$2.76
55-59	\$5.16
60-64	\$7.92
65-69	\$15.24
70 and older	\$24.72

**Example 1:**

Stipend = \$50,000

2 x stipend = **\$100,000 (group life insurance coverage)**

Age: 30

**Calculation:**

$\$100,000 - \$50,000 = \$50,000$

$\$50,000 / \$1,000 = \$100$

$\$100 \times \$0.96 = \$96.00$

\$96.00 is added to W2 as taxable income.

In determining the amount of life insurance in excess of \$50,000, the employer must total all life insurance programs in which the employee participates. For the University of Iowa, this would include the basic group life program and the supplemental life insurance program. If there are any questions concerning this calculation and the possible effect on your taxable income, contact the University Benefits Office at 335-2676 or via e-mail at [benefits@uiowa.edu](mailto:benefits@uiowa.edu).

**Supplemental Life Insurance Plan Option**

This optional program allows the house staff member to obtain additional life insurance, for the house staff member only, in excess of the amount provided by the group life coverage.

The optional Supplemental Life Insurance plan allows the house staff member to acquire additional life insurance with choices of .5, 1, 1.5, 2, 2.5, 3, or 3.5 times his/her stipend. The amount of coverage is based upon the house staff member's annual stipend. If the stipend is not an even thousand, it will be rounded to the next highest thousand and then multiplied by the coverage chosen.

The Supplemental Life Insurance plan is age rated. Individuals less than age 40, have a monthly coverage rate of \$.04 per \$1000. Individuals who are 40, but less than 50 have a monthly coverage rate of \$.09 per \$1000. (See Example 2)

**Example 2 illustrates a scenario that uses a multiplier of "3" for supplemental life option:**

Stipend = \$50,000

3 x stipend = **\$150,000 (supplemental life insurance coverage)**

Age: 30

**Calculation of cost:**

$\$150,000/\$1,000 = \$150$

$\$150 \times .04 = \$6$  (premium to be paid per month)

The premiums for this program are paid with pre-tax dollars from the house staff member's stipend.

Like the group life insurance coverage, the supplemental life insurance plan (if chosen) also must be added to the individual's taxable income when reporting earned income on the annual W-2. (See Example 3)

**Example 3 illustrates a scenario that uses a multiplier of "3" for supplemental life option:**

Salary = \$50,000

2 x stipend = **\$100,000 (group life insurance coverage)**

3 x stipend: = **\$150,000 (supplemental life insurance coverage)**

Total Coverage (group life + optional supplemental life) = **\$250,000**

Age: 30

**Calculation:**

$\$250,000 - \$50,000 = \$200,000$

$\$200,000/\$1,000 = \$200$

$200 \times \$0.96$  (based on IRS tax table) = \$192.00

\$192.00 is added to W2 as taxable income.

### **Spouse and Dependent Life Insurance**

This voluntary program allows the house staff member to obtain life insurance for his/her spouse/domestic partner and/or his/her children. If the house staff member would like to participate, there is a choice of six programs. Each selection gives the house staff member's spouse and/or dependents the life insurance as noted. The house staff member will always be the beneficiary in case of the death of a spouse and/or dependent. Please note that this premium may only be paid with after-tax dollars.

The house staff member may choose one of the following plans:(cost is monthly)

- Spouse/domestic partner only in the amount of \$10,000: cost \$3.20
- Spouse/domestic partner only in the amount of \$20,000: cost \$6.10
- Dependent only in the amount of \$5,000 per child (dependents covered through age 24): cost \$0.47
- Dependent only in the amount of \$10,000 per child (dependents covered through age 24): cost \$0.89
- Spouse/domestic partner and Dependent in the amount of \$10,000 for the spouse and \$5,000 per child: cost \$3.67
- Spouse/domestic partner and Dependent in the amount of \$20,000 for the spouse and \$10,000 per child: cost \$6.99

### **Accidental Death and Dismemberment Insurance**

This optional insurance coverage allows the house staff member to obtain Accidental Death and Dismemberment Insurance. This insurance provides coverage at all times for most accidents that occur on or off the job, at home or away, anywhere in the world. However, there are some exclusions listed in the master policy.

