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:

<table>
<thead>
<tr>
<th>MMCGME Rotation</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MMCGME-LATE START</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>MMCGME-OFF CYCLE GRAD</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>MMCGME-ORIENTATION</strong></td>
<td>This rotation identifies beginning of the year orientation before trainees begin their curricular rotations.</td>
</tr>
<tr>
<td><strong>MMCGME-PROFESSIONAL CONFERENCE (NON-PRIMARY ROTATION ONLY)</strong></td>
<td>This rotation identifies when a trainee is off of their clinical schedule for an off-site conference.</td>
</tr>
<tr>
<td><strong>MMCGME-RESIGNED</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>MMCGME-SICK (NON-PRIMARY ROTATION ONLY)</strong></td>
<td>This rotation identifies when a trainee has time off for medical reasons.</td>
</tr>
<tr>
<td><strong>MMCGME-SICK HALF DAY (NON-PRIMARY ROTATION ONLY)</strong></td>
<td>This rotation identifies when a trainee has a half day off for medical reasons.</td>
</tr>
<tr>
<td><strong>MMCGME-TIME AWAY EXTENDS</strong></td>
<td>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. <em>(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 <a href="https://www.MMCGMEServices.org">www.MMCGMEServices.org on the “Resources/Forms” page</a> (Time Away Process).</em></td>
</tr>
<tr>
<td><strong>MMCGME-VACATION (NON-PRIMARY ROTATION ONLY)</strong></td>
<td>This rotation identifies when a trainee has time off.</td>
</tr>
<tr>
<td><strong>MMCGME-VACATION HALF DAY (NON-PRIMARY ROTATION ONLY)</strong></td>
<td>This rotation identifies when a trainee has a half day off.</td>
</tr>
</tbody>
</table>
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
Deleting a Rotation

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

**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

- **Highlight 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.

A new screen will appear:

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

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