

# GME New Hire Intake Process

\*For any questions please contact: [GME-OfficeStaffdl@caregroup.harvard.edu](mailto:GME-OfficeStaffdl@caregroup.harvard.edu)

\*Link to shared folders: [New Hire Intake Forms](#)

\*To find these instructions please visit the folder labelled as “**Template & Instructions**”



## Template & Instructions

**\*Request are due by March 27 2026 (Earlier submissions encouraged when possible)**

1. Program administrators will receive an email from the GME containing instructions and a link to the folder
  - a. If you do not receive the email, please reach out to GME
    - i. [GME-OfficeStaffdl@caregroup.harvard.edu](mailto:GME-OfficeStaffdl@caregroup.harvard.edu)
2. Please review **pages 3-5** on how to fill out the file.
3. New hire intake files that are ready for GME to review need to be upload to the folder labelled as “**1. New Hire Submission**”
  - a. **Program administrators will upload**
  - b. Please keep them as an **excel sheet**
  - c. **GME will review between 1-2 days**
  - d. **Please do not email new hire intake files to GME**



## 1. New Hire submission

4. New hire intake files that have been reviewed by GME will be found under the folder labelled as **“2. New hire processed”**.

a. GME (Alessandra) will be moving the file to this folder

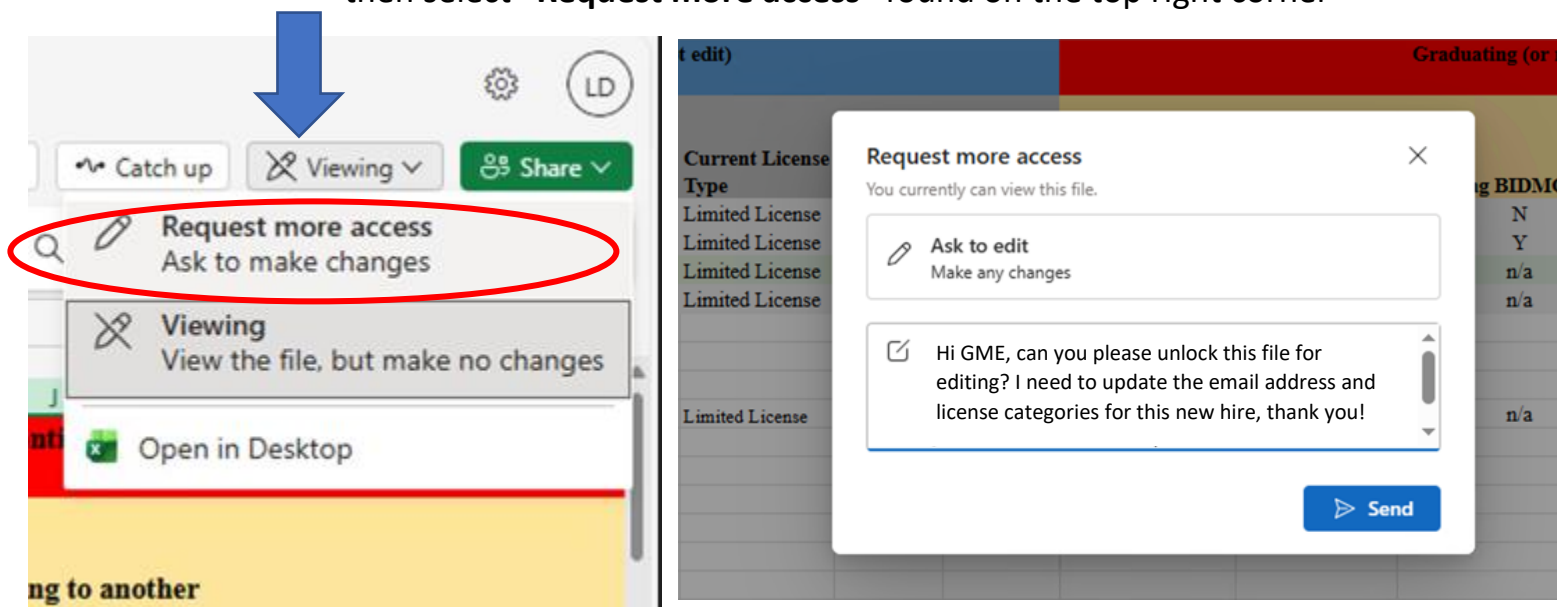
**b. Please do not email advancement files to GME**



