

HOUSE STAFF OFFICE
KINGS COUNTY HOSPITAL CENTER

HOUSE STAFF COMPLETION OF APPOINTMENT
CLEAR OUT FORM

S.S. # _____

NAME: _____ SPECIALTY: _____ COMPLETION DATE: _____
(LAST) (FIRST)

THIS FORM MUST BE COMPLETED AND RETURNED TO THE HOUSE STAFF OFFICE ("T" BLDG, ROOM 316) BEFORE YOUR CERTIFICATE IS ISSUED
*** ALL CREDENTIALING DOCUMENTS MUST ALSO BE IN ORDER ***

ITEMS TO BE RETURNED	LOCATION	AUTHORIZED SIGNATURE	DATE
DENTISTRY: SCIENTIFIC PAPER	DEPARTMENT		
MEDICAL RECORDS: SUNY	ROOM, ALL1415 – BASEMENT		
LIBRARY CLEARANCE	SUNY – GROUND FLOOR		
IDENTIFICATION CARDS: SUNY	GME, ROOM, 2-74		
LAB COATS/OR SCRUBS: MUST PRESENT I.D.	C Bldg, BASEMENT, ROOM BB-14C, M-F 8 a.m. – 4 p.m.		
MEDICAL RECORDS: KCHC	B Bldg, Ground Floor, (East Side Chart Completion)		
PAGERS/BEEPERS: KCHC	T Bldg, 1 st Fl., Room #123, Telephone Room		
KINGS COUNTY IDENTIFICATION CARD (LAST STOP)	T Bldg, 3 rd Fl., Room 316 (Housestaff Affairs)		
MAILING RECEIPT : KCHC PAID ONLY	T Bldg, 3 rd Fl., Room 316 (Housestaff Affairs)		

FORWARDING ADDRESS: STREET: _____ CITY: _____ STATE: _____ ZIP _____
(AFTER JULY 1ST)



KINGS COUNTY HOSPITAL CENTER

Yuliya Melamud, Associate Director
Medical Board Office/House Staff Affairs
Telephone (718) 245-3908, 245-2026

May 21, 2021

Dear Doctor:

The Kings County House Staff Affairs Office and SUNY Downstate GME Office were informed by your department, that you will complete your residency training on June 30, 2020. Before leaving, you are required to fulfill all your obligations and return all hospital property. As a result, you must comply with the “clear out” process by completing the CLEAR OUT FORM on the reverse side. This will ensure timely receipt of your Completion Certificate and final paycheck.

DO NOT COMPLETE THIS FORM IN ADVANCE OF LEAVING, because you will need your Identification Card to move around the campus. You are also required to complete all charts.

Using the attached “House Staff Completion of Appointment Clear out Form”, obtain the appropriate signatures from all departments specified on the form.

- Medical Records at both KCHC and SUNY Downstate must affirm that all your charts/and or operative notes are completed/dictated
- All lab coats/OR scrubs, identification cards, beepers, library card & books etc. must be returned, and signed off by the departments indicated
- For beepers returned to your department, the residency coordinator must sign
- Provide forwarding address to ensure proper mailing of any pertinent information (for example W-2 Tax Form)
- **KCHC paid residents must complete this form before picking up the final paycheck on June 25, 2021.**

*****REMEMBER THERE IS NO DIRECT DEPOSIT FOR THE LAST CHECK*****

Kings County Hospital Center, **House Staff Affairs Office, “T” Building, 3rd Floor, Room 316** is the last stop in the clear out process. Please return the form to this office after all signatures are obtained. This form must be returned to Kings County Hospital Center, **House Staff Affairs Office, “T” Building, 3rd Floor, Room 316**; after all other signatures are obtained. **THIS OFFICE IS THE LAST STOP.**

On behalf of the GME office and the House Staff Affairs Office of State University and Kings County Hospital Center, we would like to extend to you our best wishes for continued success.

Sincerely,

Yuliya Melamud, Associate Director
Natalie Arrindale, Administrator

451 Clarkson Avenue, Brooklyn, NY 11203

New York City Health and Hospitals Corporation