

E-mail Subject: GME Program Coordinator Update 09/19/2023



GME Program Coordinators,

Symplr (Meditract) Update

- ✓ **Meditract** was acquired by Symplr in December 2020 and have now rebranded to **Symplr Contracts**.
- ✓ The Smart Tag feature that auto populates with the information from the form onto the agreement has now been released in the new system. GME transitioned to the new version with the rest of the organization for all agreements effective 7/1/2022 and after.
- ✓ All agreements finalized in the old system have been transferred to the library in the new system, no action is required on your part.
- ✓ **Please do NOT start entering agreements for the coming fiscal year until June 1, 2024 to ensure there are no necessary revisions to the template.**
- ✓ We understand there is a lot of information and we appreciate you working with us during this transition. We are here to help you through the process.

Benefits of Contract Lifecycle Management System, Symplr

- ✓ **Symplr Contracts** is more intuitive and user friendly.
- ✓ All pertinent information will be entered directly into Symplr (Meditract) for your Affiliations Agreements. Paper funding forms will no longer be used.
- ✓ *Please be sure to complete the intake form completely and accurately as agreement templates will auto populate with information from the form.*
- ✓ Angela Ybarra (GME Office) will review forms within the system.

- ✓ We have integrated Symplr with DocuSign to have a more efficient approach to obtain required signatures. Signatures have been obtained in as little as 3 minutes from senior leadership.
- ✓ **IMPORTANT UPDATE: Starting 2022 we are transitioning to a 3-year contract term!** 😊

Pre Recorded Training

Pre-Recorded e-Learning role based training sessions (available anytime that works for your schedule) are available through **OurDay**:

CLICK HERE: [GME – Symplr \(MediTract\) Phase Owner Training Course](#)

**NOTE: Preferred browsers for Pre-Recorded trainings are Microsoft Edge, Google Chrome or Mozilla Firefox*

GME Symplr CLM Phase Owner Virtual Training Course Signup

This training will be held via **Teams**.

- TBD –
 - Teams Recording: [GME Phase Owner Training Q&A-20230615 110335-Meeting Recording.mp4](#)

To Register: please contact Emily at marcovie@musc.edu to be added to the Teams calendar invitation.

Login

MUSC is happy to announce that we have single sign on (SSO) for Symplr so you will use your MUSC NetID & Password to login. SSO link below:

<https://alb.prod.tractsoft.io/ui/c/umamusc>

*NOTE: Browsers for the system are Microsoft Edge or Google Chrome. ***Please do not utilize Internet Explorer.*

Ongoing Support for Symplr Contracts

Please direct any questions concerning Process Manager, Contract Library, technical issues, etc. to Emily Marcovich, Contract Process & System Manager at 2-1365 or marcovie@musc.edu.

Thank you!

UMA/MUSCP Sites

- ✓ In the Initiation Phase, please be sure to select Yes to is this a 'University Medical Associates of the Medical University of South Carolina (MUSCP or UMA)' site?
- ✓ In the **Document Source** Phase in Symplr, the template '**MUSC-UMA_GME Program Affiliated Training Site Agreement MUSCOGC021_SEPT 2023**' for UMA sites will be triggered based on the responses from the intake form. Please click **Merge** to populate template.
- ✓ In the **Document Review** Phase both legal reviewers for MUSC (Jonathan Harrison) and UMA (Brandon Harris-Smith) will need to review and stamp.
- ✓ **Signature Phase**, signature order:
 - MUSC Physicians Chief Physician Executive (Dr. Eugene Hong)
 - MUSC Program Director
 - ACGME Designated Institutional Official (Dr. Cynthia Talley)
 - CEO of MUHA (Dr. Patrick Cawley)
 - College of Medicine Dean (Dr. Terrence E. Steyer)

International Rotations

- ✓ Enter under the contract type: 'Affiliation Agreement: Academic/Educational (GME)'
- ✓ In the Initiation Phase, please be sure to select **Yes** to 'Is this an international rotation?' And answer the triggered questions accordingly.
 - **Note:** Not to exceed **three (3)** year term.
- ✓ In the **Document Source** Phase in Symplr, the template '**MUSC_GME LETTER OF AGREEMENT International MUSCOGC020_SEPT 2023**' for international rotations will be triggered based on the responses from the intake form. Please click **Merge** to populate template.
- ✓ In the **Document Review** Phase reviewers for MUSC legal (Jonathan Harrison) and Global Health (Kathleen Ellis) will need to review AND stamp.
- ✓ **Signature Phase**, signature order:
 - Outside Facility
 - MUSC Program Director
 - ACGME Designated Institutional Official (Dr. Cynthia Talley)
 - CEO of MUHA (Dr. Patrick Cawley)
 - College of Medicine Dean (Dr. Terrence E. Steyer)
 - Executive Vice President for Academic Affairs and Provost (Dr. Lisa Saladin)