5. New hire intake file edits by program administrators:

a. If changes to the original file submission are needed, program administrators will need to request access to the file found in **“2. Advancement processed”**

b. Select your **File in folder labelled “2. Advancement processed”**, and then select **“Request more access”** found on the top right corner



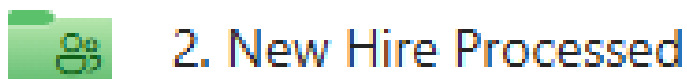
c. GME will unlock the file as requested

**d. Please do not email advancement files to GME**

**e. Notify GME once your information was been updated.**

i. [GME-OfficeStaffdl@caregroup.harvard.edu](mailto:GME-OfficeStaffdl@caregroup.harvard.edu)

ii. GME will remove the program administrator's access



# How to fill out BIDMC New Hire Template

- The categories below must be filled out (also highlighted in green on template). Note that submission of the new hire template will also prompt initiation of the MA Board of Registration in Medicine limited license application process.

Clinical/Training Start Date										Clinical/Training End Date (proj):*		Orientation Date:		Program (abbrev):*		PGY Level:		Email:		DOB (MM/DD/YYYY):		Gender (M/F):		SSN:	
First Name:*	Middle Name:	Last Name:*	Date:*																						
Jane	Mary	Doe	7/1/2026																						

## Key:

- First Name [legal name; no nicknames/preferred names]
- Last Name
- Start Date (Clinical/Training Start Date)
- End Date
- Orientation Date (GME Orientation)
  - 06/12/2026
  - 07/01/2026
  - 07/31/2026 (August cohort)

\*\*\*Note that the GME Orientation date typically coincides with the hire date. Any variance to the dates listed above MUST be approved by GME. Please email Laurie ([ldubois3@bidmc.harvard.edu](mailto:ldubois3@bidmc.harvard.edu)) if a variance is being requested.

- Program (abbrev)
  - List of program abbreviations are included on the far right of the excel template and also at the end of these instructions.

	PGY	Salary AY 2025-2026	Stipend AY 2025-2026
A2801 Housestaff PGY 1	1	\$76,680	+\$10,000
A2802 Housestaff PGY 2	2	\$80,968	+\$7,500
A2803 Housestaff PGY 3	3	\$84,438	+\$7,500
A2804 Housestaff PGY 4	4	\$88,717	+\$7,500
A2805 Housestaff PGY 5	5	\$93,228	+\$7,500
A2806 Housestaff PGY 6	6	\$95,310	+\$7,500
A2807 Housestaff PGY 7	7	\$101,210	+\$7,500
*A4451 Housestaff PGY 8	8	\$108,000	+\$7,500
A2808 Chief Resident	Determined by department		+\$7,500
A2809 Clinical Fellow ACGME Accredited Program	PGY level determines		+\$7,500
A2976 Clinical Fellow Non-ACGME Accredited Program	PGY level determines		+\$7,500
A3662 Clinical Fellow, Other Funding, Non-ACGME Accredited Program	PGY level determines		+\$7,500
A3663 Clinical Fellow, Other Funding, ACGME Accredited Program	PGY level determines		+\$7,500

\*Salaries cap at PGY 7, except for Chief Residents, CCEP and Plastic Surgery Fellows at PGY8 level

- If an abbreviation is missing, please contact, Alessandra.
- PGY Level
  - Please see above key, which includes current salary levels.
  - If any uncertainty regarding salary, please contact Laurie and Alessandra in the GME office.
  - Notification will be sent to all once AY '26-27 salaries are released.
- Email address
  - **Personal email address only** [double check to ensure there are no typos in the email address, note that this is the address where they will receive their board of registration license invitation]
  - No work or medical school email address
- DOB
- Gender
- **Full Social Security Number**
  - Please do not submit the template with missing SSNs. **The only exception is in the case of an international hire with no SSN**

