



Date: November 17, 2019

To: MMCGME Accredited Programs

From: MMCGME Services

RE: Tracking of Days off in RMS

As a result of recent University of Minnesota GMEC and MMCGME board actions associated with trainee leave, as well as changes in billing compliance for the VA Medical Center, we now require intentional reporting of trainee time off in RMS.

The commitment from the University GMEC is that programs distribute time off equitably among the hospitals. The requirement for VA billing is that time off is reported by administrative staff.

Therefore, effective **July 1, 2019**, **all time off for your programs must be accurately recorded in RMS and entered by the administrative staff no later than the 5th working day of the following month.** Please verify that leave time going back to July 1 is reported. We will accept vacation data as either:

- administrator-verified vacation hours in the duty hour logs (for programs on duty hour protocol); or
- as non-primary rotations in the block schedule (for programs on rotation protocol).

If your program is on rotation protocol we require the use of non-primary rotations in the block schedule, please see the list of rotations to use at the bottom of this memo. If your program uses duty hour protocol, vacation hours must be entered and verified by the administrative staff.

Failure to accurately report days off may result in fraudulent VA billing. Please keep in mind that non-VA rotations may still result in VA billing due to overall rotation experience expectations. All accredited programs must report days off for **all rotations**.

Time away that extends training will remain as a primary rotation, all other time off must be reported including:

- Vacation
- Sick
- Professional conference

Please choose from the following rotations as the non-primary rotation in the block schedule to track time away:

- MMCGME-PROFESSIONAL CONFERENCE (NON-PRIMARY ROTATION ONLY)
- MMCGME-SICK (NON-PRIMARY ROTATION ONLY)
- MMCGME-SICK HALF DAY (NON-PRIMARY ROTATION ONLY)
- MMCGME-VACATION (NON-PRIMARY ROTATION ONLY)
- MMCGME-VACATION HALF DAY (NON-PRIMARY ROTATION ONLY)

Thank you.

MMCGME Rotations

MMCGME Services has created standard rotations for events common to all residency and fellowship programs. These rotations **DO NOT** require assignment scheduling:

MMCGME Rotation	Definition
MMCGME-LATE START	When a resident starts off cycle, this block occupies the time between the start of the academic year and the resident's program start date.
MMCGME-OFF CYCLE GRAD	This rotation identifies when a trainee graduates from a program mid cycle. When this happens in the middle of an academic year, this block occupies the time between the program end date and the end of the academic year. Typical use of this rotation takes place when a resident starts late, had maternity/paternity leave or any other occurrence that caused them to graduate off-cycle.
MMCGME-ORIENTATION	This rotation identifies beginning of the year orientation before trainees begin their curricular rotations.
MMCGME-PROFESSIONAL CONFERENCE (NON-PRIMARY ROTATION ONLY)	This rotation identifies when a trainee is off of their clinical schedule for an off-site conference.
MMCGME-RESIGNED	This rotation identifies when a resident resigns or leaves the program early without completing all requirements. When this happens in the middle of an academic year, this block occupies the time between the termination date and the end of the academic year.
MMCGME-SICK (NON-PRIMARY ROTATION ONLY)	This rotation identifies when a trainee has time off for medical reasons.
MMCGME-SICK HALF DAY (NON-PRIMARY ROTATION ONLY)	This rotation identifies when a trainee has a half day off for medical reasons.
MMCGME-TIME AWAY EXTENDS	This identifies dates during which a resident is on a Time Away that EXTENDS her/his time in the residency program. This rotation should appear in the block schedule without any other rotations appearing in the block schedule for that time period. (Note: Time Away – Does NOT Extend does not need to appear on the block schedule. It only appears on the assignment schedule). The Time Away Extends form can be found on the www.MMCGMEServices.org on the "Resources/Forms" page (Time Away Process).
MMCGME-VACATION (NON-PRIMARY ROTATION ONLY)	This rotation identifies when a trainee has time off.
MMCGME-VACATION HALF DAY (NON-PRIMARY ROTATION ONLY)	This rotation identifies when a trainee has a half day off.

