



TO: Exiting Residents/Fellows

FROM: The Consortium Staff

As part of the exiting process, you will need to attend a short (twenty minute) exit interview via WebEx with the Consortium. At this meeting, we will explain your final payroll, the options for continuing your health insurance through COBRA and the option to convert your group disability/life coverage into an individual policy. **This meeting is mandatory to complete your program and receive your diploma.**

Our office will be sending you date choices via email. Once you have selected a date/time, you will receive the meeting invite along with an email that has fillable forms for you to complete and return at the end of your session.

The forms that **we need to collect** from you on the day of your exit interview are as follows:

1. Payroll Forwarding and COBRA Subsidy Form

Please complete this form. This will ensure your last paycheck and end of the year forms will be received and provides information regarding insurance eligibility.

2. COBRA Notification Form

All exiting employees must sign this form. By doing so, you are acknowledging that your COBRA benefits have been explained to you.