



## FLORIDA HOSPITAL GRADUATE MEDICAL EDUCATION

2501 North Orange Avenue – Suite 235 – Orlando Florida 32804 Website: [www.fhgme.com](http://www.fhgme.com)

### Frequently Asked Questions (FAQ's)

#### Application for Training Privileges

***What documentation is required to apply for training privileges?***

The completed GME application is the only document required for review. Specific programs may request additional information. The department will notify you. Handwritten and/or incomplete applications will not be accepted. Your application must provide the specific dates of your request. We can not process applications without the exact dates. Please keep in mind our clerkships are generally (4) weeks in duration.

***When should I apply for training privileges?***

Clerkship requests are assigned by the academic calendar year (July – June). Requests for clerkships for the following the academic year are accepted after May.

We encourage students to request clerkships as far in advance as possible to allow enough time to coordinate with their school/program to gather and submit the required documentation in an effort to meet the two week deadline prior to the scheduled arrival.

***When will I know if my request is approved?***

Please allow 7- 10 business days for review. You will be notified of the status of your application via email.

***Are International Medical Graduates permitted to apply for clerkship training?***

No. Applicants must be currently enrolled in an accredited medical school or residency training program in the U.S. and/or Canada.

***What are the fees for clerkships?***

There are no fees to schedule clerkships through the Florida Hospital GME office.

***Where should I send the application?***

Florida Hospital Graduate Medical Education  
Attention: GME Coordinator  
2501 North Orange Avenue, Suite 235  
Orlando, Florida 32804  
[Fh.gme.coordinator@flhosp.org](mailto:Fh.gme.coordinator@flhosp.org)

***Where should I send the required documentation?***

Florida Hospital Graduate Medical Education  
Attention: GME Coordinator  
2501 North Orange Avenue, Suite 235  
Orlando, Florida 32804  
[Fh.gme.coordinator@flhosp.org](mailto:Fh.gme.coordinator@flhosp.org)

***Can you tell me if there are any openings?***

The GME office does not maintain clerkship schedules for individual programs. We are unable to determine availability at any given time. If you are interested in a clerkship, we encourage you to submit the completed application for the specialty and dates of your request.

***What happens if the dates of my request are not available?***

In many cases the Faculty Coordinator will try to accommodate your dates. If the schedule is filled, he/or she may offer alternate dates for your consideration.

***When should I submit the required documentation?***

The complete list of required documentation should be forwarded to the GME office as soon as possible after you have received your approval. All documents must be submitted two weeks prior to your scheduled date of arrival. You will not receive the final confirmation until your file is complete. Failure to submit all documentation will result in the cancellation of the clerkship.

**FH CAA Computer Access Agreement**

***When should I complete the Computer Access Agreement Form?***

The form must be completed and submitted with the list of required documents

***When should I complete the Computer Based Learning modules?***

The CBL modules must be completed on the day of orientation. Students/Residents are allowed a 48 hour grace period. The confirmation email for completion of both modules must be forwarded to the GME Coordinator no later than Wednesday (midnight) following orientation. Students/Residents who fail to meet the deadline will be suspended from the clerkship until the modules are completed.

**GME Orientation**

***My clerkship request was approved for the Florida Hospital East Orlando Campus, will I attend orientation there?***

No. Orientation for all medical students, rotating residents and observers is held in the same location for all Florida Hospital campuses. Orientation is held on Monday mornings at 9:00am. Approved clerkships are scheduled to begin on Monday mornings unless specific dates have been coordinated with the Preceptor in advance.

Florida Hospital GME Orientation site:

Florida Hospital Orlando (Medical Plaza)  
2501 North Orange Avenue  
Suite 235  
Orlando, Florida 32804  
407.303.2814

***Where should I park when I arrive for orientation?***

All students, rotating residents and observers are instructed to park in the Alden Parking Garage adjacent to the main entrance of the Florida Hospital Orlando campus lobby at the intersection of Alden & Rollins Street.

**Observership**

***Are Physicians /International Medical Graduate permitted to apply for an observership?***

No. Physicians/International Medical Graduates must contact the Medical Staff Office.

***How long can I observe the physician?***

Generally an observership experience is assigned for a period of (4) weeks or one month (30 days).

***Where should I send my application for observership?***

If your application is for observation in a Residency Program, your application should be sent directly to the Residency Coordinator of the training program. All other observership applications should be sent directly to the physician or the GME office.

**GME Housing**

***Is there a separate application for housing?***

No. Please indicate your request on the GME application. Please do not submit the deposit with your application.

***Can I send one check for my deposit and the monthly housing fee?***

No. The security deposit (\$50.00) is required two weeks prior to your scheduled arrival with the rest of your documentation. The monthly payment (\$200.00) is due on the day of orientation. Please make your check or money order payable to Florida Hospital Graduate Medical Education.

***Do you provide internet access?***

Yes. Our housing units are equipped with wireless internet access. There are also designated areas in your training site.