Coverage is available in \$100,000 increments up to a maximum of \$1,000,000 for:

- **Plan I**
  - House staff member only
- **Plan II**
  - House Staff member and spouse or domestic partner
  - The house staff member's spouse or domestic partner is covered at 60% of the house staff member's benefit
- **Plan III**
  - House staff member and children (dependents must be under 19 years of age or a full-time student or disabled)
  - Each child's coverage is 20% of the house staff member's benefit up to a maximum of \$100,000
- **Plan IV**
  - House staff member and family (dependents must be under 19 years of age or a full-time student or disabled)
  - House staff member's spouse or domestic partner's coverage is 60% of the house staff member's benefit and each eligible child's coverage is 20% of the house staff member's benefit up to a maximum of \$100,000

The premiums are:

**Singles** = \$2.30 per \$100,000 per month

**Employee/Spouse** = \$3.30 per \$100,000 per month

**Employee/Children** = \$2.70 per \$100,000 per month

**Family** = \$3.60 per \$100,000 per month

The premiums for this program are paid with pre-tax dollars from the house staff member's stipend.

## **Enrollment**

Enrollment in these specific insurance options can be completed through the University of Iowa's self-service system:

<https://login.uiowa.edu/uip/login.page?service=https://hris.uiowa.edu/portal/>.

This also includes dependent and beneficiary information. Any questions regarding any of these life insurance coverages can be directed to the University Benefits Office at 335-2676 or via e-mail to [benefits@uiowa.edu](mailto:benefits@uiowa.edu).

## **LIABILITY PROTECTION**

House staff physicians and dentists, under contract as house staff members with the UIHC, are covered by Iowa's State Tort Claims Act when they are providing services within the scope of their training during assigned rotations at the University of Iowa Hospitals and Clinics and assigned rotations elsewhere in Iowa. If a claim is made against a house staff member arising out of an act or omission within the scope of the residency or fellowship training, the Attorney General's Office will defend the house staff member and the state will pay any settlement or judgment awarded. The State Tort Claims Act provides the house staff member with liability protection, without dollar limits, for clinical services rendered in Iowa within the scope of the training program. The State Tort Claims Act is the equivalent of an occurrence malpractice policy, and no tail coverage is required.

Should the house staff member be engaged in any moonlighting activity outside the scope of the training program, that house staff member is personally responsible for assuring that he/she has adequate liability coverage and for obtaining and maintaining that coverage (see Policy and Procedures Regarding Professional Activity Outside the Training Program by House Staff Physicians and Dentists). If the house staff member engages in an elective rotation outside the State of Iowa, liability protection is also NOT provided and the house staff member is responsible for obtaining his/her own short-term liability coverage.

## **PAID TIME OFF AND LEAVE INFORMATION**

## ❖ PAID TIME OFF AND LEAVES

All house staff physicians and dentists are eligible for 15 working days and 6 weekend days of paid time off each year, including any time off arranged over holidays. House staff members arrange for paid time off with their Program Director or his/her designee. Special requests for absences as a result of family problems, deaths, board examinations, professional meetings and related matters must also be reviewed and approved by the Program Director. Taking days as paid time off and absences for other purposes during rotations outside the house staff member's parent service will be arranged between the involved departments. Requests for days of paid time off or leave will not be honored during the last week of training, unless approved in writing by the Program Director.

Time away from training for leaves which are necessary due to illness will be made up at the discretion of the Program Director in accord with the needs of the house staff member to complete essential components of his/her training program. In general, time missed due to illness of a few days' duration will be made up during a contract year; training missed as a result of prolonged illness or disability may necessitate additional training time which will be provided if the house staff member's performance is otherwise satisfactory. Leave requested under the federal Family and Medical Leave Act of 1993 will be treated in accord with the rules and regulations of the University of Iowa as set forth in the University Operations Manual, Section 22.7:

<http://www.uiowa.edu/%7Eour/opmanual/iii/22.htm#227>.

