



Dental Academic Affairs
263 FARMINGTON AVENUE, MC 3905
FARMINGTON, CT 06030-3905
PHONE 860.679.2574
FAX 860.679.1899



Capital Area Health Consortium
270 FARMINGTON AVENUE, SUITE 352
FARMINGTON, CT 06032-1994
PHONE 860.676.1110
FAX 860.676.1303

TO: Exiting Residents/Fellows

FROM: Michael Tran and 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.**

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

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

1. COBRA Notification Form

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

2. Payroll Forwarding Address Form

Please complete this form in its entirety. This will ensure that your last paycheck is received and provide information to make sure you receive your W-2 and 1095-C at year-end.