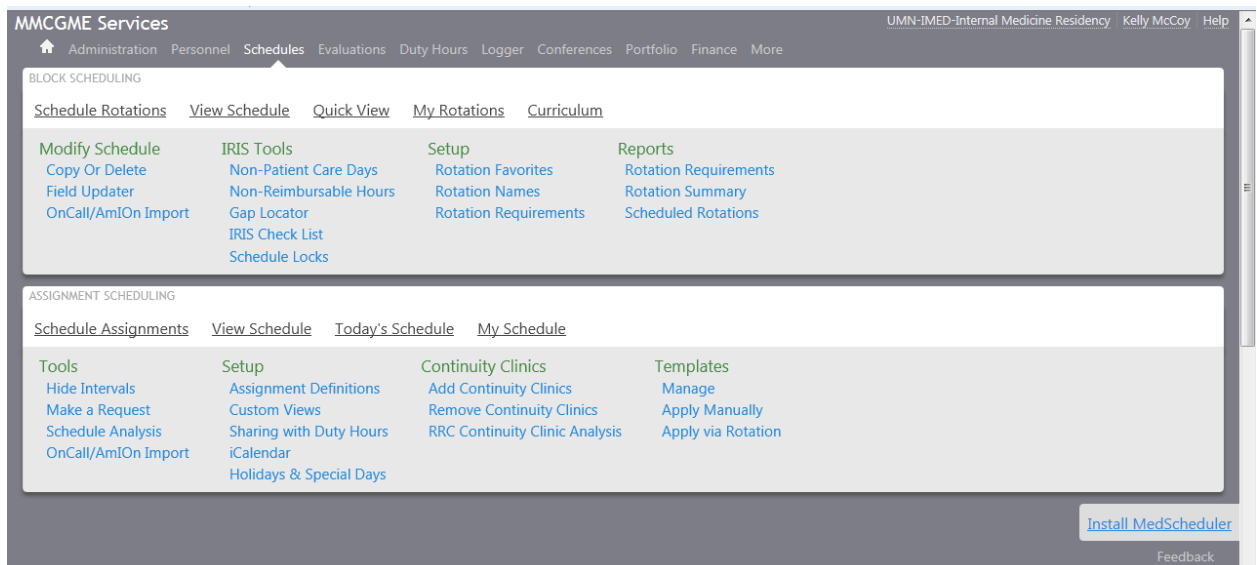
Using MedScheduler with Block Scheduler

MedScheduler

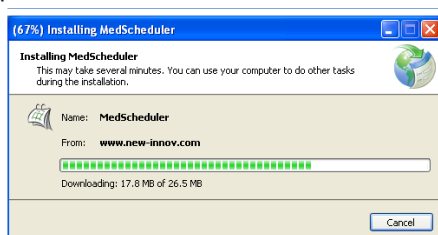
MedScheduler is a desktop application which installs directly onto a computer. It communicates securely over the internet directly with the New Innovations online database. MedScheduler retrieves current scheduling information from the department the user is logged into when the application was started. Once done modifying schedules in MedScheduler, simply synchronize, and the online database is immediately updated to reflect the changes.

Installation Process

1. From top menu ribbon, click **Schedules**
2. Select **Install MedScheduler** (located beneath the scheduling boxes to the right)



3. Click **Download Tab**
4. Check the **I Accept** button to agree to the *End User License Agreement*.
5. Click **Continue** (A **Launching Application** dialog box will appear which will display for a few moments before displaying the next screen.)
6. Click **Install** when the Application Install Security Warning appears.
7. The **Installation Progress** screen will appear. When the progress bar is complete the installation process is finished.



Logging In

Logging in is required each time MedScheduler is started or synchronized. MedScheduler retains the last department and username used on the last login.