(GMEC approved updated 09/02/2009)

### **Maternity Leave:**

In keeping with the recommendations of the American College of Obstetricians and Gynecologists relating to pregnancy-associated disability, female house staff members are entitled to up to 6 weeks of paid disability (maternity) leave for each pregnancy. If additional leave, either before or after delivery, is required for medical reasons associated with the pregnancy, this time will also be treated as paid disability leave upon receipt of written documentation from the house staff member's physician, up to a maximum of an additional 4 weeks beyond the initial 6 weeks of maternity leave. If a house staff member wishes to arrange additional time away from the program for personal reasons, consultation with and approval by the Program Director is required and any such time will be treated as an unpaid leave of absence.

During a maternity-related unpaid leave of absence, the house staff member will have the option of retaining fringe benefit coverage through payment of premium costs during the leave period. House staff members are not required to use maternity leave, and, in order to ensure timely completion of board eligibility requirements, a house staff member may elect to use scheduled days of paid time off in lieu of maternity leave. If the use of maternity leave leads to a need for an extension of training to complete board eligibility requirements, the house staff member must consult with the Program Director and receive his/her approval for such an extension; during the period of extension the house staff member will continue to receive a stipend and benefits.

### **Parental Leave:**

The University of Iowa Hospitals and Clinics and the Graduate Medical Education Office recognize the importance of the early development of a relationship between parent and child. Non-birth parent house staff members, including domestic partners as defined by UI policy, who are enrolled (with a signed and current contract) in Graduate Medical Education residency or fellowship programs at UIHC, have available **5 working days, per event, of paid time** off for parental leave related to each recent birth or adoption of their child. A qualified event for use of this leave is defined as a birth or adoption occurring at a specific time and is not defined by the number of children involved in the birth or adoption event (e.g., the birth or adoption of two children at the same time means the parent has available 5 working days of parental leave, not 10 working days). Foster care and guardianship are excluded from this policy.

This parental leave is exclusive of any allotted vacation leave. However, during a parental leave, a house staff member is not required to use parental leave and may use vacation leave in lieu of parental leave in order to ensure timely completion of board eligibility requirements. **Parental leave must be used within the first 3 months of the birth or adoption, but may not be used during the last 2 weeks of training, unless the child is born or adopted in the 4 weeks prior to the end of training.** Any request for parental leave shall be made in writing and reviewed and approved by the Program Director to ensure timely completion of board requirements. A copy of the approved request shall be filed in the trainee's file in the Graduate Medical Education Office.

## **OTHER BENEFITS AND SERVICES INFORMATION**

## **Arts and Performing Arts**

A wide variety of entertainment takes place throughout the year at the University of Iowa. Current programming can be accessed at the following University website:

[www.uiowa.edu/homepage/arts/index.html](http://www.uiowa.edu/homepage/arts/index.html).

## **Athletic Events**

House staff members are eligible to purchase individual game tickets and reserved season tickets to University of Iowa athletic events at reduced rates. Tickets may be purchased at the Athletic Ticket Office, Carver Hawkeye Arena, or on-line at <http://hawkeyesports.cstv.com/tickets/iowa-tickets.html>. The house staff member must state that he/she is a full-time resident or fellow at UIHC. ID badge may be required.

## **Automobile License Plates**

Iowa law requires individuals to register their motor vehicle with the county treasurer's office in the individual's county within 30 days from the date he/she establishes residency. Automobiles are licensed at the Motor Vehicle Department, Johnson County Administration Building, 913 South Dubuque Street, 7:40 AM to 5:00 PM, Monday through Friday. The following documents are required to be surrendered to the county treasurer's office:

- Current ownership document (certificate of title/registration)
- A completed application for an Iowa certificate of title and/or registration. The application must be signed by all owners. If there is a lien against the vehicle, it should be noted on the application.

For additional information and application forms, go to:

<http://www.dot.state.ia.us/mvd/ovs/register.htm>.

