Informational Quick Guide to New Innovations / RMS

MMCGME

➢ **Personnel**
  o Full name
  o Program
  o Credentials
  o Social Security Number
  o Date of Birth
  o PGY Level / Current Level of Training
  o Address
  o Email Address
  o Phone Number
  o Emergency Contacts
  o Certifications
  o Permit / License Number
  o ID Numbers
  o NPI Number
  o DEA Number
  o Lab Coat / Uniform Size
  o Immunizations
  o Background Studies
  o Attached Files and Notes
    ▪ Diploma
    ▪ ECFMG
    ▪ Completion Certificates
    ▪ Termination/ Graduation Forms
  o Onboarding Checklists for GME, Programs and Sites
  o Resident/Fellow Roster Report

➢ **Portfolio**
  o Semi-Annual Reviews
  o Scholarly Activities
    ▪ Abstracts
    ▪ Presentations
    ▪ Publications
    ▪ Journals

➢ **Conferences**
  o Conference Schedule
    ▪ Stand Alone and Recurring Conferences
  o Speaker Information
  o Presentation Information
  o Conference Locations
  o Powerpoints/Handouts

➢ **Schedules**
  o Rotation Schedule – Residents, Fellows, Students and Faculty
  o Rotation Information
  o Rotation Requirements
  o Continuity Clinic
  o Curriculum

➢ **Administration**
  o Dashboard
  o Agreements – PLA's, Master Affiliation Agreements, Financial Addendums and AIPA's
  o Program Personnel and Faculty – Program Director, Program Coordinator, Core Faculty and CCC
  o Policies – Institution and Program
  o Action Plans
  o Projects & Teams
  o RRC Visits
    ▪ Citations

➢ **Logger**
  o Procedures Performed by Trainees
  o Resident, Fellow and Student Procedure Privileges

➢ **Evaluations**
  o Complete Evaluations on Trainees
  o Review Evaluation Data

➢ **Duty Hours**
  o Dashboard
  o View Hours

➢ **Custom Reports**
  o Rotating Residents/Fellows
  o Rotations
  o RMS Usernames & Passwords

> The information listed above is only a portion of what can be found in the Residency Management Software (RMS). If you would like to know more or schedule training, please email RMSHelp@umn.edu or call 612-624-0750 (www.mmcgmeservices.org)