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 CMS reporting. It is crucial to GME funding for accurate reporting of resident rotations to CMS. Auditors disallow any discrepancies in rotations among affiliated and non-affiliated sites. This has great impact on resident funding.

II. POLICY

Each department will finalize its annual resident activity schedules in the E*Value system by May 15th prior to each academic year. Each department will then be required to make any changes or corrections and to confirm the accuracy of the schedule with the GME Office by the 5th of each month. Any changes to schedules for the current month that occur after this should be immediately scheduled in the E*Value system and communicated with the GME Office.

It is the responsibility of each department to accurately and precisely audit and correct each month’s schedule. Each activity 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.

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