

Moonlighting Approval Instructions

ALL requests for moonlighting must be submitted using MedHub. Approval for moonlighting is time sensitive and applies to the current academic year only. Requests for moonlighting approval beyond the end of the current academic year will **not** be approved.

Please read the Resident Policy on Moonlighting at this site:

<http://smhs.gwu.edu/sites/default/files/GW%20GME%20Moonlighting%20Policy.ib.mt.8.13.pdf>

Procedure

- * On MedHub, click on “Moonlighting Requests” and complete the online form. A separate request must be completed for each moonlightingsite.
- * Please request the maximum number of hours per week you plan to moonlight at that site.
- * Requests for >12 hours are not routinely approved.
- * Please attach and explanation if your request exceeds 12 hours per week.
- * The following documents must be attached to your request:
 - Copy of full, unrestricted and current medical license
 - Copy of DEA license, Controlled Substance license, or attestation from program director certifying that this is internal moonlighting in my residency program and I am not writing prescriptions
 - Copy of insurance (malpractice) certificate showing coverage in force for outside employment at external moonlightingsite

NOTE: *Your request will not be approved unless all required documents are attached.*

- Your program director will receive a notice that you have submitted an application for approval.
- Once your program director approves, the request will be sent to the GME Office for approval.
- You will be notified that approval has been granted or that additional information is required.
- Moonlighting approval is time-limited and applies for the current academic year only.
- Residents who are approved for moonlighting are required to log their duty hours on MedHub.