



Graduate Medical Education
263 FARMINGTON AVENUE, LM068
FARMINGTON, CT 06030-1921
PHONE 860.679.2147
FAX 860.679.4624



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: The Consortium Staff

As part of the exiting process, you will need to attend a short (fifteen minute) exit interview with the Consortium. At this meeting, the options for continuing your health insurance (COBRA) and group disability/life benefit conversion possibilities will be explained. **This meeting is mandatory to complete your program and receive your diploma.** We have attached a schedule of exit interview times and places. Please call our office to schedule a convenient time as soon as possible.

Also, attached are forms that **we need to collect** from you on the day of your exit interview.

They 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 2095-C at year-end.

3. Sign-Out Sheet

Fill in your name, program and personal e-mail address and bring this form with you. We will need to sign your form to indicate that you attended an exit interview. When all three signature are gathered, you will need to fax the completed Sign-Out Sheet to the GME Office (860-679-4624).