## **Board Certification**

It is critical that house staff understand and are familiar with their specialty-specific Board eligibility requirements. Information regarding specialty and sub-specialty Board certificates can be found on the American Board of Medical Specialties (AMBS) website at:

[http://www.abms.org/Who\\_We\\_Help/Physicians/specialties.aspx](http://www.abms.org/Who_We_Help/Physicians/specialties.aspx)

More information about specialty-specific Board contacts and requirements, can be found at:

[http://www.abms.org/Who\\_We\\_Help/Member\\_Boards/contactinfo.aspx](http://www.abms.org/Who_We_Help/Member_Boards/contactinfo.aspx)

## **Child Care Services**

The UIHC Child Care Center, managed by Bright Horizons, is a high quality child care center serving the needs of full-time University of Iowa and UIHC employees. The UIHC Child Care Center, located at 109 Westlawn Building, Newton Road, Iowa City, IA 52242, provides care for infants and toddlers through pre-kindergarten children. The Center's hours are from 6:30 AM to 6:30 PM, Monday through Friday. For enrollment information or questions, please contact the Director of Bright Horizons at **(319) 335-9666**.

House staff members can also contact the 4C's Community Coordinated Child Care Resource and Referral Office at (319) 338-7684 or access their website at [www.iowa4cs.com](http://www.iowa4cs.com) for assistance in locating child care resources within the community.

### **Computer and Software Purchases/Information Technology Services**

House staff members are eligible to receive discounts for purchasing computers and certain software. Computers can be purchased on-line at <http://helpdesk.its.uiowa.edu>. Computer software is available through the IMU Bookstore. More information on the types of software house staff can purchase can be found at <http://cs.its.uiowa.edu/software/softwarelistingfshomeuse.shtml>. Information for remote access and other technology services can also be found on <http://helpdesk.its.uiowa.edu> or by contacting **Information Technology Help Desk** at (319) 384-4357.

### **Contracts**

Each house staff member receives a contract for each year of his/her training program.

- The GME Office sends new or “incoming” house staff their training contracts (and pertinent attachments which relate to GME Committee and UIHC approved policies) to their homes.
- The GME Office sends returning or “continuing” house staff their training contracts to their respective programs for appropriate signatures.

Once signed, one copy of the contract should be sent or delivered to the GME Office for filing in the house staff member's permanent file.

### **Dining Services**

- **Dining Rooms:** All house staff members may dine in any of the dining rooms at UIHC. House staff has the option of paying for their employee-discounted meals with cash or using their I.D. badges for payroll deduct purposes. For on-call dining procedures, see below.
- **Overnight Dining:** The Marketplace Dining Room, located on the first floor of General Hospital, provides dining service from 7 PM until 6:30 AM., seven days a week. Items served include grab-and-go salads, sandwiches, microwavable meals, and select hot items. Food is prepared fresh daily.
- **Staff Vending:** Staff vending areas are located at various locations around UIHC. They are available 24 hours a day, 7 days a week. Vending areas are not eligible for on-call dining.

### **G.I. Bill**

Residents and fellows who have served in the U.S. Armed Forces may be eligible for a broad plan of educational benefits including a monthly educational assistance allowance. The determination of eligibility and initial application for such benefits may be made through the Graduate Medical Education Office by contacting the Director of Operations at (319) 356-2256.

### **Housing**

Housing is available through a number of University of Iowa resources.

- **Renting:** The University of Iowa Family Services Office provides services for individuals who want to rent properties in the Iowa City area and nearby communities. The website is [http://imu.uiowa.edu/cic/off-campus\\_housing\\_service/](http://imu.uiowa.edu/cic/off-campus_housing_service/).
- **Buying:** Various real estate agencies are available throughout the Iowa City/Coralville area. The Medical Partners website, <http://medicalpartners.webminders.com/housing/index.htm>, also lists homes for sale.
- **Selling:** Properties owned by house staff members can be posted for sale on the Medical Partners website at <http://medicalpartners.webminders.com/housing/index.htm>. Medical Partners can also be reached via their e-mail address at [medical\\_partners@hotmail.com](mailto:medical_partners@hotmail.com). “For Sale”

literature can be posted in the House Staff Lounge located in room 7401 John Colloton Pavilion (JCP) as well. Various real estate agencies are available throughout the Iowa City/Coralville area.

### **Identification Badges (ID)**

All house staff members are required to obtain a UIHC photo ID badge prior to training. An ID badge form is obtained from the Program Coordinator which must be completed by the house staff member. The completed and signed form must be taken to UIHC Human Resources located at E139 General Hospital. Badging is either done by appointment (set-up by the respective training program) or during normal badging hours. ID badging hours are Monday, Wednesday, and Friday from 7:30 AM to 10:00 AM and Tuesday and Thursday from 2:00 PM to 4:45 PM. The ID badge is to be worn while on UIHC premises during the course of work or educational assignments. For security purposes, ID badges are required for electronic entry at most UIHC locations during the hours of 9:00 PM to 6:30 AM.