1. Select **Start > All Programs > New Innovations, Inc > MedScheduler**
Note: First download the MedScheduler application. See instructions on previous page.
2. After loading, the *Synchronization Wizard* dialog box will appear. Click **Next** to continue.
3. Enter **Login Information:** The Institution Login is always MMCGME. Enter your User Name and Password, then click **Next** to continue.
4. Select a **Department/Division** and a **Year** then click **Next** to continue.
5. Verify the correct Academic Year is selected and click **Next** to continue.
6. Choose **Commonly Used Statuses.** (Use the arrow buttons to transfer statuses from the Available Statuses list to the commonly used list.)
IMPORTANT: Include all status types that may be necessary as MedScheduler will not allow more to be added later.
7. Verify the **Academic Year** selected for each Status and Click **Next.**
8. Click '**Finish**' and MedScheduler will load the schedule for editing.

Schedule Non-Primary Rotations

To schedule individuals for rotations in MedScheduler, users must ensure that they are logged into the proper department/division of the individuals to be scheduled. Demographic records of individuals belong to specific departments and the list of potential people for scheduling is determined by which department the user is logged into when the MedScheduler session was started.

1. Select a **rotation in the left column**
2. Find the correct person and interval
3. Right click on the interval
4. Select Schedule (Person's Name) on a non-primary (Rotation name) rotation

Selections	July	August	September	October	November	December
Harding, Jamie						
Jameson, Cora						
Jobs, Steve	Berm	ANECHEW	SC:FMR:ED	GERI	Inpt Svc	Outpt Svc
Johanssen, Jens	Clinic GGH (22) (23) Clinic HHP	GERI		Team 1		Derm
Kainz, Robert	GERI	Team 2	Team 1		Derm	
Karekinies, Ninman	Team 2	Team 1		Derm		
Kinard, Samantha						
Krispo, Lew	Card-PVT					
Lorrigan, Anna						
lowen, andy						
Lucas, Sam						
Markos, Dean	Team 1					
McLaughlin, Charles	Team 2					
Meeker, Les						
Miller, Christy	Clinic GGH		BEHAV MED	Team 2	GERI	SC:FMR:OB
Mullen, Allie	BEHAV MED	Team 2	GERI		Team 2	SC:FMR:GYN

Delete this Card-PVT rotation

Delete all Card-PVT rotations

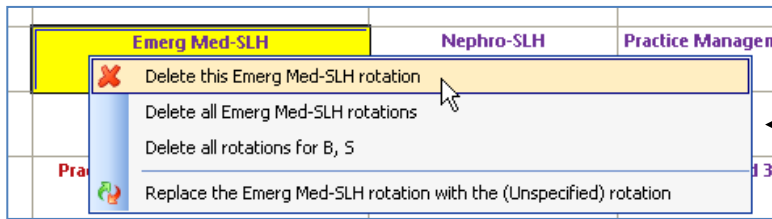
Delete all rotations for Krispo, Lew

Replace the Card-PVT rotation with the BEHAV MED rotation

Schedule Krispo, Lew on a non-primary BEHAV MED rotation

Deleting a Rotation

1. Right-click on the cell containing the rotation to delete.
2. Select a Delete option from the popup menu.



Select one of the methods of deleting a rotation as described here.

Note: The menu options that appear depend whether using the 'By Person' or 'By Rotation' grid.

'By Person' Delete Options:

- **Delete this [EXAMPLE] rotation** - Deletes the single instance of the rotation
- **Delete all [EXAMPLE] rotations** - Deletes all instances of the rotation on the schedule
- **Delete all rotations for [PERSON]** - Deletes all rotations for the selected individual

'By Rotation' Delete Options:

- **Delete [PERSON] from this [EXAMPLE] rotation** - Deletes the single instance of the rotation
- **Delete [PERSON] from ALL rotations** - Delete the person from all rotations on the schedule
- **Delete everyone from all [EXAMPLE] rotations** - Deletes all individuals on the schedule from the rotation

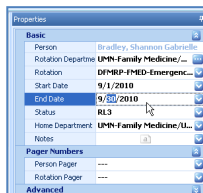
Modify Rotation Date Range

When rotations are scheduled they automatically adapt the date range for the interval cell in which they were placed. The rotation 'Start' and 'End' dates may be modified to any range within the current schedule time period.

1. Click the cell containing the rotation to modify.

Note: The Rotation Panel on the right side of the screen will load the details of the selected rotation.

