GME PROGRAM COORDINATOR NEWS
AUGUST, 2017

Have a great vacation but please don’t forget to attend one of our two coordinator meetings.

- **THURSDAY, AUGUST 3rd** from 8:30 to 10:00
- **THURSDAY, AUGUST 24th** from 8:30 to 10:00

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

1. **WEB ADS UPDATES** – Due for all programs by September 1, 2017.

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

3. **OSTI CURRICULUM** - We still need faculty to participate in the OSTI curriculum and we need your help getting your residents and fellows enrolled.

4. **SEND ONE-YEAR SURVEYS TO LAST YEAR’s GRADUATES**

5. **ERAS REGISTRATION** – Please make sure that everyone who needs access to ERAS is registered! Webinars and information are available for those who are new to the system

6. **NRMP** – Match opens in August for most fellowships and in September for residency programs.

7. **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.

8. **APPLICANT INFORMATION AND APPLICANT SCREENING** – Please note ACGME and UMMS eligibility requirements and distribute mandatory applicant information. Coordinators will do preliminary screening for visa eligibility. All IMGs and transfers must be reviewed by OGME. Foreign nationals must be reviewed for work authorization eligibility.

9. **PROGRAM WEB SITE UPDATES**

10. **REMINDERS**: (continued on reverse side)

11.

12. **OUTSIDE ELECTIVES - ADVANCE APPROVAL AND PROGRAM LETTERS OF AGREEMENT ARE REQUIRED**

13. **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 UMMMC 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. Charlene Thrasher may be contacting you to request a meeting with your residents/fellows concerning the UMMS LTD program.