Reminders of important tasks for reappointment and termination between now and June 30th. We need your help to make sure everything is completed in a timely manner. In some cases, this may mean frequently reminding your residents and fellows of what they need to do.

1. OPEN ENROLLMENT FOR HEALTH INSURANCE

Please make sure your residents and fellows are fully informed about open enrollment as this is the only time they can choose to change their health insurance plan. There are some major changes, and this is the ONLY opportunity to switch plans. Most plans now manage their own mental health benefits, NOT Beacon Health. There were many complaints about Beacon but there is no way to know whether this change will be an improvement.

Graduating residents and fellows who may need to continue coverage under COBRA may want to consider changing plans that will best meet their needs after July 1.

2. EXIT INTERVIEWS

All residents and fellows who are COMPLETING ALL TRAINING AT UMMS BEFORE SEPTEMBER 1 including those staying as UMMC faculty MUST attend a session to arrange withdrawal of retirement funds, continuation of insurance if needed, and other termination requirements. If your residents/fellows are changing program, they do not need to attend an interview session as they remain Medical School employees in a resident or fellow job title.

Those who are going to faculty must attend since they will be employed by UMass Memorial, not UMMS and are eligible to withdraw their retirement funds.

3. ERAS REGISTRATION

ERAS is now open for 2019. Please go into EAM AS SOON AS POSSIBLE to make sure that your program is there and to register. If you do not register your program before the deadline, you will have to deal with the ERAS HELP DESK when the ERAS post office opens.

4. ACGME MILESTONES REPORTING

The window for spring 2018 Milestones reporting will be from Monday, April 23 through Friday, June 22. The window will officially close at 11:59 p.m. Central on Friday, June 22 and no submissions will be accepted after that point. Please submit Milestones online through ADS at any time during the reporting window. For technical or submission-related questions (e.g., login assistance), e-mail ADS@acgme.org.

5. E*VALUE PROGRAM DIRECTOR FINAL EVALUATION OF RESIDENTS & RESIDENT ANONYMOUS HIDDEN EVALUATIONS

Program Directors MUST complete the final resident and fellow evaluations on E*Value BEFORE JUNE 30th WHEN E*VALUE will close, and we transition into Med Hub. All trainees in the program complete the E*Value Anonymous Program Evaluation,
6. **IS TRAINING SUPPORT**

   The IS Training Team is requesting that programs provide training assistance during new resident IS Training. 
   Please contact Deb Rollo to let her know who will be available to assist. 
   Chief or senior resident assistance is extremely helpful for the residents.

7. **IMPORTANT UPCOMING MEETINGS/PROGRAMS**

   - **APRIL 27-29** NEW CHIEF RESIDENT IMMERSION TRAINING – CAPE COD  
     *For more information and registration residents should contact Julie.Schutz@umassmed.edu*
   - **THURSDAY, MAY 31st** NEW CHIEF RESIDENT RETREAT – AT UMMS  
     *More information to follow*

8. **MEAL TICKETS**  
   Remind residents that unused balance will be wiped off at the end of June. New cards will be issued based on 2018-2019 in house call information.

9. **FINAL 2017-2018 ROTATION SCHEDULES & RESEARCH INFORMATION FORMS**

   **PLEASE PROVIDE YOUR ROTATIONS SCHEDULES FOR 2017-2018 TO OGME AS SOON AS POSSIBLE!!**

   OGME requires final rotations schedules from every program. These are used for Medicare Cost reports to document where residents and fellows work for hospital reimbursement purposes. If your residents/fellows do the same work in the same location all year rather than block rotations, we still require that information. OGME can provide templates for this type of schedule. It is important to note any research blocks or research time. The resident must complete and return a research documentation form.

10. **REAPPOINTMENT FOLLOW-UP**

   - **LICENSES REIMBURSEMENT**: Thank you! Don’t forget to submit information we need to reimburse the residents the $100 limited license renewal fee (SS# Current Home Address and W-9 forms).
   - **TB TESTING & HEALTHSTREAM COMPLIANCE**: Residents and fellows who are out of compliance July 1 will be placed on unpaid leave of absence and cannot work.

11. **TERMINATION FOLLOW-UP**

   - **GRADUATION CERTIFICATES**: We need the correct name and degree as it should appear on the certificate.
   - **SURVEY MONKEY EXIT SURVEY**: Important reminder that OGME WILL NOT RELEASE THE CERTIFICATES FOR GRADUATES until and those who are graduating complete the Survey Monkey Exit Survey
   - **PRESCRIPTION MONITORING PROGRAM** - Residents (on limited licenses) who are graduating will need to be removed from the PMP. Those staying on a limited license but changing programs will need to be linked to the new program director.
   - **PAGERS** are returned to program coordinators