

AFFILIATION AGREEMENT WORKFLOW

For MMCGME Organizations



A resident or fellow physician wants to train at a new site

The program may have a form to complete for this request

Program determines if new agreement is needed

Program professionals (coordinator, program director, education manager, finance manager, etc.) confer; if agreement is necessary, please complete this form ([insert link](#))



Sponsoring Institution receives form & reviews

Determine if agreement is needed and agreement type, drafts agreement, consults with legal and/or finance

Site Central Office receives draft & reviews

Site validates, reviews, edits, consults with legal and/or finance, edits (if necessary), confirms with Sponsoring Institution



Sponsor & Site concur agreement is signature ready

Sponsors and sites circulate for signatures

Sponsor & Site receive & store signed agreements

Both facilitate internal processes and timelines



Program is notified agreement is signed

Internal program processes are initiated

Additional Resources:

- [Affiliate Agreements Recommended Approach](#)
- [Affiliation Agreements Considerations](#)
- [Agreement Request Form \(link\)](#)

For additional questions, please contact your GME Office

