

MMCGME Services must access necessary documents quickly and easily for medicare audits. Accordingly, there is a naming standard for the documents and documents must be stored in consistent locations. Also with more information being housed in the files and notes it is easy for it to appear cluttered and hard to find the document you are looking for. When you create future onboarding checklists please indicate how the residents/fellows should name the documents; please do not accept documents named outside of the standard naming convention. We ask that these documents are not removed from the attached files. Only documents named correctly and stored in the proper location will be accepted.

Document Name	When should it be completed	Where it should be housed in RMS	Naming Standard
Files & Notes-Attached Files			
Background Study 2.0	Every Program..	Attached Files	Background_Sponsor (i.e. HCMC,UMN, RGHP, ALLINA, etc.)
ERAS Application Files	When the trainee begins the Program	Attached Files	ERAS_Last Name
Moonlighting Approval Forms	Every Year	Attached Files	Moonlighting YYYY-YYYY_Last Name
Name Change Documentation- acceptable documentation includes one of the following: a copy of the Marriage Certificate or Divorce Decree or copy of the new social security card- if applicable.	Whenever a trainee requests a name change	Attached Files	Name Change_previous Last Name
PECOS Enrollment Approval	When the trainee begins the Program	Attached Files	PECOS_Last Name
Time Away Extends Documentation- if applicable	Whenever a trainee returns from a leave that will extend their training	Attached Files	TAE_Last Name (MM.DD.YY – MM.DD.YY) [dates of time away extends]
Files & Notes Program Folder			
Any Documents that are collected but do not pertain to GME/Hospitals. Consider adjusting access rights to this folder.			
Files & Notes-Training Verification			
Standard Verification of Training	When the trainee completes the Program	Attached Files	Standard Verification YYYY-YYYY_Last Name
Files& Notes-Advancement-MMCGME Folder			
Program Completion Certificates	Every time a trainee completes a training Program	Advancement-MMCGME-Folder	CompCert_YY-YY_Last Name
Termination Form	At the completion/termination of every Program	Advancement-MMCGME-Folder	Term Form YYYY-Last Name
Files& Notes-In Rotator-MMCGME Folder			
Completion Certificates from Previous Training (if applicable)	Before beginning rotation uploaded by Coordinator	Checklist Documents>In-Rotator>MMCGME	CompCert_YY-YY_Last Name
Diploma: Medical/Dental/Podiatry Diploma	Before beginning rotation uploaded by Coordinator	Checklist Documents>In-Rotator>MMCGME	Diploma_Last Name
ECFMG Certificates (if applicable)	Before beginning rotation uploaded by Coordinator	Checklist Documents>In-Rotator>MMCGME	ECFMG-Last Name
Letter of Good Standing	Before beginning rotation uploaded by Coordinator	Checklist Documents>In-Rotator>MMCGME	Letter of Support_Last Name
RMS Data Form	Before beginning rotation uploaded by Coordinator	Checklist Documents>In-Rotator>MMCGME	RMS Data_Last Name
Rotation Agreement	Before beginning rotation uploaded by Coordinator	Checklist Documents>In-Rotator>MMCGME	Rotation Agreement_Last Name
Files& Notes-Onboarding-MMCGME Folder			
Completion Certificates from Previous Training (if applicable)	For Completion of any Programs before coming into the new Program	Checklist Documents>Onboarding >MMCGME	CompCert_YY-YY_Last Name

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Diploma: Medical/Dental/Podiatry	During Initial Onboarding Process	Checklist Documents>Onboarding >MMCGME	Diploma_Last Name
ECFMG Certificates (if applicable)	During Initial Onboarding Process	Checklist Documents>Onboarding >MMCGME	ECFMG_Last Name
Minnesota Medical Association Release of Information	During Initial Onboarding Process	Checklist Documents>Onboarding	MMA_Last Name
Personal Information Data Form	The information is typed on the form in the step and once the information is accepted it will update the personnel record of the resident/fellow.	N/A	N/A
Prior Training Form- used in conjunction with the Personal Information Form	During Data Exchange (UMN Programs) or during onboarding	Checklist Documents>Onboarding >MMCGME	Prior Training
RMS Data Form- for Programs that do not use RMS onboarding functionality	During Onboarding Process	Checklist Documents>Onboarding >MMCGME	RMS Data_Last Name
Files & Notes -Onboarding and Advancement Hospital Onboarding Folders			
Children's, North Memorial, Regions or VAMC all have folders in both Onboarding and Advancement. All documentation should be stored in the correct folder.	During Onboarding or completing paperwork for additional years	Checklist Documents> Onboarding or Advancement> Hospital	Make sure naming standards indentified in the steps are followed
Demographics-Other>Licenses			
Residency Permit	After permit has been received back from the State	Other>Permits	Permit
DEA License	After the trainee has received their DEA	Demographics>Other>Licenses >DEA Licenses	DEA
Minnesota Medical License	After the trainees has received their License	Demographics>Other>Licenses>State Licenses	License
Demographics-Residency/Fellowship			
Agreement/Contracts	Every Year	Demographics>Residency/Fellowship>Contracts	Contract_AY dates
Demographics-Other>Certifications			
All certification cards from a Life Support course should be stored in this area.	After the trainees has received their card from the training	Demographics-Other>Certifications	Name of Certification (i.e. BLS, ACLS, ATLS, etc)
Demographics-Other>Test Scores			
Any test results that occur prior to or during residency	Any test results that occur prior to or during residency	Demographics-Other>Test Scores	Name of Test
Demographics-Other>ID Numbers			
	Place to store any hospital or institution ID numbers	Demographics-Other>ID Numbers	