



Department of Neurology
 Department Checklist for Departing Faculty

Name: _____

Title and Degree: _____

VUMC Employee ID: _____

Termination Date: _____

	Role	Complete	Comments
Forwarding mailing address and non-Vanderbilt contact information (cell number, email address)	Business Process Mgr		
Send patient letters (last 1 year) informing them of departure	Operations AO		
Building/office/desk/department keys/badge returned	Business Process Mgr		
Laptop/computer returned	Operations AO		
Clinic keys returned	Clinic Manager		
Clean out office	Operations AO		
Any medical records in the office are sent to the medical records department for scanning	Operations AO/Clinic Manager		
Remove from department website, list serves, org charts & personnel spreadsheets (if Emeritus status, remains on these)	Business Process Mgr		
Termination processed in epac or paper PAF Resignation letter received	Business Process Mgr		
Remove from PFD	Business Process Mgr		
Neurology department credit cards (T&E, PCard) returned	Procurement Admin Asst		
Exit interview with Chair or CBO	CBO		



Clear out in-basket by termination Division Head to determine who will cover in-basket Determine who will see patients	Division Head/Exec Medical Director, PCC		
Check Call Schedule and Find Coverage (if applicable) and communicate to Dr. Feena Phibbs and Business Process Mgr.	Faculty		
Create email auto reply & phone message	Faculty		
Faculty member placed an out of office for eStar in-basket 7 days prior to departure	Faculty		
Update call schedule creator	Fenna Phibbs/Kelly Exec Medical Director, PCC		
Voided all computer access privileges	Pegasus ticket with IT		
Place eprocurement order to "change lync user"	Procurement AA		
Contact Risk Management and cancel Professional Liability Insurance Operations AO	Operations AO		
Discuss benefits	Business Process Mgr		
Inform Dr. David Charles of faculty or APP departure	Business Process Mgr		

Date

Department Administrator

Date