



Policy Title:	Medical License Policy for Residents
Owner:	
Department:	GME
Origination Date:	09/16/2016
Last approved date:	11/18/2022
Approved By:	

I. Scope

This Policy was developed for SIU Medicine. SIU Medicine collectively applies to the SIU School of Medicine (SIU SOM), including the Federally Qualified Health Center (FQHC), and SIU HealthCare (SIU HC). These entities are collectively referred to as SIU in this document.

This document applies to SIU staff, faculty, trainees, agents, officers, directors, interns, volunteers, contractors, and any other individual or entity engaged in providing teaching, research and health care items and services at SIU. These individuals are collectively referred to as SIU personnel in this document.

II. Definitions

The term “resident” is inclusive of all trainees at SIU SOM, whether training in a residency or fellowship program. The term “program” is inclusive of all SIU residency or fellowship programs, whether accredited or non-accredited.

III. Purpose

All residents at SIU training programs are required to obtain and maintain an active medical license. It is the resident’s responsibility to maintain an active license. PGY-1 and PGY-2 residents must obtain a temporary medical license and are required to apply for the license in a timely fashion once agreeing to start at SIU. Residents cannot practice until they have been issued an active license.

IV. Procedure

The Office of Graduate Medical Education (OGME) will provide the affiliated hospitals with a printout from the Illinois Department of Financial and Professional Regulations (IDFPR) online verification page when a license is issued. The OGME will provide a license, printed from the IDFPR online portal, to the respective training program and one will be placed in the resident’s institutional file.

If a resident or fellow separates from their program for any reason prior to its conclusion, the OGME will prompt the appropriate program to notify IDFPR in accordance with state law by submitting a Medical Mandatory Report form. Separation is defined by IDFPR as 1) any interruption exceeding 45 days, whether continuous or aggregate, in any 365-day period with the exception of approved leaves for training, parental leave, vacation, and sick leave; 2) non-renewal of a person’s contract.

Residents at level PGY-3 or above may either obtain a temporary medical license or a permanent license. Once a resident obtains a permanent license, the resident is required to also obtain state and federal DEA numbers. Programs will notify the OGME if a resident moves from a temporary to a permanent license.

Although many individuals at the program level and the OGME assist residents in remembering that a license will expire, it is ultimately the residents’ responsibility to

maintain an active license. Residents who fail to do so cannot practice and will be immediately suspended without pay until a license is reissued.

- V. References**
- VI. Attachments**
- VII. Periodic Review**
- VIII. Reviewed by**
- IX. Office of Responsibility**
GME