

MEDICAL STUDENT DEPARTING FORM

This form is to be completed by students upon completion of a rotation and submitted to Annmarie Kutz in Medical Education. Students should report by 3 PM on the final day of the rotation. If unable to meet this time, please return items instead to UPMC Hamot Security (sub-basement). In Annmarie Kutz’s absence, Elaine Gibson is available to assist students. **Your school will be notified if this form is not returned to Medical Education.**

Annmarie Kutz: kutza@upmc.edu or (814) 877-4180
 Elaine Gibson: gibsonec@upmc.edu or (814) 877-4178

Name:	Start Date:	
School:	Departing Date:	
Expected Grad Year:	Rotation:	
Forwarding Address:	Core	Elective
MEDICAL LIBRARY (Ground Floor, UPMC Hamot)		
All books and periodicals accounted for:		
	Library	Date
MEDICAL EDUCATION (Sixth Floor, UPMC Hamot Professional Building)		
1. ID badge returned: _____ 2. Evaluation of student (completed by UPMC Hamot course director) returned: _____ 3. Evaluation of UPMC Hamot rotation (completed by student) returned: _____ 4. Housing keys returned (if applicable): _____ 5. EM textbook returned (EM students only): _____ 6. IM textbooks returned (IM students only): _____ 7. Laptop computer returned (FM students only): _____ 8. Personal items retrieved from student lounge (including lock): _____		
	Medical Education	Date