Congratulations! Thanks to your help nearly all the new residents and fellows are on board, the graduates are on their way and everyone else is ready for the coming year. Please do not forget – we schedule two coordinator meetings in August with the identical agenda to accommodate vacation schedules.

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

While a lot of the material may seem redundant to coordinators who have been here a long time, there is also new information. Please try to attend one of these meetings

In the meantime, here are a few important tasks for the next few weeks:

1. **EDRS AND MASS PAT REGISTRATION** – New residents and fellows must complete registration in these two systems. Any resident or fellow who might be prescribing Clozapine needs to register in Clozapine REMS - [https://www.clozapinerems.com](https://www.clozapinerems.com)

2. **USMLE STEP 3** – All current PGY2s must take step 3 by December 31st and provide results to the GME Office. Please make sure your PGY2s take care of this requirement

3. **OFF CYCLE TERMINATIONS & PROMOTIONS** – GME does have most off-cycle dates, but these can change. Please remind us so we remember to process Personnel Action Forms.

4. **OFF CYCLE STARTS** – Same as above. These people must attend a UMMS (SCHOOL) HR Orientation, CLINICAL IS TRAINING, and a brief meeting with GME. **Contact GME to set these up if you have not already done so**

5. **E*VALUE PROGRAM DIRECTOR SUMMARY EVALUATION OF RESIDENTS** – must be completed.

6. **E*VALUE FACULTY EVALUATION OF THE PROGRAM** – Must be completed

7. **E*VALUE** – Graduate residents from E*Value, Enroll new residents, promote those

8. **WEB ADS REPORTING** – **THIS IS CRITICAL FOR ACCREDITATION**

   Many of you have received two notifications from the ACGME with deadlines that you must meet: Instructions are provided in these notifications to assist you with the following process:
   - **Year-End Verification Deadline**: **8/1/2017**
   - **Annual Update Submission Due**: **August 31, 2017**

9. **EPIC REGISTRATION AND TRAINING** – The OGME has made every effort to work with the Epic Team to get residents registered for all required training. As many of you know this process has been extremely frustrating with many residents still unregistered or registered
for wrong courses. The Epic Team is now reaching out directly to programs to make sure everyone is correctly registered. At this stage these communications need to occur between Epic and the programs and not through OGME.

10. UBER AND LYFT REIMBURSEMENT FOR POST-CALL RESIDENTS – OGME is still working on the exact process for this. Residents who are too tired to drive home post call, may use Uber or LYFT to get home and then return to their car the next day. Receipts will need to be provided to the departments for reimbursement. We will provide information shortly on how these will be processed. There will be delay until the details are worked out.

11. AD COMP PAYMENT FOR ORIENTATION – Payroll went out of their way to enter new resident ad comp payments for pre-July 1 orientation. This should show up in the residents’ first paychecks on July 14th. Note that their salary will only reflect one week of pay since the paychecks are one week behind. The July 28th paycheck will contain the full compensation for two weeks. Deductions for health insurance will start with in August.

REMINDERS:

12. WEEKLY TIME REPORTING

13. LEAVES OF ABSENCE REPORTING

14. OUTSIDE ELECTIVE POLICIES AND PROCEDURES

15. VISITING RESIDENT POLICIES AND PROCEDURES

16. WEDNESDAY, NOVEMBER 1st PRACTICE MANAGEMENT PROGRAM

Senior residents and fellows are welcome to attend this session from 7:30 to 9:00 am

OR

You can arrange sessions for your residents during a regular conference slot.

Contact GME.