



Block Schedules Policy

History:

This policy was developed by the Block Schedules Work Group of the MMCGME Operations Committee on which administrative members of the various sponsoring institutions sit.

Purpose:

To provide consistent expectations of training programs and training sites regarding block schedule entry in the Residency Management Suite (RMS) of New Innovations, the scheduling software utilized by the MMCGME sponsoring institutions.

Policy:

Block schedules are reported to the Centers for Medicare & Medicaid Services (CMS) and are used for hospital billing. Hospital and clinic sites rely on block schedules to properly prepare for a resident/fellow rotation.

Failure to comply with this policy will result in Program Leadership and the relevant central education office being notified. Additionally, non-compliance may result in:

- If an inaccurate program block schedule results in incorrect reporting to the following entities, the program may not receive full stipend and benefit funding:
 - Centers for Medicare & Medicaid Service (CMS),
 - Veterans Administration Medical Center (VAMC),
 - Health Resources and Services Administration (HRSA), or
 - Medical Education Research Cost (MERC)
- Trainees not being allowed to train at the site.
- The program incurring expenses (if failure to comply leads to adverse audit results).

Process:

1. For Hosted Programs

All Graduate Medical Education (GME) programs must designate an administrator responsible for managing block schedules for their program's residents/fellows. It is the responsibility of each program to ensure that all block schedules for their residents/fellows are accurately entered in RMS within the designated timelines and are maintained for accuracy.

All GME programs must:

- Enter their academic year block schedule into the Residency Management System (RMS) by the deadlines stated in the process ([Block Schedule Deadline](#)).
- Ensure that their program rotations meet the requirements for a complete rotation ([Block Schedule Training Manual](#)).

- Collaborate with the site coordinator to ensure block schedules can be accommodated by the site.

Inform sites impacted by block schedule changes done after the deadlines, following the process in the [Block Schedule Communications Plan](#).

All new program directors and administrators are required to complete block schedules training through MMCGME Services or their institution's RMS Super-user as part of their onboarding process.

2. For Sites Who Take Rotations from Program Hosted by Outside Institutions

Site coordinators are responsible for:

- Running reports in RMS after their site's respective block schedule entry deadline to inform them of which residents/fellows will rotate to their sites.
- Preparing for all resident/fellow rotations, for the programs they are responsible for, at their site.
- Reviewing and responding to block schedule change requests from programs, and
- Reporting block schedule errors to MMCGME Services at mmcgmehelp@umn.edu.

Contact:

MMCGME Services, mmcgmehelp@umn.edu