

**Policy on Responding to Training Verification and Other Requests
from Medical Licensing Bodies and Other Third Parties**

Effective 09/20/2013

Program Directors and other McGaw residency and fellowship training program representatives frequently receive requests from state medical licensing bodies and other third parties (e.g. credentialing services, prospective employers, other residency or fellowship training programs, etc.) seeking information about current or former McGaw housestaff, including but not limited to verification of residency or fellowship training. In most instances, the medical licensing body or other third party provides an authorization form or other comparable form signed by the housestaff member that authorizes the housestaff member's training programs (such as McGaw) and their representatives to provide the requested information. Some of these forms also include language releasing the training programs and their representatives from liability for providing the requested information. For those housestaff who successfully completed their McGaw training program without having been placed on probation or subjected to some other form of corrective or disciplinary action, responding to such requests is typically straightforward. For those housestaff who have been placed on probation or subjected to some other form of corrective or disciplinary action, up to and including termination or dismissal from a training program, responding to requests can become more complicated.

This procedure is intended to provide guidance to Program Directors and other McGaw residency and fellowship training program representatives who are asked to provide information to medical licensing bodies and other third parties about McGaw housestaff.

1. If a training program receives a training verification request or other request for information relating to a housestaff member who has not been subjected to any corrective or disciplinary action, the program should respond to the request so long as the housestaff member has signed a form authorizing the training program to release the requested information. Such authorization forms can be provided by the licensing body or other third party requesting information and need not specifically name McGaw or the training program so long as the form authorizes programs or other entities where the housestaff member has trained, worked, or participated in an educational program to provide information.
2. If a training program receives a training verification request or other request for information relating to a housestaff member who has been subjected to any corrective or disciplinary action, the program should respond to the request so long as (a) the housestaff member has signed a form authorizing the training program to release the requested information; and (b) the form also includes a waiver/release from liability stating that the housestaff member releases the training program and its representatives from liability in connection with providing the requested information.

Such authorization and waiver/release of liability form can be a form provided by the licensing body or other third party requesting information and need not specifically name McGaw or the training program so long as the form authorizes other entities where the housestaff member has trained, worked, or participated in an educational program to provide information and releases such entities from liability in connection with their disclosure of information. Alternatively, McGaw has its own authorization and waiver/release of liability form, which can be signed by the housestaff member. In either event, the housestaff member should be asked to sign a form that both authorizes the disclosure of requested information and releases McGaw and its representatives from liability in connection with the disclosure of the information. A copy of any form(s) signed by the housestaff member should be kept in the program file, and a copy should also be sent to the Associate Dean/DIO of McGaw.

3. In instances where a housestaff member who has been subjected to any corrective or disciplinary action refuses to sign a form that both authorizes the disclosure of requested information and releases McGaw and its representatives from liability in connection with the disclosure of the requested information, McGaw's Associate Dean/DIO should be consulted. The Associate Dean/DIO, in his or her sole discretion, may decide whether to insist that the form include both an authorization and a waiver/release from liability. In no event shall McGaw or the housestaff member's program be required to provide the requested information without the housestaff member's express written consent.

In all above situations, all information provided to third parties should be an accurate appraisal of the housestaff member's performance as requested in the form and as supported by the documentation in the training file or other available sources of information.

Program Directors and other training program representatives are encouraged to consult with McGaw regarding any questions they might have about this policy or about any request for information regarding a housestaff member. McGaw also reserves the right to modify this policy in its sole discretion depending upon the particular facts and circumstances of any given request for information.