

## 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
<b>Account Information</b>	
First name	
Last name	
Previous name (if applicable)	
SIN (if applicable for Canadian citizens)	
SSN	
Employee ID	
Email ( <b>must</b> be KP email) *	
Secondary email (personal email)	
Title (MD, DO, DPM)	
Class of (Expected Graduation Year)	
Home Institution	
Role (RES PGY or FEL)	
<b>Personal Info</b>	
Birth date	
Ethnicity	
Gender	
Address 1 ( <b>must</b> be CA address for active trainees)	
Address 2 (if applicable)	
City	
Zip Code	
Country	
State	
<b>Emergency Info</b>	
Primary Contact Name	
Primary Contact Phone Number	
Primary Contact Relationship	
<b>Citizenship Status</b>	
Status	
*If not a citizen, complete all remaining fields	
<b>Additional Info</b>	

KP Pager (if applicable)*	
NUID	
Job Code (see salary table for codes) *	
Kaiser Permanente Cell Phone*	
Provider ID	
Resource ID	
RACF ID	
Mnemonic	

Education	
Graduate Medical Education (Residency and fellowship training history)	
<ul style="list-style-type: none"> <li>• Separated by program</li> <li>• Each training year should be a separate line within the program</li> <li>• <b>Do not</b> populate future years</li> <li>• Each program must have IRIS code</li> <li>• Identify IRP</li> </ul>	
Medical School	
Undergraduate & Grad School (optional)	

Medtrics Required Documents and Categories	
AAMC ID: Usually found on ERAS profile, entered here	
ACLS: Enter ACLS number and expiration, if applicable	
ALSO: Enter ALSO number and expiration, if applicable	
ALTO: Enter ALTO number and expiration, if applicable	
BLS: Enter BLS number and expiration, if applicable	
CDS: Enter CDS number and expiration if applicable	
Contract: All residency/fellowship contracts must be uploaded under this category. Signed each year.	
CV: Upload CV here	
DEA License Number: Enter DEA and expiration	
ECFMG: Upload ECFMG document, ECFMG Issue number and issue date	
Exam Results: Add any exam results here	
Immunization records: Immunization records under this category only	

Medical License: Medical license or DPM only. <b>DO NOT ENTER PTL INFORMATION HERE!</b>	
Medical school diploma: Upload medical student diploma / information here.	
MPS Records: Upload MPS records here	
New hire onboarding documents with checklist	
NPI Number: Add NPI and expiration	
NRMP ID: NRMP ID is not required. You may enter this here if applicable.	
Other: Other IDs such as driver license, supporting documents that do not have a category listed here may be entered under Other.	
PALS: Enter PALS number and expiration, if applicable	
PLS Certification: Enter PLS number and expiration, if applicable	
PTL: Upload and enter PTL number and expiration date here	