![Kaiser Permanente | Undergraduate & Graduate Medical Education Northern California]

Residency & Fellowship Programs

Medtrics Required Fields and Document Uploads Checklist

This checklist should serve as a guide to the required fields for all residents and fellows. Fields below are required unless otherwise stated "if applicable" or "optional". *(Affiliated residents and fellows do not need to complete KP specific fields denoted below with an asterisk *)*

All fields listed are used for multiple purposes including, but not limited to: compliance, benefits, audits, etc.

Medtrics Required Fields	
Section & Field	Input/Completed
Account Information	
First name	
Last name	
Previous name (if applicable)	
Email (**must** be KP email) *	
Secondary email (personal email)	
Title (MD, DO, DPM)	
Class of (Expected Graduation Year)	
Home Institution	
Role (RES PGY or FEL)	
Personal Info	
Birth date	
Ethnicity	
Gender	
Address 1 (**must** be CA address for active trainees)	
Address 2 (if applicable)	
City	
Zip Code	
Country	
State	
Certification Info	
SSN	
SIN (if applicable for Canadian citizens)	
DEA license number	
DEA license number expiration date	
Medical License #	
Medical License By	
Medical License Expiration	
Employee number (EID)* *Now known as Person Code*	
NPI	
ECGMG # (if applicable)	

ACLS	
ACLS Expiration Date	
Emergency Info	
Primary Contact Name	
Primary Contact Phone Number	
Primary Contact Relationship	
Citizenship Status	
Status	
*If not a citizen, complete all remaining fields	
Additional Info	
KP Pager (if applicable)*	
NUID	
Job Code (see salary table for codes) *	
~~Salary *~~	No longer required to enter- will be linked to job code.
Kaiser Permanente Cell Phone*	
Provider ID	
Resource ID	
RACF ID	
Mnemonic	

Education	
Graduate Medical Education (Residency and fellowship training history) • Separated by program • Each training year should be a separate line within the program • **Do not** populate future years • Each program must have IRIS code • Identify IRP	
Medical School	
Undergraduate & Grad School (optional)	

Required Documents uploaded to Medtrics	
Medical school diploma	
DEA license	
Medical license/PTL	
Resident/Fellow contract – signed, each year *	
New hire onboarding documents with checklist	
ACLS	