

# Enter Moonlighting Agreements into RMS

MMCGME Services

Administration Personnel Schedules Evaluations Duty Hours Logger Conferences Portfolio Finance More

**MMCGME**  
MMCGME Services (MMCGME)

Evaluations

2 evaluations to complete

Favorites

- Block Schedule
- Assignment Schedule
- Create an Evaluation Session
- Create a Block Schedule
- Create an Assignment Schedule
- Manage Conferences
- Take Conference Attendance
- Conference Attendance Report
- Add New Person
- Personnel Data

Notices

**Department/GME Staff:**

**New Required Data & Documentation Standard beginning July 1, 2019!** Find documentation naming protocol [here](#).

Please use the following links to request a new rotation, assignment or location:

[New Assignment Request](#) [New Location Request](#)

[New Rotation Request](#) [New User / Archive User / Faculty Request](#)

If you have multiple people you'd like to archive please email a list or spreadsheet to [rmshelp@umn.edu](mailto:rmshelp@umn.edu)

**MMCGME Directory--a community-wide directory of GME staff:**

For Pingboard, please go to: <https://mmcgme.pingboard.com> (username: mmcgme@umn.edu; password: mmcgme2017)

**RMS Training:**

To register for a Training / RMS Work Session, please go to the [Training Registration](#) page on the [MMCGME website](#). Registration is required for all work sessions.

Need specialized training? Please email [RMSHelp@umn.edu](mailto:RMSHelp@umn.edu) or phone 612-624-0750. For additional RMS resources, please go to: [www.MMCGMEServices.org](http://www.MMCGMEServices.org).

MMCGME Services

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Personnel Records [Add New Person](#) [My Personnel Record](#)

Manage Multiple Records	Reports	Compensation	Checklists	Tools
<a href="#">Usernames/Passwords</a>	<a href="#">Resident Roster</a>	<a href="#">Payroll</a>	<a href="#">IRIS</a>	<a href="#">Import ERAS Data</a>
<a href="#">Privileges</a>	<a href="#">Advancement</a>	<a href="#">Reports</a>	<a href="#">Required Data</a>	<a href="#">Extract Data</a>
<a href="#">Archive or Activate</a>	<a href="#">Test Scores</a>	<a href="#">Setup</a>	<a href="#">Onboarding</a>	<a href="#">Field Updater</a>
<a href="#">Schedule Continuity Clinics</a>	<a href="#">Expiring Items</a>	<a href="#">Future Contracts</a>	<a href="#">Advancement</a>	<a href="#">Create Field Types</a>
<a href="#">Student Advancement</a>	<a href="#">Immunizations</a>		<a href="#">Rotation</a>	<a href="#">Privilege Presets</a>
<a href="#">Email Confirmations</a>	<a href="#">Continuity Clinics</a>			<a href="#">View Change History</a>
<a href="#">Combine Duplicates</a>	<a href="#">Departments w/o Admins</a>			
	<a href="#">Mailing Addresses</a>			
	<a href="#">Privilege Summary</a>			
	<a href="#">Usage Summary</a>			

[Create an Evaluation Session](#)

If you have multiple people you'd like to archive please email a list or spreadsheet to [rmshelp@umn.edu](mailto:rmshelp@umn.edu)

**MMCGME Directory--a community-wide directory of GME staff:**

[Create a Block Schedule](#)

[Create an Assignment Schedule](#)

Click Personnel>Personnel Records

MMCGME Services

[Administration](#)
[Personnel](#)
[Schedules](#)
[Evaluations](#)
[Duty Hours](#)
[Logger](#)
[Conferences](#)
[Portfolio](#)
[Finance](#)
[More](#)

Personnel Records

MMCGME Summary
0 Pending
2 Incoming
29 Active

Ahlstrom, Abbey

Filter List

Checklists

Add Person

Ahlstrom, Abbey

Ahlstrom, Abbey

Ahrendt, Mark

Alabi, Elizabeth

Anderson, Diana

Anderson, Isabel

Bedford, Katie

Beeman, William Whitney

Berg, Deb

Bessler, Kathleen

Birch, Martin

Bjork, Kevin

Black, Lynn

Block, Bill

Blonski, Joseph

Boente, Matthew

Bolan, Pat

Braun, Christine

Bristlin, Stephanie

Broderius, Karl

Brown, David R

Brown, Oda Mae

Browne, Bill

Buisman, Dale

Cardenas, Kelly

Cavanaugh, Keith

Chen, Karen

Users

Passw

Secur

Delet

Histo

Delet

Archi

Demographics

Schedule

Verifications

Files & Notes

Complete Record Summary

Nurse

Nurse

Basic Information

Custom Data

Sensitive Information

Immunizations

Visas

Uniform Articles

Family Members

Citizenship

Previous Names

Languages

Access Cards

Other

ID Numbers:

