

April 27, 2005

MEMORANDUM

To: College of Medicine Department Chairs
College of Medicine Division Chiefs
Residency Training Directors

FROM: Jay Perman, M.D.
Dean, College of Medicine
Vice President for Clinical Affairs

RE: Fellows/Residents Moonlighting With the UK Healthcare System

From time to time, departments have sought approval to utilize Fellows and Residents to moonlight within the home institution of their training program, i.e., the University of Kentucky Healthcare System. As such, there are a number of individuals and entities impacted by such arrangements within the UK Healthcare Enterprise, including:

- Fellow or Resident for whom such services have been requested
- Residency Director assigned to said Fellow or Resident
- Service for which coverage is needed
- Graduate Medical Education Office
- Medical Malpractice Claim Committee
- KMSF Billing Office
- Medical Staff Affairs Office

In order to ensure compliance with all applicable rules and limitations linked to internal moonlighting arrangements, the following procedure has been adopted. Effective immediately, requestors for internal moonlighting arrangements must complete the attached form(s) and follow the steps identified in chronological order:

1. Requestor initiates the arrangement and forwards to Residency Director
2. Residency Director confirms qualifications of individual and determines if services can be performed without jeopardizing residency program requirements
3. GME office confirms whether individual is in an approved ACGME program or if a certificate is available through the ABMS
4. Medical Malpractice Claims Committee must endorse the arrangement after reviewing the need for the services within the institution and the experience and competency level of the individual
5. KMSF identifies billing capabilities and/or billing limitations
6. Medical Staff Affairs Office initiates the standard credentialing process

Questions regarding this procedure should be directed to Jim Norton, Ned Benson, or Peggy Halcomb.