Recruitment is already underway for some programs and will soon be for others. Please note some of the important upcoming tasks and reminders.

1. **GME TRACK** – The deadline for Resident (and Fellow) information is September 30, 2017. This populates AMA FREIDA which is an important recruitment tool.

2. **ERAS AND NRMP REGISTRATION** – By now, everyone who needs access to ERAS should be registered! Webinars and information are available for those who are new to the system. Match opens in August for most fellowships and in September for residency programs.

3. **USMLE or COMLEX STEP 3** – Promotion to PGY3 requires a passing score. PGY2s must take Step 3 by December 31st.

4. **ANNUAL PROGRAM EVALUATIONS** - These are required by the ACGME. A lot of the information can be pasted directly from WebADS. Due to GME by the end of September.

5. **APPLICANT INFORMATION AND APPLICANT SCREENING** – Please note ACGME and UMMS eligibility requirements and distribute mandatory applicant information. Let OGME know if you have any questions/concerns reviewing applications.

6. **OUTSIDE ELECTIVES - ADVANCE APPROVAL AND PROGRAM LETTERS OF AGREEMENT ARE REQUIRED. ADDITIONAL APPROVAL IS REQUIRED FOR INTERNATIONAL ELECTIVES.**

7. **VISITING RESIDENTS AND FELLOWS** – OGME is revising the process. Please make sure visitors contact OGME at least 3 months prior to start date here since a MA license and other documentation is required.

8. **PROGRAM DIRECTOR/COORDINATOR RETREAT – FRIDAY, SEPT 29th 8:00 – 3:00**

9. **OSTI CURRICULUM** – After the chaos of Epic training ends, we will identify times and faculty for the OSTI curriculum for new residents and fellows.

10. **PRACTICE MANAGEMENT PROGRAM – WED., NOVEMBER 1st 7:30-9:00 am**

11. **SOLICITATIONS FROM FINANCIAL PLANNERS, INSURANCE REPRESENTATIVES AND PHYSICIAN RECRUITERS** This is an ongoing problem as you may be contacted by individuals who have “important information” they want to “share” with your residents and fellows. UMMS and UMMC policies prohibit solicitation and specify financial services and insurance representatives as individuals who are not permitted to solicit business here. Please advise GME if you are contacted (you won’t be the only one) or if residents are being harassed. We have one authorized representative from InsMed Insurance Company that represents the contract we have for resident disability insurance.