### **Laundry and Uniforms**

Lab coats and scrubs are provided free by the hospital to house staff physicians and dentists.

- **Scrubs:**

Scrubs are available in various locations at UIHC and distributed on an “as needed” basis. Scrubs may only be worn for approved purposes and only in certain areas (e.g., the main operating suite, cancer center, the delivery room, procedure rooms, etc). House staff in the operating suites should wear street clothes to UIHC and change into clean scrub attire when they first enter the operating suite. House staff should change into their street clothes when they finish performing the procedures. Soiled scrubs must not be worn in patient areas and must be placed in appropriate laundry carts in the ORs or procedure areas. Scrubs are not to be worn outside UIHC.

- **Lab Coats:**

Lab coats are available through UIHC's Uniform Office. House staff must go to the Uniform Office to be measured for their lab coats. Each house staff member receives 3 lab coats upon order. **The Uniform Office is located at Lower Level, 0041 Roy Carver Pavilion in UIHC.** For laundering of lab coats, house staff should contact their Program Coordinator for the laundry drop off location. Lab coats are returned to the department 7 to 10 days after they have been left for laundering.

- **Infection Control Policy:**

UIHC's policy on infection control can be found on UIHC's Intranet The Point at:

<https://thepoint.healthcare.uiowa.edu/sites/Policies-UIHCPolicies/Infection%20Control/Forms/AllItems.aspx>.

### **Library Services**

House staff members are eligible to use University of Iowa academic facilities such as the Hardin Health Science Library, [www.lib.uiowa.edu/hardin](http://www.lib.uiowa.edu/hardin), and all of its resources including electronic e-journal, e-books, and search capabilities. On-line services are available 24/7 without restrictions due to weekends or holidays. Use of academic facilities may require the presentation of a house staff member's identification badge or HawkID.

### **Lounge**

A lounge is available for use by house staff members in room 7401 John Colloton Pavilion (JCP). The lounge is locked at all times, and house staff members wishing to use the lounge may gain entry by using their ID badge to trigger the door's card reader. House staff members who cannot gain entry with their ID badge must contact the GME Office at **(319) 356-2256** for further assistance.

## **Parking**

The University of Iowa Department of Parking and Transportation operates and controls all parking facilities on campus including all ramps and surface lots on the Health Sciences campus. Application forms to purchase parking hangtags are available in the GME Office. A detailed motor vehicle and bicycle registration pamphlet is included with each parking hangtag packet.

Currently, the following parking hangtags are available to house staff:

- **Finkbine Parking Privileges** – all house staff are eligible for parking in the Finkbine commuter lot. These hangtags have a special “M” designation for on-call purposes.
  - The cost of these hangtags is \$20 per month. Prices may be subject to change.
  - The charge for these hangtags is deductible via payroll and is pre-tax.
- **Lot 43 Parking Privileges** – certain house staff are eligible for parking in Lot 43 as assigned by UI Parking. These hangtags have a special “M” designation for on-call purposes.
  - The cost of these hangtags is \$46 per month. Prices may be subject to change.
  - The charge for these hangtags is deductible via payroll and is pre-tax.
- **Night and Weekend Parking Privileges** – all house staff are eligible for the Night/Weekend hangtag parking program. The Night and Weekend hangtag (NW) is provided to house staff that may need to park in Hospital Ramps 1, 2, 3, and 4, the Field House Lot, or the Newton Road Ramp in the evenings or on the weekends. These hangtags have a special “M” designation for on-call purposes.
  - The cost of these hangtags is \$10 per month. Prices may be subject to change.
  - The charge for these hangtags is deductible via payroll and is pre-tax.
  - The hangtag is effective is on weeknights, 4:30 PM to 8:30 AM and on weekends, Friday, 4:30 PM to Monday, 8:30 AM.