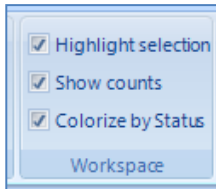
2. Click on either the *Start* or *End Date* field and modify the date by manual entry or select the drop down control to access a calendar.



3. Hit **Enter** on the keyboard (or click back into the original cell) to modify the *Start* or *End Date* of the rotation. The new *Start* or *End Date* will appear in parenthesis before or after the rotation name as well as an additional scheduling cell above or below the rotation entry.

Customizing MedScheduler Views

Altering the Workspace



Highlighting a Selection

Checking the *Highlight selection* box in the workplace panel highlights every instance of the selected rotation throughout the current schedule worksheet. This can be used to verify that rotations are appropriately scheduled for the year.

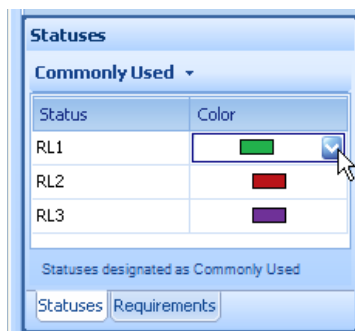
Display Counts of a Selection

Checking the *Show counts* box displays a count of how many times a person is on the selected rotation as well as how many people are on the rotation for each block.

Colorize by Status Type

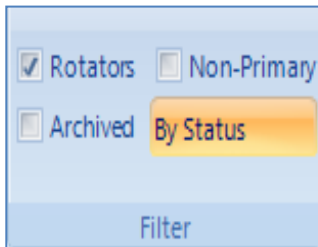
Checking the *Colorize by Status* box displays each status type by the designated color codes.

Note: Colors are arranged in the Status Types Legend Panel on the right side of the screen and may be changed by clicking on the down arrow next to the color. Color coding allows for a visual representation of the individuals status type and will help distinguish those 'off-cycle'.



Schedule Filtering

The Filter Schedule options are available in the *Filter* box on the Home bar across the top of the screen. These filtering options allow selected information to be displayed or suppressed.



Show Rotators

Checking this option displays personnel rotating into the department that are available for scheduling. Note: This option is checked by default and may be deselected if desired.

Show Archived

Checking this option displays archived personnel in the department.

Show Status Types

Checking this option allows filtering of the list to display selected status type. For example: to view only RL1's, RL2's or FL1's. Clicking the *Status* button displays a list of status types to choose from.

Show Non-Primary

Checking this option filters rotations to only show those that are primary. Leaving this option unchecked displays all rotations.

Synchronizing MedScheduler

It is necessary to synchronize MedScheduler to transfer the data back to RMS. The Sync Results button displays a report listing the details and results of the last synchronization.



1. On the Home tab along the upper left section of the screen, in the Current Schedule group, click **Synchronize**.
2. Click **Next** to continue.
3. Enter Login information and click **Next** to continue.
4. Click **Next** to synchronize the schedule.
5. The application re-verifies the submission of changes at this time, click **Yes**.
6. A window appears displaying changes made to the block schedule during the synchronization, click **Next**.
7. The application indicates that the synchronization process is complete, click **Finish**.

Other MedScheduler Synchronization Options

Refresh

This option allows updating of MedScheduler with changes made to the online site but does not transmit any data/changes from the MedScheduler.

Discard

This option allows discarding of all changes made on the MedScheduler without updating the online site.

New

This option allows downloading a new department/division and an academic year. This data replaces current data without saving it.

Creating a Secondary Rotation in RMS

1. From the top menu ribbon, select **Schedules**.
2. In the *Block Scheduling* box, select **Schedule Rotations**.
3. See screenshot below for specific instructions.

Create/Edit Rotations

Person: Academic Year:

[Access All Faculty](#)

Include Archived People Include Archived Rotations in the List Below

Create rotation intervals using one of these options:

[Option One:](#) Add default intervals for the selected academic year.

or

[Option Two:](#) Add default intervals for the selected academic year one interval at a time.

or

[Option Three:](#) Add a new interval.

Rotations

There are no Rotations currently stored. Click the 'New' link to [add a new Rotation](#).