Roper

- ✓ For any agreements with Roper, the process is generally the same as the other AA's, however, please see modifications to the process below:
- ✓ In the Document Source Phase in Symplr, please select the template '**MUSC_Roper_GME Program Affiliated Training Site Agreement_MUSCOGC033_SEPT 2023**' instead of the normal one.
- ✓ In the Document Review Phase, MUSC legal reviewer, Jonathan Harrison, will need to review and stamp and Roper Student Development (student.development@RSFH.com) will need to review. The agreement can be sent within the system via External Party Communication or downloaded and emailed directly.
- ✓ In the Document Signature Phase, Ropers legal counsel, Bill Shipley, has requested the agreement to be sent to him through DocuSign for signature and he will make a note that it has been reviewed and approved and he will forward to the appropriate party, who will ultimately sign. Bill Shipley (William.Shipley@rsfh.com)

VA Letter of Agreement

- ✓ Enter under the contract type: '*Letter of Intent/Agreement*'
 - Primary Other Party/Vendor: Ralph H. Johnson Veterans Affairs Medical Center
 - Workflow Template: VA Letter of Agreement – GME (NEW)
- ✓ **Initiation Phase:** Angela Ybarra will NOT review these types of agreements
 - **Note:** Not to exceed **two (2)** year term
- ✓ **Document Source Phase:** Select the template from the Template Library
 - **Document Source:** Choose Smart Template
 - **Document Category:** Letter of Agreement
 - **Document Template:** *MUSC_GME VA Letter of Agreement_MUSCOGC028_OCT 2021*
 - You will need to add yourself as a reviewer to populate the blanks. This will change the document to an editable word document. Click **Merge** to populate the agreement.
- ✓ **Document Review Phase:** Triggered Reviewer is Jonathan Harrison
- ✓ **Signature Phase:** Signature order
 - VA Attending
 - Hermes Florez ACOS-E/DEO Ralph H. Johnson Veterans Affairs Medical Center
 - MUSC Program Director
 - MUSC Dean (Dr. Terrence E. Steyer)

Affiliation Agreement Signature Order:

- Outside Facility (designated individual/usually Program Director)
- MUSC Program Director
- ACGME Designated Institutional Official (Dr. Cynthia Talley)
- CEO of MUHA (Dr. Patrick Cawley)
- College of Medicine Dean (Dr. Terrence E. Steyer)

Visiting Residents

- ✓ Enter under the contract type: 'Affiliation Agreement: Resident'
 - Primary Other Party/Vendor: Outside Facility
 - Workflow Template: Visiting Resident Affiliation (NEW)
- ✓ **Initiation Phase:** Angela Ybarra will NOT review these types of agreements
 - **Note:** Should not exceed a **one (1)** year term
- ✓ **Document Source Phase:**
 - **Document Source:** upload the vendors agreement in WORD format
 - **Document Category:** Affiliation Agreement
- ✓ **Document Review Phase:** phase reviewer for MUSC legal (Jonathan Harrison) will need to review AND stamp.
- ✓ **Signature Phase:** Signature order
 - Outside Facility
 - MUSC Program Director
 - ACGME Designated Institutional Official (Dr. Cynthia Talley)
 - CEO of MUHA (Dr. Patrick Cawley)
 - College of Medicine Dean (Dr. Terrence E. Steyer)

Comments:

- For users to receive an email notification, please use the @ symbol and type their name in the comment box. This will ensure the user receives an email notification with your comment.

REMINDER: Please save the executed copy for your records and update MedHub for GME records.

GME Funding/Intake Form Cheat Sheet

Contract Location:

Organization: Medical University of South Carolina

Entity: Medical University of South Carolina (MUSC)

Site: College (ie College of Medicine, College of Dental Medicine)

Department: example OB/GYN

Contract Type: 'Affiliation Agreement: Academic/Educational (GME)'

'Letter of Intent/Agreement' = VA Letter of Agreement

'Affiliation Agreement: Resident' = Outside Agreements (Example: Visiting Resident)

Primary Other Party (Vendor)=Facility

Contract Description (+):

Year 2023-2026

Department

Facility

PC Name & Contact Info

Primary Responsible Party: Program Coordinator

Secondary Responsible Party: Program Director

Effective Date: 7/1/2023 -- unless starting mid-way will always be the start date, as we do not back date agreements

Expiration Date: 6/30/2026 -- 3-year term, June 30th will ALWAYS be the expiration date

Auto Renewal: No

Goals and Objectives: Click Add Attachment to insert. Select **Exhibit** as the **Document Category** and enter **Goals and Objectives** as the **Attachment Subject**. In the Document Source phase, please also click **+Add Document** after the Affiliation agreement to add an additional tab select **Choose Attachment** and select your Goals and Objectives from the drop down menu.



GME MUSC Contract Workflow