New Innovations: 25416

Certifications

Board Certifications

Licenses

ID Numbers

Test Scores

Education

Permits

Practices

Memberships

Residency/Fellowship

IRIS Info:

Name: Ahlstrom, Abbey

Initial Program:

Workload: 100%

Training Record

IRIS Information

Contracts

ECFMG

Continuity Clinic

Legacy Departments

Payroll

Locate your trainee's file either by the drop-down list or search bar.

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## Personnel Records


MMCGME Summary 0 Pending 2 Incoming 29 Active

**Resident, Kelly**  
Resident – MMCGME–Training Department

Filter List Checklists Add Person

Demographics Schedule Verifications Files & Notes

[Complete Record Summary](#)



**RL1**  
[ kresident ]

Username & Password  
Security & Privileges

Deleted Items  
History  
Delete Record  
Archive Record

**Personal**

Work Role: Resident  
Status: RL1  
Post Graduate Year: 1

**Basic Information**  
Custom Data  
Sensitive Information  
Immunizations  
Visas  
Uniform Articles  
Family Members  
Citizenship  
Previous Names  
Languages  
Access Cards

**Residency/Fellowship**

**Program Info:**  
MMCGME–Training  
7/1/2019 – 6/30/2022

**Advisor:**  
Brown, Oda Mae

**Training Record:**  
MMCGME–Training – University of Minnesota  
► RL1 – 7/1/2019 to 6/30/2020  
RL2 – 7/1/2020 to 6/30/2021  
RL3 – 7/1/2021 to 6/30/2022

**IRIS Info:**  
Name: Resident, Kelly  
Post Graduate Year: 1  
Initial Program: Internal Medicine – General (IRP: 3)  
Workload: 100%

**Training Record**  
IRIS Information  
Contracts  
ECFMG  
Continuity Clinic  
Legacy Departments  
Payroll  
Simultaneous Match

**Contact**

**Addresses:**  
Home: 123 Way Lane Inver Grove Heights, MN 55077 United States

**Email Addresses**  
Phone/Pager  
Addresses  
Emergency Contacts

Select Contracts from the Residency/Fellowship section of the screen

Personnel Records


MMCGME Summary 0 Pending 2 Incoming 29 Active

**Resident, Kelly**  
Resident – MMCGME–Training Department

Filter List

Demographics Schedule Verifications Files & Notes

[Complete Record Summary](#)



**RL1**  
[ kresident ]

Username & Password  
Security & Privileges

Deleted Items  
History  
Delete Record  
Archive Record

**Contracts**

[New](#) Contracts

	Contract Type	Start Date	End Date	Program	Status	Description	History
<a href="#">Edit</a> <a href="#">Delete</a>	Resident Contract	7/1/2016	6/30/2017	MMCGME–Training	RL1		<a href="#">History</a> <a href="#">Export to Excel</a>

Choose New

Contracts

Create/Edit Contract

[Save and Return](#) | [Apply Changes](#) | [Cancel](#)

Contract Type:

---

Start Date:

\* End Date:

Program:

---

Status:

---

PGY:

---

Compensation Status:

---

Description:

Notes:

Remaining Characters: 255

Milestones

2018-2019 Incoming Fellows: ☐

Upload a file for this Contract

Choose File

No file chosen

\* required

[Save and Return](#) | [Apply Changes](#) | [Cancel](#)

Contracts

Create/Edit Contract

[Save and Return](#) | [Apply Changes](#) | [Cancel](#)

Contract Type:

✓ ---  
Fellow Contract  
Moonlighting  
Resident Contract

Start Date:

\* End Date:

Program:

---

Status:

---


Select Moonlighting from Contract Type

Contract Type:	<div>Moonlighting</div>
Start Date:	<div>7/1/2019</div>
End Date:	<div>6/30/2020</div>
Program:	<div>---</div>
Status:	<div>---</div>
PGY:	<div>---</div>
Compensation Status:	<div>---</div>
Description:	<div></div>
Notes:	<div></div>
Remaining Characters: 255	

### Milestones

2018–2019  
Incoming  
Fellows:

☐

 Upload a file for this Contract

Choose File

 No file chosen

required

[Save and Return](#) | [Apply Changes](#) | [Cancel](#)

