

REQUIRED DATA & DOCUMENTATION STANDARD POLICY

History:

This standard was developed via the Hospital Onboarding Work Group of the MMCGME Operations Committee on which administrative members of the various sponsoring institutions sit.

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.

Details:

The following information must be maintained by MMCGME-Sponsored Accredited Residency and Fellowship Programs and University Non-Accredited Residency and Fellowship Programs:

Currently MMCGME Services inputs and maintains and will continue to input and maintain the following data:

- Data: Department
- Data: ECFMG Certification Date (if applicable)
- Data: ECFMG Number (if applicable)
- Data: Email: Institutional email address
- Data: Initial Residency Program
- Data: Medical/Dental School Graduation Date
- Data: Medical/Dental School Name
- Data: Name: First

- Data: Name: Last
- Data: Name: Middle
- Data: Program/Start End Dates
- Data: Social Security Number

Required Data to be input by Program into RMS:

- Data: Address - Home
- Data: Address - Permanent (if different than Home Address)
- Data: Citizenship Country
- Data: Credential Degree (DO, DPM, MBBS, MB BCh, MBChB, MD, PhD, Other)
- Data: Date of birth (month/day/year)
- Data: DEA Number (if applicable)
- Data: Email: personal email address
- Data: Emergency Contact Information
- Data: Gender
- Data: MN License Number (If applicable)
- Data: MN License Expiration Date (If applicable)
- Data: MN Permit Number (if applicable)
- Data: MN Permit Expiration Date (if applicable)
- Data: NPI Number*
- Data: PECOS*
- Data: Phone - Cell
- Data: Phone - Home
- Data: Visa Number (if applicable)
- Data: Visa sponsorship status (if required)
- Data: Visa start and end dates

Required Documentation in RMS

- Documentation: Background Study Clearance Form (NETStudy 2.0)
- Documentation: Contract/Agreement (between trainee and institution)
- Documentation: Curriculum Vitae (include all time since graduation until Residency/Fellowship begins)
- Documentation: ECFMG Certificate (if applicable)
- Documentation- ECFMG Extension Letter if the ECFMG certificate has an expiration date
- Documentation: Liability/Workers Compensation Insurance Coverage Verification*.One Verification to be uploaded per institution in the agreements module in RMS.
- Documentation: License (if applicable)
- Documentation: Medical School Diploma
 - Documentation: English Translation of Diploma (if Diploma is written in a language other than English)
- Documentation: Permit (if applicable)
- Documentation: Photo
- Documentation: Prior GME Training Completion Certificates
- Documentation: Prior Training History
- Documentation: PLA

Preferred Data in RMS

- Data: Race/Ethnicity
- Data: Pager Number*

*applicable only to GME trainees

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.

Contact:

MMCGME Services, MMCGMEHelp@umn.edu

Revisions:

- *August 13, 2020 – This policy was revised to exclude Pharmacy Residents.*
- *December 7, 2020 – This policy was revised to add Document: Curriculum Vitae.*
- *August 8, 2024 – This policy was revised to reflect the MMCGME email address.*
- *July 29, 2025 – This policy was revised to add Document: English Translation of Diploma, if Diploma is written in a language other than English.*
- *January 16, 2026- The policy was updated with the following edits:*
 - *move Pager Number to Preferred Data instead of Required Data,*
 - *PECOS approval letter has been removed,*
 - *the Liability/Workers Compensation Insurance Coverage Verification requirement has been changed to one per institution, instead of downloading one form for each trainee.*