

**CLEARANCE SHEET  
CMC Terminating Residents/Fellows**

Date \_\_\_\_\_

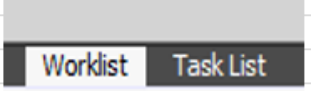
Name \_\_\_\_\_ (please print) Dept. \_\_\_\_\_

**EMAIL** \_\_\_\_\_  
(Personal email or next job email - DO NOT ENTER @uhhospitals.org)

Forwarding Addresses:

Home \_\_\_\_\_ Office \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please take this sheet to each of the following departments, where an authorized individual will initial it for clearance.  
**Return completed form to UHCMC Graduate Medical Education, Lakeside 6223 - gme@uhhospitals.org**  
**Please provide a forwarding address or your W-2 form will be sent to you last address on file with UH.**

Department:	Task Required:	Dept Initials:
<b>Medical Records</b> <a href="mailto:HISCMCChartCompletion@UHhospitals.org">HISCMCChartCompletion@UHhospitals.org</a>  216-844-1080 or 216-844-3813  	For UHCare Acute (Inpatient EMR), complete all H&Ps, operative reports, discharge summaries and unsigned items. Email clearance form to <a href="mailto:HISCMCChartCompletion@UHhospitals.org">HISCMCChartCompletion@UHhospitals.org</a> Medical Records will respond to you within 24 business hours and return initialed clearance form if all records are completed.  For AEMR: Complete all tasks on your Task list and complete all result verifications, authorizations, etc on your Worklist tab before last day of employment	
<b>Uniform Room</b> Lakeside sub basement, R SO73 7:00AM to 5:15PM, M-Fri. see:any attendant, X43082	Return scrubs (can keep lab coats)	
<b>Protective Service</b> Lakeside basement, Rm. B117 see:any officer, X4357	Return any keys you have signed out from Protective Service. Return badge for destruction.	
<b>Parking Office</b> 1635 Humphery 8:00-4:30PM, M-Fri. see:associate at window	Returning parking key card and hang tag.	
<b>Training Director's Office</b> see: Coordinator	Return department pager...locker, lab, and office keys.	
<b>Return completed form to UHCMC Graduate Medical Education gme@uhhospitals.org</b>		