RMS MOMENT OF THE MONTH

Required Data Audit

Metro Minnesota Council on Graduate Medical Education

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MEETING AGENDA

- What is the required data audit
- What is my responsibility

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Background

History:
The MMCGME Operations Committee developed and the MMCGME Board approved a community-wide Required Data and Documentation Standard after surveying hospital training sites to see what data and documentation each site collects.

Purpose:
To facilitate ease of trainees' rotations to various clinical sites while providing necessary documentation for hospital onboarding with the goal of reducing redundancies and administrative burden on site coordinators, program coordinators and trainees, thus preventing unnecessary delays in beginning training. The vast majority of hospital sponsors within MMCGME require the data listed below to participate in rotations at their sites.

This standard ensures programs and hospitals are entering required data and documentation into New Innovations' Residency Management Suite (RMS) and that hospitals are able to access and rely on accurate and consistent information in RMS, and hospitals should access and use the information in RMS for trainees beginning July 1, 2019.

The policy was revised in 2020

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MMCGME Managed Fields

- ECFMG Number & Certification Date (if applicable)
- Department
- Initial Residency Program
- Medical School Name & Graduation Date
- First, Last and Middle Name of the trainee
- Program/Start End Dates
- Social Security Number

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Program Maintained Fields

- Address – Home and permanent (if different than home address)
- Citizenship Country
- Credential Degree (DO, DPM, MBBS, MB BCh, MBChB, MD, PhD, Other)
- Date of Birth
- DEA Number (if applicable)
- Institutional & Personal Email addresses
- Emergency Contact Information
- Gender
- MN License Number & Expiration Date (If applicable)
- MN Permit Number & Expiration Date (if applicable)
- NPI Number
- Pager Number
- PECOS Enrollment
- Phone both Cell and home phone numbers (if applicable)
- Visa Number, Visa sponsorship status (if required) & Visa start and end dates

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Preferred Data

- Race/Ethnicity

Required Documentation

- Background Study Clearance Form (NETStudy 2.0)
- Contract/Agreement (between trainee and institution)
- **Curriculum Vitae (include all time since graduation until Residency/Fellowship begins)**
- **ECFMG Certificate (if applicable)**
- Liability/Workers Compensation Insurance Coverage Verification
- License (if applicable)
- **Medical School Diploma**
  - **English Translation of Diploma (if Diploma is written in a language other than English)**
- PECOS approval letter, if enrolling for the first time*
- Permit (if applicable)
- Photo
- **Prior GME Training Completion Certificates**
- **Prior Training History**
- PLA

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Procedures

Programs are able to define their own process steps regarding input of the above information. Information should be entered into RMS Demographic Data prior to trainee rotation start date. MMCGME Services is available to assist with set up of checklists to facilitate ease of collecting the above information or additional on-site training as necessary.

MMCGME Services will annually monitor data and documents for non-compliance. Non-compliance with the Required Data Standard may result in trainees not being allowed to train at sites.

Resources

- Required Data Audit Policy
- Required Data Process for Program Coordinators
- Naming Standard and Storage of Documents

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THANK YOU!

www.mmcgmeservices.org

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