

**Policy on Responding to Training Verification and Other Requests
from Medical Licensing Bodies and Other Third Parties**

Effective 09/20/2013

Reaffirmed by GMEC 06/09/2023

Previous 07/08/2016

Program Directors and other McGaw residency and fellowship training program representatives frequently receive requests from state medical licensing bodies and other third parties (e.g. credentialing services, prospective employers, other residency or fellowship training programs, etc.) seeking information about current or former McGaw trainees, including, but not limited to, verification of residency or fellowship training. In most instances, the medical licensing body or other third party provides an authorization form or other comparable form signed by the trainee that authorizes the trainee's program(s) (such as McGaw) and their representatives to provide the requested information. Some of these forms also include language releasing the training programs and their representatives from liability for providing the requested information.

This procedure is intended to provide guidance to Program Directors and other McGaw training program representatives who are asked to provide information to medical licensing bodies and other third parties about McGaw trainees.

1. If a training program receives a training verification request or other request for information relating to a trainee who has not been subjected to any corrective or disciplinary action, the program should respond to the request so long as the trainee has signed a form authorizing the training program to release the requested information. Such authorization forms can be provided by the licensing body or other third party requesting information and need not specifically name McGaw or the training program so long as the form authorizes programs or other entities where the trainee has trained, worked, or participated in an educational program to provide information.
2. If a training program receives a training verification request or other request for information relating to a trainee who has been subjected to any corrective or disciplinary action, the program should contact the GME office for further instructions. The adequacy of a waiver release from liability provided by the requesting institution will be reviewed and assessed by McGaw. A McGaw waiver signed by the trainee may be required at McGaw's discretion. A copy of any form(s) signed by the trainee should be kept in the program file, and a copy should also be sent to the Associate Dean / DIO of McGaw.
3. In instances where a trainee who has been subjected to any corrective or disciplinary action refuses to sign a form that both authorizes the disclosure of requested information and releases McGaw and its representatives from liability in connection with the disclosure of the requested information, McGaw's Associate Dean / DIO should be consulted. The Associate Dean / DIO, in their sole discretion, may decide whether to insist that the form include both an authorization and a waiver / release from liability. In no event shall McGaw or the trainee's program be required to provide the requested information without the trainee's express written consent.

In all above situations, all information provided to third parties should be an accurate appraisal of the trainee's performance as requested in the form and as supported by the documentation in the training

file or other available sources of information.

Program Directors and other training program representatives are encouraged to consult with McGaw regarding any questions they might have about this policy or about any request for information regarding a trainee. McGaw also reserves the right to modify this policy in its sole discretion depending upon the particular facts and circumstances of any given request for information.