

Block Schedule Communication Plan

As determined by the MMCGME Operations Committee Block Schedule Work Group, there is a need for regular communication to the GME community about block schedule entry into the New Innovations Residency Management Suite (RMS) software.

Block Schedule Training

New program coordinators and program directors are to receive mandatory training about Block Schedule entry. These training sessions will be administered, logged and recorded by MMCGME staff.

Communication to Program Administrators about Block Schedule Deadlines

1) There exists a document entitled: [Block Schedule Deadlines](#), which provides established guidelines for Comprehensive Block Schedule Entry Deadlines for the Metro Minnesota GME community.

This document will be sent out on the following schedule by MMCGME services to all Sponsors' GME offices:

- **In March** – related to coordinators entering a New Academic Year in RMS following Match Day of new Residents/Fellows
- **Two-three weeks prior to May 1st** – deadline for first quarter block schedules to be entered for programs training at the Veteran's Administration Medical Center (VAMC)
- **Two-three weeks prior to June 1st** – deadline for first quarter block schedules to be entered for programs not training at the VAMC
- **Two-three weeks prior to August 1st** – deadline for the whole academic year block schedules to be entered in RMS
- **On August 2nd & beyond** – reminder to programs to contact site coordinators directly with any future changes to the block schedule to ensure onboarding takes place for their trainees. This will be mentioned in the monthly reminder emails from MMCGME (see #2).

The communications will go out to Hospitals and Program Sponsors, as follows:

Name of Hospital	Contact Person	Contact Information
Children's	Corinne Wilcox-Schowalter	Corinne.Wilcox-Schowalter@childrensmn.org
Gillette	Amy Schall	AmySchall@gillettechildrens.com
Health Partners Institute	Felicia Jones	felicia.g.jones@healthpartners.com
Hennepin Healthcare	Katie Dolan	Katie.Dolan@hcmcd.org
UMN/Fairview Hospitals	Mira Jurich	Mira.Jurich@fairview.org

VAMC	Felicia Berger	Felicia.Berger@va.gov
Name of Program Sponsors	Contact Person	Contact Information
ABNW	Jen Cater	jennifer.cater@allina.com
Dental School (UMN)	TBD	TBD
HCMC	Katie Dolan	Katie.Dolan@hcmcd.org
HPI	Felicia Jones	felicia.g.jones@healthpartners.com
UMMS	Carol Sundberg	sundb001@umn.edu
UNTD	Jen Cater	Jennifer.Cater@allina.com

2) Additionally, MMCGME is to send out a **monthly** reminder email ([Block Schedule & Work Hour Entry Deadline](#)), with content to remind program administrators about the upcoming billing deadline. This will be sent to Program Coordinators, Education Managers, Program Directors, Associate Program Directors and the GME office.

Monthly Block Gap & Unspecified Rotation Report

In addition to these communication steps, MMCGME Business Analysts send their respective programs a monthly report that indicates which trainees have gaps in their block schedules and/or unspecified rotations in RMS. Unspecified rotations are those with a name only; with no configuration to specific locations. Both gaps in block schedules and unspecified rotations will result in RMS not generating FTE for those trainees during the date ranges listed. If left unchecked, this will result in lack of reimbursement to hospitals for trainee rotation time.