University shuttle buses provide free service from 4:30 AM until midnight to and from the Finkbine commuter lot. Complete Cambus information, including route schedules, services for persons with disabilities, is available through the Cambus Office at **(319) 353-8366** or on-line at [www.uiowa.edu/~cambus](http://www.uiowa.edu/~cambus). Information regarding event parking (football and basketball) alternatives is provided by the GME Office as the communication is received from UI Parking.

- **House Staff without Parking Privileges**  
House staff who have not chosen to purchase a parking hangtag or who use department-issued parking hangtags **WITHOUT** an “M” designation, **DO NOT** receive Ramp 1 on-call privileges and are responsible for payment of any hourly fee and/or filing of appeals related to parking fines when parked in any non-designated areas.
- **Parking Lot Shuttle Service**
  - Between the hours of 6:30 PM and 9:00 PM, two 7 passenger mini-van shuttles are available outside the Main Entrance to provide rides to the remote lots. Turnaround time is generally 10 minutes except during athletic events.
  - Between the hours of 9:00 PM and 1:00 AM, one 7 passenger mini-van shuttle is available outside the Main Entrance to provide rides to the remote lots. Turnaround time is generally 10 minutes except during athletic events.
  - After 1:00 AM, go to the Main Entrance Information Desk and ask for a driver to be paged.
- **University of Iowa Athletic Event Parking**  
UI Athletic Event Parking supersedes all parking arrangements both personal and departmental. Special parking instructions are provided seasonally. Information regarding event parking

(football and basketball) alternatives is provided by the GME Office as the communication is received from UI Parking.

- **Other Important Notices**

- House staff or any UI employee cannot park in fire lanes, valet parking areas, loading docks or other areas not specifically designated for parking.
- Parking in non-designated places will result in parking fines and the impounding of vehicles.
- Parking for the handicapped is regulated by the State of Iowa and the Americans with Disabilities Act. No one can utilize parking for the disabled unless they have the proper permit.
- House staff members who have applied for his/her own parking hangtag and have forgotten to hang it on his/her mirror, are eligible to contact the UI Parking Office (i.e. call-in) prior to midnight of the day he/she received the ticket at **(319) 335-1475**. The ticket will be voided. A hangtag given to the house staff member by his/her department is not eligible for these call-in privileges.

To cancel parking, the house staff member must return his/her personal hangtag and any access card to the GME Office. A hangtag given to the house staff member by his/her department must return that hangtag back to his/her department. **Call the GME Office at (319) 356-2256** with additional questions.

### **Recreational Facilities**

House staff members are eligible to use recreational facilities at the Fieldhouse, Recreation Center, and Finkbine Golf Course. Some activities may incur a charge, which will be calculated at “staff rates” and may require presentation of the house staff member’s staff ID badge. For a complete listing of facilities, activities, hours of operation, and fees, please see the web page at <http://recserv.uiowa.edu/>.

### **Retirement - Tax Sheltered Annuities**

House staff members may qualify for a Group Supplemental Retirement Annuity (GRSA). As this annuity is supplemental, it has no matching funds from the University. Contributions can be pre-tax or post-tax and paid by the house staff member. For information, contact the **University Benefits Office at (319) 335-2673**.

### **University of Iowa Courses**

Beginning the semester after the house staff member’s contract begins, house staff members, their spouses, and dependent children qualify for in-state tuition rates for courses taken at the University of Iowa. An application <http://www.registrar.uiowa.edu/forms/resclass.pdf>, along with a copy of the house staff’s signed contract, must be completed and **returned to the Registrar’s Office, 1 Jessup Hall**, to determine eligibility.

# **ON-CALL INFORMATION**

## **On-Call Dining**

For those house staff members who are required to remain in the hospital on-call for sustained periods of time and have unpredictable access to food due to their schedules, the UIHC provides food via the on-call dining charge system. To continue to be able to provide this needed access during on-call periods, the GMEC endorses this policy, which specifies the on-call circumstances that will be eligible for charging as “on-call dining.” When used according to this policy, on-call dining charges funded by the UIHC are non-taxable to the house staff member.

House staff members whose duties meet certain conditions noted here as “Eligible Conditions” may charge meals against “on-call” dining credit limits. Any reference in this policy to the term “on-call” shall only be used for the interpretation and application of this on-call dining policy.