A. Select a person from the *Person* drop-down box. Be sure the correct Academic year is selected.

B. Check the *Include Archive People* checkbox, if desired.

C. Select *New*.

A new screen will appear:

Create Rotation Interval for Resident, TTT

Start Date:

End Date:

Person Status:

Rotation Department:

Rotation:

Primary:

Work Load:

Compensation Status:

Home Department:

Program:

Post Graduate Year:

Person Pager:

Rotation Pager:

Notes:

Remaining Characters: 500

[Save and Continue](#) | [Save and Return](#) | [Cancel and Return](#)

1. Modify the start and end dates if needed to reflect the interval length.

2. Ensure the Status is correct.

3. Select a rotation from the drop-down menu.

4. De-select Primary.

4. Verify that resident's *Home Department, Program* and *PGY* are correct.

5. Select *Save and Return*.

Each Rotation Interval successfully saved displays at the bottom of the screen and appears as follows:

	Edit	Start Date	End Date	Rotation	Department	Division	Status	PGY	Program	Rotation Pager	Personal Pager	Primary
<input type="checkbox"/>	Delete	7/1/2010	7/31/2010	MMCGME-Training-Anesthesiology	MMCGME	MMCGME-Coordinator Training Department	RL3	3	MMCGME-Coordinator Training	---	---	<input type="checkbox"/>
<input type="checkbox"/>	Delete	8/1/2010	8/31/2010	MMCGME-Training-Medicine	MMCGME	MMCGME-Coordinator Training Department	RL3	3	MMCGME-Coordinator Training	---	---	<input type="checkbox"/>
<input type="checkbox"/>	Delete	9/1/2010	9/30/2010	MMCGME-Training-Pathology	MMCGME	MMCGME-Coordinator Training Department	RL3	3	MMCGME-Coordinator Training	---	---	<input type="checkbox"/>
<input type="checkbox"/>	Delete	10/1/2010	10/31/2010	MMCGME-Training-Pediatrics	MMCGME	MMCGME-Coordinator Training Department	RL3	3	MMCGME-Coordinator Training	---	---	<input type="checkbox"/>
<input type="checkbox"/>	Delete	11/1/2010	11/30/2010	MMCGME-Training-Radiology	MMCGME	MMCGME-Coordinator Training Department	RL3	3	MMCGME-Coordinator Training	---	---	<input type="checkbox"/>
<input type="checkbox"/>	Delete	12/1/2010	12/31/2010	MMCGME-Training-Surgery	MMCGME	MMCGME-Coordinator Training Department	RL3	3	MMCGME-Coordinator Training	---	---	<input type="checkbox"/>
<input type="checkbox"/>	Delete	1/1/2011	1/31/2011	MMCGME-Training-Toxicology	MMCGME	MMCGME-Coordinator Training Department	RL3	3	MMCGME-Coordinator Training	---	---	<input type="checkbox"/>
<input type="checkbox"/>	Delete	2/1/2011	2/28/2011	MMCGME-Training-Anesthesiology	MMCGME	MMCGME-Coordinator Training Department	RL3	3	MMCGME-Coordinator Training	---	---	<input type="checkbox"/>
<input type="checkbox"/>	Delete	3/1/2011	3/31/2011	MMCGME-Training-Medicine	MMCGME	MMCGME-Coordinator Training Department	RL3	3	MMCGME-Coordinator Training	---	---	<input type="checkbox"/>
<input type="checkbox"/>	Delete	4/1/2011	4/30/2011	MMCGME-Training-Pathology	MMCGME	MMCGME-Coordinator Training Department	RL3	3	MMCGME-Coordinator Training	---	---	<input type="checkbox"/>
<input type="checkbox"/>	Delete	5/1/2011	5/31/2011	MMCGME-Training-Pediatrics	MMCGME	MMCGME-Coordinator Training Department	RL3	3	MMCGME-Coordinator Training	---	---	<input type="checkbox"/>

To **Edit** or **Delete** any of these rotations, click in the appropriate checkbox and select either the **Edit** or **Delete** link.