

UNIVERSITY HEALTHCARE **HOSPITALS AND CLINICS**

GRADUATE MEDICAL EDUCATION

HOUSESTAFF POLICIES AND PROCEDURES

HOUSESTAFF MONTHLY ROTATION SCHEDULE PROCEDURE

Section 8 No. 1 Rev. 4

Review Date: October 2008

Revision Date: October 2008

Chapter: Rotation Schedule

I. PURPOSE

The Graduate Medical Education Office must have accurate and precise records of **all** houseofficer rotations at **all times**. This is necessary for the following reasons:

- **It is an ACGME institutional accreditation requirement and a responsibility of the GME Office.**
- **It is necessary to prepare monthly invoices to affiliated hospitals. Records must be accurate so that billing can be accurate and not necessitate corrections after the billing cycle. This also affects department finances as variances will be billed back to departments.**
- **It is necessary for annual Medicare reporting. It is crucial to GME funding for accurate reporting of resident rotations to Medicare. Auditors disallow any discrepancies in rotations among affiliated and non-affiliated sites. This has great impact on resident funding.**

II. POLICY

Each department will submit its annual houseofficer rotation schedule to the Office of Graduate Medical Education in May prior to each academic year. The Office of Graduate Medical Education will combine all departmental schedules into one master schedule. A monthly schedule will be distributed to each department at the beginning of each month. Each department will be required to make any changes or corrections, and to add any vacation and didactic time, and return a revised schedule to the GME Office by the 15th of each month. It is the responsibility of each department to accurately and precisely audit and correct each month's schedule. Each rotation listed on the schedule must also have an appropriate training agreement on file in the GME Office. It is the department's responsibility to address any training agreement deficiencies immediately and appropriately.

Approval body: Graduate Medical Education Committee

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Policy Owner: Graduate Medical Education

Historical Information:

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