- **Eligibility Conditions:**

On-call dining may only be used if the house staff member is required to:

- Remain at the hospital for duties specified as “on-call” on a published schedule;
- Return to the hospital for a prolonged stay because of an emergency call-back; or
- Remain in the hospital for night float duties during the interval of 4:30 PM to 7 AM.

- **Availability and Credit Limits:**

<b>DAYS</b>	<b>AVAILABLE TIMES</b>	<b>CREDIT LIMITS</b>
Monday through Friday	4:30 PM- 11:45 AM the next day	\$9.50
Saturday, Sunday or UI holidays	Noon – 11:45 AM the next day	\$15.50

The stated allowances for on-call meals have been adjusted to allow for full prices (not employee discounts) of UIHC dining food.

- **Charging Process:**

All on-call food charges must be charged by the house staff member using his/her ID badge.

- **Verification:**

Reports showing charges by individual house staff members and their times/dates of transactions will be verified by their Program Director on a monthly basis. It is expected that full daily or weekend limits will not be expended when the time spent on actual in-house call is less than a full night or full 24-hour period on the weekend or during a holiday.

## **On-Call Quarters**

Each clinical service has on-call quarters assigned for house staff required to be in the hospital overnight by virtue of their "on-call" responsibilities. Additional on-call rooms are available on a first-come, first-serve basis. Please contact the GME Office for more information at 356-2256.

## **On-Call Parking**

House staff physicians and dentists should park in their assigned lot during their usual working hours. House staff physicians and dentists who are on-call during the week, Monday through Friday, between the hours of 4:30 PM and 8:30 AM and have a parking hangtag with the “M” designation, may park in Ramp I for no additional charge when returning to UIHC for call.

Because moving a vehicle prior to 8:30 AM may not be possible due to patient care issues, the UI Parking Department offers 16 free flex hours per month in Ramp I for on-call purposes. If the house staff member uses more than the 16 free hours (8:30 AM to 4:30 PM) per month, the overage fee will be

calculated and billed directly to the house staff member. To use Ramp 1 on-call free flex hours, the parking attendant should be informed that the house staff member was on-call showing him/her both the ramp spitter ticket and the “M” hangtag. If a house staff member’s hangtag does NOT have an “M” designation, he/she is not eligible for this Ramp I on-call parking arrangement.

House staff members who choose to park in the other parking ramps (Ramps 2,3,4) or lots (Lot 43) when on-call and cannot move his/her vehicle from that location prior to 8:30 AM during the weekdays, may be subject to ticketing and will have to pay the parking ticket and/or submit an appeal to the UI Department of Parking and Transportation. The parking appeal process can be found on the GME Intranet, “The Vault” at:

<http://gmevault.healthcare.uiowa.edu/portal/>

Upon logging into “The Vault”, locate the Resources for House Staff link and click on “GME Forms for Residents.” The parking appeal form is located on the right hand side of the webpage. Complete the appeal form on-line and select the “Submit Appeal” button at the bottom.

# **GENERAL EMPLOYMENT INFORMATION**

## ❖ LICENSURE - MEDICAL AND DENTAL

Each house staff member is responsible for acquiring appropriate medical and dental licensure **PRIOR** to practicing medicine at UIHC. Without the proper license, residents and fellows will NOT be allowed to practice medicine at UIHC until the proper medical or dental license is secured. Residents and fellows should apply for either a resident license (specific to their program) or a permanent license.

### **Medical Licensure:**

Applications for medical licensure can be obtained by going to the Iowa Board of Medicine website at [www.medicalboard.iowa.gov](http://www.medicalboard.iowa.gov). At least three months' time should be allowed from the time the Iowa Board of Medicine receives a **completed** application to the time a medical license is issued. Questions regarding medical license applications can be forwarded either to the **Iowa Board of Medicine** directly at **(515) 281-5171** or to the **GME Office** at **(319) 356-2256**.

House staff applying for a resident license, should send the completed application and application fees to their individual department for their Program Director's signature. The training program will provide verification of the residency or fellowship training and forward the application and fees to the Iowa Board of Medicine for processing.