Prior known BILH Employment (Y/N)?	Limited License Needed? (Y/N)	Prior GME training in MA? (Y/N)	Obtaining Full License? (Y/N)	Visa Sponsorship Needed? (Y/N)	Visa Type Requested? (J1, H1B, N/A)	Current Visa Status? (OPT, J1, J1 Research, H1B, N/A)
cx No	Yes	No	No	Yes	H1B	N/A

- Prior Known BILH Affiliation– including prior med student or GME rotations and/or prior BILH employment. (Including any non GME roles such as research related positions)
  - Please use the drop down to select Yes or No
  - This information will help avoid duplicate profile creations in WorkDay.
- Limited License Needed?
  - Please use the drop down to select Yes or No
  - The answer will typically be Yes, unless you are aware that they plan to apply for a FULL MA license
- Prior GME training in MA?
  - Please use the drop down to select Yes or No
  - A yes response means their limited license will be processed as a Change of Program (COP) application
- Obtaining Full License?
  - Please use the drop down to select Yes or No

- Note that full licenses must be approved by a May 1<sup>st</sup> cut off. If not approved by that time, a limited license application **MUST** be submitted. Note that once a trainee has a full license in MA, they can never go back to a limited license.
- Visa Sponsorship Needed?
  - Please use the drop down to select Yes or No
- Visa Type Requested?
  - Please use the drop down to select J1, H1b, E3, O1 or NA
- Current Visa Status?
  - Please use the drop down to select F1/OPT, J1, H1b, E3, O1 or NA

### Example below

													Prior known BILH Employment	Limited License Needed?	Prior GME training in MA? (Y/N)	Obtaining Full License? (Y/N)	Visa Sponsorship Needed? (Y/N)	Visa Type Requested? (J1, H1B, N/A)	Current Visa Status? (OPT, J1, J1 Research, H1B, N/A)
First Name:*	Middle Name:	Last Name:*	Date:*	Clinical/Tra ining Start	Clinical/Training End Date (proj):*	Orientation Date:	Program (abbrev):*	PGY Level:	Email:	DOB (MM/DD/YYYY):	Gender (M/F):	SSN:							
Jane	Mary	Doe	7/1/2026	6/30/2027	7/1/2026	ABDRAD			<a href="mailto:xxdsfhsdf@gmail.com">xxdsfhsdf@gmail.com</a>	9/8/1997	F	xxx-xx-xxxx	No	Yes	No	No	Yes	H1B	N/A

If you have any questions or concerns, please feel free to contact the GME office

# Thank you!

**PROGRAM LOOKUP(Do not modify)**

Abbrev:	Program Name:
ABDRAD	Abdominal Radiology
ACS	Acute Care Surgery (NA)
CTANES	Adult Cardiothoracic Anesthesiology
AHFTC	Adv Heart Failure/Transp Card
ADVCI	Advanced Cardiac Imaging (NA)
ADVCTIMG	Advanced Cardiothoracic Imaging (NA)
ADVCD	Advanced Cardiovascular Disease (NA)
ADVCCP	Advanced Clinical Cardiac Electrophysiology (NA)
ADVENDOSCOPY	Advanced Endoscopy (NA)
ADVGER	Advanced Geriatric Medicine (NA) Advanced Infection Control/Antimicrobial Stewardship Training (NA)
AICAST	Advanced Nephrology (NA)
ADVNEPH	Advanced Nephrology (NA)
ADVNEURORAD	Advanced Neuroradiology (NA)
ANESUS	Advanced Perioperative Clinical Anesthesiology (NA)
ANESAMBSURG	Anesthesia for Ambulatory Surgery (NA) Anesthesia Perioperative Quality and Safety (NA)
ANESPQS	Anesthesiology
ANES	Anesthesiology
AUTODIS	Autonomic Disorders (NA) Bariatric Surgery/Minimally Invasive Surgery (NA)
BSURG	Behavioral Neurology (NA)
BEHNEURO	Blood Banking/Transfusion Medicine
BBTM	BMC-OMFS
OMFS	Brachytherapy (NA)
BRACHY	Breast & Microsurgery Reconstructive Surgery (NA)
BREAST	Breast Imaging (NA)
BIMAG	Cardiac Magnetic Resonance Imaging (NA)
CARDMRI	Cardio-Oncology (NA)
CARDONC	Cardiothoracic Imaging (NA)
CTIMAG	Cardiovascular Disease
CVD	Cerebrovascular/Endovascular Neurosurgery (NA)
CERNSURG	Clinical Anesthesiology (NA)
CLINANES	Clinical Cardiac Electrophysiology
CCEP	Clinical Informatics (Internal medicine)
CIIM	

