

Instructions for External Rotation Agreements

1. Look up complete clinical site name (where resident will be rotating):

In the State of Florida: <http://www.sunbiz.org/search.html>

Outside Florida: <http://www.coordinatedlegal.com/SecretaryOfState.html>

2. Fill in Program Letter of Agreement (PLOA) and ACGME-required Business Associate Agreement (BAA):

PLOA Page 1: clinical site name, site address, resident name, department, start (and end) date(s) and preceptor name

PLOA Page 2: authorized signor name and title (remaining fields auto-fill)

3. Don't forget to attach Goals and Objectives to agreement as Attachment A (reference Section B.1. of PLOA).

4. PLOA must be signed by UF Program Director, UF Chair, Clinical Site Authorized signor and Responsible Preceptor (if different from Authorized signor). ACGME BAA and Amendment must be signed by Authorized signor.

5. Forward signed PLOA with BAA to Associate Dean of GME Dr. Michael Mahla for final approval.

6. Lynn Kohn forwards final approved copy to Program Directors and HSC Contracts Office.

7. Send name of institution and dates they will be rotating to Sally Harvin. She will update in New Innovations, for audit purpose

Instructions for Short Term and Long Term Agreements for residents rotating to UF

1. Look up complete External Institution name:

In the State of Florida: <http://www.sunbiz.org/search.html>

Outside Florida: <http://www.coordinatedlegal.com/SecretaryOfState.html>

2. Fill in Contract:

Page 1: External Institution name, institution address, resident name, department(s), start (and end) date(s) and preceptor name

Page 2: authorized signor name and title (remaining fields auto-fill)

3. Don't forget to attach Goals and Objectives to contract as Attachment A (reference Section B.1. of contract).

4. Contract must be signed by **Authorized Signor of the Resident's Institution**, UF Responsible Preceptor, UF Program Director, UF Chair and Associate Dean of GME Dr. Michael Mahla.

5. Lynn Kohn will forward approved copy to Program Directors and HSC Contracts Office.

6. Please note TRN or Florida License should be issued by the Florida Board of Medicine before resident can begin appointment. The Resident is responsible for paying Florida Board fees for Training License. Checks should be attached to the TRN application and submitted to Eraina Carter as least six week before resident starts rotation.

7. Department Administrators must submit the form 255, copy contract, I9-with supporting documents, Biographical Information sheet (form 270) and Diploma.