Permanent medical license applications can be sent directly to the Iowa Board of Medicine at 400 SW 8<sup>th</sup> Street, Suite C, Des Moines, Iowa, 50309-4686.

For new medical graduates to avoid delays in receiving their medical license, they should apply for their license even if they have not yet secured an actual copy of their medical diploma. A copy of the medical degree or a copy of the notarized letter stating completion of medical school may be sent directly to the Iowa Board of Medicine after graduation.

For complete information on Iowa law governing licensure, see:

<http://www.uihealthcare.com/depts/graduatemedicaleducation/benefits/licensure.html>

### **Dental Licensure:**

Applications for dental licensure are sent to residents by the Department of Hospital Dentistry. The UIHC Department of Hospital Dentistry can be reached at 51370 PFP, 200 Hawkins Drive, Iowa City, Iowa, 52242. The phone number is **(319) 356-7339** and their FAX number is (319) 353-6923. Dental license applications should be sent to the Department of Hospital Dentistry for further processing.

## ❖ I-9: EMPLOYMENT ELIGIBILITY VERIFICATION FORM

Each house staff member beginning employment at the UIHC will need to complete an I-9 Employment Eligibility form. This is a federal document required by the Department of Homeland Security that enables employers to verify individuals who are authorized to work in the United States. House Staff residents must complete this form through the GME Office within the first three days of his/her contract start date. House Staff fellows must complete this form through his/her respective departments within the first three days of his/her contract start date. Failure to complete this task will result in termination of the House Staff member's employment. For international medical graduates on visas, this may result in deportation.

## ❖ NATIONAL PROVIDER IDENTIFIER (NPI)

The Administrative Simplification provisions of the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* mandated the adoption of standard unique identifiers for health care providers and health plans. The National Provider Identifier (NPI) must be acquired by all physicians. This number is unique to each health care provider and is a permanent identifier that will be utilized by House Staff throughout his/her training and professional life.

The NPI application may be found on-line at <https://nppes.cms.hhs.gov/NPPES/Welcome.do>. In order to apply for an NPI, the House Staff member must have a valid medical license number issued in the United States.

## ❖ SOCIAL SECURITY NUMBER

It will not be possible for a house staff member to receive a direct deposit of his/her stipend until a Social Security number is on file with the University Payroll Office. If the house staff member does not currently have a Social Security number, information to apply may be found on-line at <http://www.ssa.gov> and includes on-line application information at:

<http://www.socialsecurity.gov/online/ss-5.html>.

The application for a Social Security number can be filed at the local office:

U. S. Postal Office - Iowa City  
400 South Clinton St.  
Iowa City, Iowa, 52240  
1/800/772-1213

## ❖ VISAS

The GME Office and the University of Iowa Immigration Services Office are resources for house staff members who hold J-1 or H-1b visas. For more information on UIHC's Policy on Visas for GME Trainees please reference the following website:

<http://www.uihealthcare.com/depts/graduatemedicaleducation/documents/indexpolicies.html>

For answers to immigration questions and assistance regarding the J-1 visa application, please contact the **GME Office** at (319) 356-2256 or [gmeoffice@uiowa.edu](mailto:gmeoffice@uiowa.edu).

For answers to immigration questions and assistance regarding the H-1b visa application process, please contact either the residency or fellowship training program or the **University of Iowa Immigration Services** at (319) 335-1167 or [immigration@uiowa.edu](mailto:immigration@uiowa.edu).

## ❖ E-COMMUNICATION TOOLS

**The Vault** (<http://gmevault.healthcare.uiowa.edu/portal/>) - is a secured intranet site which houses information for residents and fellows including resources, announcements specific to house staff, contacts, FAQs and policies and procedures.

**ICON** (<http://icon.uiowa.edu/index.shtml>) – ICON (Iowa Courses Online) is the course management system at the University of Iowa for electronic training. Mandatory compliance training for all healthcare workers including residents and fellows is housed on ICON.

**The Point** (<http://thepoint.healthcare.uiowa.edu/>) – is a set of tools and resources designed for employees of UI Hospitals and Clinics and Carver College of Medicine to stay informed about news and events, have ready access to on-line tools, and communicate with others.