NEUROPHYS	Clinical Neurophysiology
CRS	Colon and Rectal Surgery
Consultation-Li	Consultation-Liaison Psychiatry
CORNEA	Cornea and Anterior Segment Fellowship (NA)
CCMANES	Critical Care Medicine (Anesthesiology)
COP	Cutaneous Oncology (NA)
CYTOPATH	Cytopathology
DERMMGH	Dermatology (MGH/BI/BWH)
	Dermatology Research Fellowship in Clinical Trials and Outcomes Research (NA)
DERMCLEARs	
DERMPATH	Dermatopathology
DR	Diagnostic Radiology
EMS	Emergency Medical Services
EM	Emergency Medicine
EMU	Emergency Medicine Ultrasound (NA)
ENDO	Endocrinology, Diabetes, & Metabolism
	Endocrinology, Diabetes, & Metabolism (NA)
ENDONA	
EPILEPSY	Epilepsy - BCH sponsored
FPMRS	Female Pelvic Medicine & Reconstructive Surgery
GI	Gastroenterology
GENMED	General Medicine Fellowship (NA)
	General Urology Male Infertility/Sexual Dysfunction (NA)
UROMALEINFERT	
GERIDIAB	Geriatric Diabetes (NA)
GER	Geriatric Medicine
GLBHLTH	Global Health (NA)
HAND	Hand Surgery (Ortho)
HNSO	Head and Neck Surgical Oncology (NA)
HEMONC	Hematology and Medical Oncology
HEMPATH	Hematopathology
HEPAT	Hepatology (NA)
	Hip & Knee Reconstruction Fellowship (NA)
HKRF	
	Hospice and Palliative Medicine (Multidisciplinary)
HOSPPAL	
ID	Infectious Disease
IDNA	Infectious Disease (NA)
IBD	Inflammatory Bowel Disease (NA)
	Interdisciplinary Breast Surgery (SSO, ASBS, ASBD) (NA)
BREASTSURG	
IM	Internal Medicine
INTCARD	Interventional Cardiology
INTPULM	Interventional Pulmonology (NA)
IRIND	Interventional Radiology - Independent