Enter the dates of the Moonlighting approval period

Click Choose File to upload copy of the Moonlighting approval; locate the file and select

Contracts

Create/Edit Contract

[Save and Return](#) | [Apply Changes](#) | [Cancel](#)

Contract Type: Moonlighting

Start Date: 7/1/2019

\* End Date: 6/30/2020

Program: ---

Status: ---

PGY: ---

Compensation Status: ---

Description:

Notes:

Remaining Characters: 255

Milestones

2018-2019

Incoming

Fellows:

☐

 Upload a file for this Contract

Choose File photo.JPG

\* required

[Save and Return](#) | [Apply Changes](#) | [Cancel](#)

No file chosen

Choose Save and Return

# Run a Report on Moonlighting Expiration Dates

MMCGME Services

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Custom Reports Resources Email Lists Mobile

**Ahlstrom, Abbey**  
Nurse – MMCGME-Faculty

Filter List Checklists Add Person

Demographics Schedule Verifications Files & Notes

Complete Record Summary

**Personal**

Work Role: Nurse  
Status: Nurse

**Other**

ID Numbers:  
New Innovations: 25416

**Basic Information**  
Custom Data  
Sensitive Information  
Immunizations  
Visas  
Uniform Articles  
Family Members  
Citizenship  
Previous Names  
Languages  
Access Cards

**Certifications**  
Board Certifications  
Licenses  
ID Numbers  
Test Scores  
Education  
Permits  
Practices  
Memberships

**Username & Password**  
Security & Privileges

**Deleted Items**  
History  
Delete Record

**Contact**

**Email Addresses**

**Residency/Fellowship**

**Training Record**

Select More>Custom Reports

MMCGME Services

Administration Personnel Schedules Evaluations Duty Hours Logger Conferences Portfolio Finance More

Manage Custom Reports

Reports Sources

**Reports**

Name	Source	Created By
<a href="#">Edit</a> <a href="#">Delete</a> * Active Resident Count (Created by NI)	Setup/Resident Counts per Program	NI Personnel
<a href="#">Edit</a> <a href="#">Delete</a> 2017 New Duty Types in Use	Duty Hours/Logged Hours	Cardenas, Kelly
<a href="#">Edit</a> <a href="#">Delete</a> Checklist Pending Steps All Programs	Scheduling/Rotations Worked with Checklist Status for Mmcgme	Gorman, Lisa
<a href="#">Edit</a> <a href="#">Delete</a> Faculty Schedules	Scheduling/Rotations Worked	Cardenas, Kelly
<a href="#">Edit</a> <a href="#">Delete</a> MMCGME Faculty (housed in this dept)	Personnel/Basic and Sensitive Information for Mmcgme	Cardenas, Kelly
<a href="#">Edit</a> <a href="#">Delete</a> Moonlighting Agreements Start and End Dates	Personnel/Contracts	<a href="#">View Report</a>
<a href="#">Edit</a> <a href="#">Delete</a> Nurses In New Innovations	Personnel/Basic and Sensitive Information	<a href="#">Edit Columns</a> <a href="#">Copy</a> <a href="#">Secure</a> <a href="#">Export to Microsc</a> <a href="#">Export to Other F</a>

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Locate the “Moonlighting Agreements Start and End Dates” report. To the right of the report name, choose Report Options>View Report

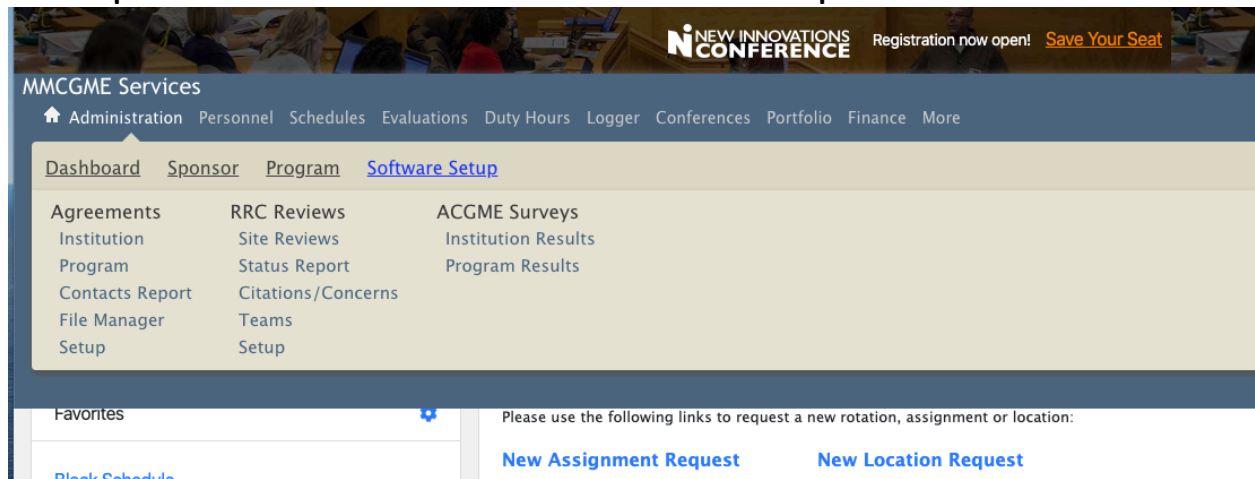
**Moonlighting Agreements Start and End Dates**  
MMCGME/MMCGME-Faculty

