

## E\*Value New Program Creation Request Form

Please provide the following details to E\*Value for a new program creation:

1. What is the residency or fellowship program name?
2. What is the purpose of this program build?
3. What is the number of residents in the program?
4. What is the start date of program?
5. What are the sites to be added to the program setup?
6. Will this program require E\*Value evaluations?
  - a. If yes, are they the same as another program?
  - b. If yes, please provide evaluation type(s) and evaluation number(s).
7. What is the name of Program Director?
8. What are the PGY Rank (years) levels for this program?
9. What is the name of the Administrator/Email Administrator for the program?
10. Can the program setup be mirrored from an existing program? If yes, what program will be mirrored?

*Note: After E\*Value reviews the information, there may be follow-up questions before the program build can take place. Please allow E\*Value a turnaround time of 4-6 weeks from submission for items to be completed.*

**What will be done by E\*Value:**

- Create program
- Add ranks and roles
- Link site(s) if provided
- Clone security for roles
- Clone anonymity
- Clone rules
- Add/Link Program Director and Email Administrator
- Link program to program groups, if applicable
- Link evaluations to course Evaluation Preview, if provided
- Link coursework to course Evaluation Preview, if provided

**What needs to be done by you or the Program Administrator:**

- Add courses
- Add/Link sites
- Add/Link users
- Complete PxDx setup. Send procedure/diagnosis list to E\*Value for import or add manually, if applicable
- Complete Time Tracking setup: tasks and rules, if applicable
- Add any additional evaluations that were not copied over, if applicable
- Link evaluations to appropriate activities, if applicable
- Add any additional coursework that was not copied over, if applicable
- Link coursework to appropriate activities, if applicable
- Setup coursework parameters, if applicable

Please contact Hung Vo at 792-9304 if you have questions or need assistance.