IRINT	Interventional Radiology Integrated
LYMPHSURG	Lymphatic Surgery (NA)
MFM	Maternal Fetal Medicine
	Medical Genetics /Maternal-Fetal Medicine (components individually accredited)
MFMGen	
MEDMICRO	Medical Microbiology
RETINA	Medical Retina Fellowship (NA)
MedTox	Medical Toxicology
CPEP	Microbiology CPEP
MIURO	Minimally Invasive Urology (NA)
	Motility/Functional Bowel Disorders (NA)
MOTDIS	
MOVDIS	Movement Disorder (NA)
MRI	MRI (NA)
MS	Multiple Sclerosis (NA)
MSK	Musculoskeletal Imaging
NEONATALBCH	Neonatal-Perinatal Med
NEPH	Nephrology
NEUROANES	Neuro Anesthesia (NA)
NEUROONC	Neuro-Oncology
NEUROCC	Neurocritical Care (NA)
NSURG	Neurological Surgery
Neuro	Neurology
NEUROMUSC	Neuromuscular Medicine
NEUROPATH	Neuropathology
NEURORAD	Neuroradiology
NSURGSPINE	Neurosurgery/Orthopedic Spine (NA)
NEUROTO	Neurotology
OBANES	Obstetric Anesthesiology
OBGYN	Obstetrics and Gynecology
OPHTHALMEEI	Ophthalmology - MEEI
ORTHOSURGHCOR	Orthopaedic Surgery
ORTHOSPINE	Orthopaedic Surgery of the Spine
ORTHOSURGFELL	Orthopedic Surgery Fellowship
	Otolaryngology Fellowship (Pre- Residency) (NA)
OTOFEL	
ENT	Otolaryngology- Head and Neck Surgery
PMANES	Pain Medicine (multidisciplinary)
PANC	Pancreatic Disease (NA)
PATH	Pathology-Anatomic and Clinical
PSQI	Patient Safety and QI Fellowship
PedsID	Pediatric Infectious Disease
PEDOPHTHAL	Pediatric Ophthalmology
PEDORTHOSURG	Pediatric Orthopedics Surgery
PEDRAD	Pediatric Radiology
PedsNeuro	Pediatrics Neurology

PEDOTO	Pediatrics Otolaryngology
Pelvic Imaging	Pelvic Imaging & Interventions (NA)
PLASSURG	Plastic Surgery
PLASSURGINT	Plastic Surgery Integrated
AESPLAS	Plastics/Aesthetic and Reconstructive Surgery (NA)
PMSR/RRA	Podiatric Medicine and Surgery Residency with Reconstructive Rearfoot/Ankle Surgery
PSYCH	Psychiatry
PULCRITCARENA	Pulm Disease Critical Care Med (NA)
PULMCITCAREMGH	Pulm Disease Critical Care Med - MGH
RADONC	Radiation Oncology
REGANES	Regional Anesthesia (NA)
REI	Reproductive Endocrinology and Infertility
RHEUM	Rheumatology
RHEUMNA	Rheumatology (NA)
SELBRPATH	Selective Breast Pathology
SELGIPATH	Selective GI Pathology
SLEEP	Sleep Medicine (multidisciplinary)
STEREO	Stereotatic/CyberKnife (NA)
STRUCHEART	Structural Heart Intervention (NA)
SURG	Surgery-General
SCC	Surgical Critical Care
THORSURG	Thoracic Surgery
TY	Transitional Year
TRANSHEP	Transplant Hepatology
TRANSNEPH	Transplant Nephrology (NA)
URPS	Urogynecology and pelvic reconstructive surgery
URO	Urology
VASCMED	Vascular Medicine (NA)
VASCNEURO	Vascular Neurology
VASCSURG	Vascular Surgery
VASCSURGINT	Vascular Surgery-Integrated
ACTCCU	Advanced Clinical Training in Critical Care and Ultrasound (NA)
AUMIS	Advanced Urology Minimally Invasive Surgery (NA)
AVNF	Advanced Vascular Fellowship (NA)
AMEF	Anesthesia Medical Education Fellowship (NA)
CSI	Cross-Sectional Imaging (NA)
EPF	Early Psychosis Fellowship (NA)
GYNONC	Gynecologic Oncology
LGBTQIA+ Health	LGBTQIA+ Health Fellowship (NA)

MOHS	Micrographic Surgery and Dermatology
NCC	Neurocritical Care
NEURODEVBCH	Neurodevelopmental Disabilities - BCH
OPHTHALFELMEEI	Ophthalmology Fellowship - MEEI
PedCard	Pediatric Cardiology
PedsDental	Pediatric Dental
PedEndo	Pediatric Endocrinology
Peds GI	Pediatric Gastroenterology
PedsGen	Pediatric Genetics
PedHem/O	Pediatric Hematology Oncology
PedNeph	Pediatric Nephrology
PedsNsurg	Pediatric Neurosurgery
PedPulm	Pediatric Pulmonology
Peds Surg	Pediatric Surgery
PedURO	Pediatric Urology
PedDerm	Pediatrics Dermatology
WDH	Women's Digestive Health