Last Name	Middle Name	First Name	Title	Department/Division	Program	Track	Status	Next Status	Next Compensation	Archived	Type	Description	Start Date	End Date	Contract Status	File	Notes	Count	Last Update
Forecast		W	UMN-Internal Medicine/UMN-IMED-Gastroenterology	UMN-IMED-Gastroenterology	FL2					No	Moonlighting		7/1/2019	6/30/2020		1		1	1/15/2020 10:57:18 AM
Resident		Kelly	MMCGME/MMCGME-Training Department	MMCGME-Training	RL1					No	Moonlighting		7/1/2019	6/30/2020		1		1	1/15/2020 11:33:25 AM

Count: 2

Wednesday, January 15, 2020 11:42:44 AM

# Set Up Email Notifications for Contract Expirations



Please note, this change will notify recipients about ALL expiring agreements (Residency and Fellowship as well)

Choose Administration>Software Setup



Dashboard
Setup
Reports

Current Department

Global Setup

Compensation Statuses	✓ Configured
Customized Security	✓ Configured
Departments	✓ Configured
Duty Types	✓ Configured
Institutions / Locations	✓ Configured
Intranet Setup	✓ Configured
Pager Templates	✓ Configured
Pay Sources	✓ Configured
Programs	✓ Configured
Schools	✓ Configured
States / Provinces	✓ Configured
Status Types	✓ Configured

Local Setup

MMCGME/MMCGME-Faculty

Academic Years	✓ Configured
► Email Notification	✓ Configured
iCalendar Configuration	✗ Not Configured
Rotation Favorites	✓ Configured
Rotation Names	✓ Configured
Sharing Assignment	✓ Configured
Definitions & Duty	

Tools

- Copy Academic Years
- Find Dependents
- Database Copy
- Custom Data
- Department Manuals
- Intranet
- Manage Password Policies

Location Email Notification from the Local Setup Menu

## Email Notification

Common Settings Board Certifications Certifications Contracts DEA Licenses ECFMG State Licenses

Configure the Consolidated Notification Email, combining notifications located here and reminders from other areas (RRC, Agreements, Con

Email Administrator

Replies will be automatically addressed to the Email Administrator.

\* From Name

Specifies who the Consolidated Notification Email is from.

\* Subject

Message Format ☐ Plain Text ☒ HTML

Introductory Message

**B** *I* U A Times 16px

\* required

Select Departments these settings will apply to:

[All](#) | [None](#) | [Invert](#)

^ HPI-GME/HPI-Pharmacy

Choose the Contracts tab

## MMCGME Services

Administration Personnel Schedules Evaluations Duty Hours Logger Conferences Portfolio Finance More

## Email Notification

Common Settings Board Certifications Certifications Contracts DEA Licenses ECFMG State Licenses Memberships

Administrative Contact Email Addresses  Separate addresses with a semicolon.

[All](#) | [None](#) | [Invert](#) | Work Roles to notify for contracts

☒ Administrator ☐ Medical Student ☐ Other ☐ Physician Assistant

☐ Faculty ☐ Nurse ☐ Patient ☐ Resident

Notify selected Work Roles  days before contracts expire.

Send expiration reminders every  days after contract notification has been sent.

Select Departments these settings will apply to:

[All](#) | [None](#) | [Invert](#)

^ HPI-GME/HPI-Pharmacy

o HPI-GME/HPI-Podiatric Surgery Residency

v HPI-GME/HPI-Preventive Medicine Residency

MMCGME

MMCGME/MMCGME-External Testing Department

MMCGME/MMCGME-Faculty

1 Selected:

[Save](#) [Apply Department selections to all tabs](#)

Set your options for notifications and click Save