

Naming Standards Document

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_UMN.2020.last name, first name
ERAS Application Files	When the trainee begins the Program	Attached Files	ERAS_Last Name
Moonlighting Approval Forms	Every Year	Contracts	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.			
Files & Notes-Training Verification			
Standard Verification of Training	When the trainee completes the Program	Training Verification	Standard Verification YYYY-YYYY_Last Name
Files & Notes-Advancement-MMCGME Folder			
Program Completion Certificates	Every time a trainee completes a training program	Checklist Documents> Advancement-MMCGME-Folder	Comp Cert YYYY-YYYY_Last Name
Termination Form	At the completion/termination of every training program	Checklist Documents> Advancement-MMCGME-Folder	Term Form YYYY-Last Name
Files & Notes-Onboarding-MMCGME Folder for Incoming and Changing Programs trainees			
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_Last Name
RMS Data Form- for Programs that do not use RMS onboarding functionality	During Initial Onboarding Process	Checklist Documents>Onboarding >MMCGME	RMS Data_Last Name
Curriculum Vitae/Resume	During Initial Onboarding Process	Checklist Documents>In-Rotator>MMCGME	CV_Last Name
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
Completion Certificates from Previous Training (if applicable)	For Completion of any Programs before coming into the new Program	Checklist Documents>Onboarding >MMCGME	Comp Cert YYYY-YYYY_Last Name
Minnesota Medical Association Release of Information	During Initial Onboarding Process	Checklist Documents>Department Folder	MMA_Last Name
Files & Notes-Rotation-MMCGME Folder for Visiting Trainees only			
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	Before beginning rotation uploaded by Program Coordinator or the Trainee	Checklist Documents>Rotation>MMCGME	Prior Training_Last Name
Curriculum Vitae/Resume	Before beginning rotation uploaded by Program Coordinator or the Trainee	Checklist Documents>Rotation>MMCGME	CV_Last Name
Diploma: Medical/Dental/Podiatry Diploma	Before beginning rotation uploaded by Program Coordinator or the Trainee	Checklist Documents>Rotation>MMCGME	Diploma_Last Name
Files & Notes-Rotation-MMCGME Folder for Visiting Trainees only-Continued			
ECFMG Certificates (if applicable)	Before beginning rotation uploaded by Program Coordinator or the Trainee	Checklist Documents>Rotation>MMCGME	ECFMG_Last Name

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Letter of Good Standing	Before beginning rotation uploaded by Program Coordinator or the Trainee	Checklist Documents>Rotation>MMCGME	Letter of Support_ Last Name
Completion Certificates from Previous Training (if applicable)	Before beginning rotation uploaded by Program Coordinator or the Trainee	Checklist Documents>Rotation>MMCGME	Comp Cert YYYY-YYYY_ Last Name
Files & Notes -Onboarding and Advancement Hospital Onboarding Folders			
Children's, North Memorial, Park Nicollet, Regions and 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>Rotation>Correct Hospital Folder	Make sure naming standards identified in the steps are followed
Demographics-Other>Licenses			
Residency Permit	After permit has been received back from the State	Other>Permits. Description= MN Residency Permit. Dates= dates of validity. Upload a copy of the permit	Residency Permit_ Last Name
DEA License	After the trainee has received their DEA	Demographics>Other>Licenses>DEA Licenses. All in	DEA_ Last Name
MN Medical License	After the trainees has received their Medical License	Demographics>Other>Licenses>State Licenses	MN Medical License_ Last Name
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_ Last Name
Demographics-Other>ID Numbers			
	Place to store any hospital or institution ID numbers	Demographics-Other>ID Numbers	