

SPECIAL NOTICE

FOR ALL CREDENTIALING SERVICE AGENCIES

The Office of the General Surgery Residency Training Program at Rutgers New Jersey Medical School requires a \$50 fee for all residency verifications and reference evaluations.

This fee is necessary in order to recover costs associated with retrieval and processing verifications and references for housestaff who attended the Rutgers NJMS General Surgery Residency Program.

In order to expedite verification and reference requests, please submit the following documents to the below address:

1. Written Request, including last name, first name, and social security number of physician and dates attended
2. Money order or check for \$50.00
payable to UPA, Department of Surgery,
mailed to: Rutgers NJMS General Surgery Residency Program
185 South Orange Avenue
MSB G 538
Newark, NJ 07103
3. Signed, authorized release of information form from the physician
4. Self-addressed, return envelope
5. Fax number, should you wish the form returned via fax

Please allow 7-10 business days for completion following receipt of payment. Verifications and references are processed in the order in which they are received.

Please call us at the telephone number listed above or email vetreclh@njms.rutgers.edu should you have any questions or require additional information. Thank you.

Linda Vetrecin
Program Coordinator
Rutgers NJMS General Surgery Residency