

## 2017 GME New and Returning Resident Deadlines & Important Dates

- January 31, 2017 - Completion Certificate Request Letters due to Rob Chisholm. (Please use Certificate Request Letter Template)
- List of residents/fellows leaving GME (will no longer have a GME contract after this academic year) due to Beth Jones.
- Deadline date to turn in Handbook Verification Forms to Angela Ybarra. (For extensions, please contact Angela Ybarra.)
- All available (outside of Main Match) ERAS information saved *N:\Resident Coordinators\2017\ERAS*. **Please contact Hung Vo prior to downloading ERAS data.**
- February 10, 2017 - Scope of Practice revisions for 2017-2018 academic year due to Rob Chisholm.
- February 17, 2017 - Re-appointment Letters for returning residents/fellows due to Rob Chisholm. (Please use Appointment/Re-appointment Letter Template)
- February 28, 2017 - Deadline to notify Angela Ybarra if any current residents have not yet taken the USMLE Step 3 examination (or the equivalent COMLEX Step 3 Examination or the MCCQE Parts I and II).
- Deadline to have any missing USMLE scores uploaded into E\*Value for current residents who have already taken and passed the USMLE Step 3.
- GME Office begins running contracts for all returning residents/fellows.
- March 6-10, 2017 - GME Office will deliver contracts to the Program Coordinators for returning residents/fellows.
- March 24, 2017 - Update the matched applicant's application status to "Will Start" in ERAS for upload into E\*Value.
- Appointment Letters for incoming residents due to Rob Chisholm. (Please use Appointment/Re-appointment Letter Template)
- Release Letters for incoming PGY 2-8 residents due to Rob Chisholm (for residents transferring from another institution to an MUSC program).
- March 30, 2017 - All demographic data for incoming residents/fellows should be complete in E\*Value.
- March 31, 2017 - Deadline to become compliant for all above requirements. ***Program Director and Department Chair will be notified that contract cannot be issued by the GME Office if requirements are not met.***
- April 3, 2017 - Names of Chief Residents (2017-2018) to due to Beth Jones.
- GME Office emails SC Medical License and NPI application information to all incoming residents/fellows.
- GME Office runs contracts for all incoming residents/fellows.

- April 7, 2017 - Contracts for returning residents due to the GME Office.
- April 10, 2017 - GME Office begins mailing contracts to incoming residents.
- May 1, 2017 - All incoming resident/fellow contracts due to the GME Office.
- Funding Forms for Non-MUSC rotations accepted by Angela Ybarra. (Note: Funding Forms will not be processed nor will AAs be generated until June 1 or whenever regulatory verbiage has been approved by CMS.)
- June 1, 2017 - Funding Forms will be processed by Leigh Schlechta and AAs generated by Legal if regulatory verbiage has been approved by CMS.
- June 20, 2017 - All Moonlighting, Non-Required Elective and VA LOA forms due to Angela Ybarra.
- June 26, 2017 - Completion Certificates will be ready for pick up by Program Coordinators. ***Please remember certificates will not be released without a completed Clearance Sheet.***
- June 29, 2017 - GME Orientation for all incoming PGY-1 residents (Drug Discovery Building Auditorium)
- June 30, 2017 - GME Communications training for all incoming PGY-1 residents (Drug Discovery Building Auditorium)
- Deadline for all residents to be in compliance with the GMEC USMLE Step 3 (or equivalent) requirements. Scores to be uploaded into E\*V.
- Deadline for all incoming PGY-1 residents to be compliant with all GME Orientation requirements (MyQuest, EHS, licensing, computer training, GME orientation attendance, etc.). ***Program Director and Department Chair will be notified if requirements are not completed.***
- Deadline for incoming residents to receive NPI number.
- (Please note that while GME requirements for incoming PGY-1 residents are completed by this date, they may not start until July 1.)***
- July 1, 2017 - GME Office will auto-promote all returning residents and inactivate all graduating residents.
- July 3, 2017 - GME Orientation for incoming PGY 2-8 residents (Drug Discovery Building Auditorium)
- July 5, 2017 - GME Orientation for incoming Pediatric Fellows (location TBD)
- July 7, 2017 - PECOS signature and adverse action forms due to Angela Ybarra. *Applies to all programs.*
- July 10, 2017 - Final deadline for PGY 2-8 residents to become compliant for all GME Orientation requirements. ***Program Director and Department Chair will be notified if requirements are not completed.***
- July 14, 2017 - Deadline to set Procedure Privilege levels in E\*Value on all new and returning students.
- July 31, 2017 - Deadline for all End-of-Program forms due to Angela Ybarra.
- BLS/ACLS attestation forms due to Angela Ybarra.