

# Graduate Medical Education Newsletter

July 2021

## Message from the DIO



Please join me in welcoming over 250 new residents and fellows to their programs at MUSC! This is always an exciting and busy time of year, but this year is particularly interesting. In most cases, recruitment was entirely virtual and orientation is the first in person meeting with our new residents and fellows. I want to thank all of the coordinators, program directors, and GME staff that make the herculean task of on-boarding and orienting our new colleagues.

On a personal note, I have been a passionate participant in graduate medical education for over 30 years. Helping to prepare the next generation of outstanding physicians is an honor and is extremely rewarding. I plan to continue my participation for my entire career. That having been said, it is time for me to step down as DIO. I have assumed other responsibilities and the DIO role is a full time job. To that end, Dean DuBois will be initiating a search in the near future to identify my successor in this role. In the meantime, please call me if I can help you in any way.

## GME Announcements

**ACGME Annual Update Schedule**

The ADS 2021-2022 Academic Year Annual Updates will occur between July and September and all required data must be reported on or before a program's scheduled deadline. Programs will receive an initial notification email at the beginning of the reporting timeframe, noting all Annual Update requirements. The exact timeframe of each program's Annual Update will also appear in ADS under **Program > Important Dates** column on the right-hand side. Please be reminded that the submission due date for ADS will be **TWO WEEKS** prior to the deadline date in ADS, so that our DIO has time to review the updates.

The ACGME has a webcast with an overview of the changes made to questions in the ACGME Accreditation Data System Annual Update regarding Common Program Requirements and program experience with the COVID-19 pandemic. It is designed to help program directors and coordinators more efficiently complete the Annual Update. You can find it here: [View Webcast](#). A free account in [Learn at ACGME](#) is required for access.

Questions? Please contact Ann Ronayne at 2-8681.

### **Information Technology**

July 1st was Go-Live for MedHub. If an administrator, faculty member, resident or fellow have any questions about how to use MedHub, please go to <http://medhub.musc.edu>. This page has user guides, how-to documents, as well as training videos.

All LYNX machines on campus are in the process of having their hard drives encrypted. This is a slow roll out so over the next few weeks after you log into your workstation and you are prompted by a message that asks for you to set a PIN, just reboot your machine and the message will go away and the encryption process will complete.

Questions? Please contact the Help Desk at 2-9700.

## **Licensing**

Though medical licenses were just issued/renewed for everyone, look soon for your South Carolina Controlled Substance License (SC DHEC) renewal. For those who already have a SC DHEC, your expiration date is October 1st. Your SC DHEC renewal application will arrive in the GME Office (typically in late July/early August) and the renewal form will be given to your Program Coordinator for you to complete. The GME Office pays the initial SC DHEC license fee, and for subsequent renewals, while under contract with the GME Office. Dental SC DHECs expire on April 1st and the process for renewal is the same as the medical residents/fellows.

Did you know you can look up any of your licensing information?

Medical/Dental Licenses and SC DHEC are publicly searchable. DEAs are not.

Medical License: [Medical License Search](#)

Dental License: [Dental License Search](#)

SC DHEC: [SC DHEC Search](#)

DEA: [DEA Search](#)

Questions? Please contact Rob Chisholm at 2-7365.

## **USMLE Step 3**

Please check your resident profiles within MedHub to ensure their USMLE Step 3 scores are listed. If you have residents who have not yet taken Step 3, you will need to input their scores once you receive them. Please refer to the Step 3 policy located on the homepage of the GME website. We will begin running compliance reports after the start of the academic year. GME understands many test centers closed as a result of the COVID pandemic, however, numerous test centers have resumed

pandemic, however, numerous test centers have resumed operations. Please keep apprised of your affected residents' Step 3 statuses.

Questions? Please contact Angela Ybarra at 2-0761.

### **Wellness Center Re-Enrollment**

As part of the agreement for GME to continue to receive funding for gym memberships for all MUSC ACGME trainees, memberships will need to be renewed for the next academic year. All 2020-2021 memberships were cancelled on June 30th. To maintain membership, please complete the [Wellness Center Re-enrollment Form](#). Residents and fellows can enroll at any time throughout the year.

Questions? Please contact Beth Adams at 2-9301.

### **Wellness Center Rate Increase**

Effective July 1st, the fee GME pays monthly for resident/fellow Wellness Center membership will increase from \$61 to \$76. The membership is a taxable benefit, so this fee is added to trainee paystubs as income, so the tax can be calculated. The increased cost to GME, will also slightly increase the tax paid toward the membership.

This rate increase was not expected and was announced after the GME budget was approved. With this in mind, please only enroll with the Wellness Center if you plan to use the facilities.

Questions? Please contact Beth Adams at 2-9301.

### **Encrypting External Emails**

Emails that contain PHI or other sensitive information are required to be encrypted when sending to external recipients (i.e. contacts without an @muscd.edu address). Encryption is done by

typing “**SEND SECURE**” in the subject line of the email (please note this is case insensitive, but requires a space between the two words). Additionally, please remember to review all recipients and attachments prior to sending. The sender should only include the minimum amount of PHI necessary to complete the task.

Additional information on secure email can be found in [Policy C-003 HIPAA Patient Confidentiality Handbook](#)

Failure to protect sensitive information may result in:

- Damage to MUSC’s reputation
- Harmful impact to the individuals affected, such as identity theft, embarrassment, breach of privacy
- Data breaches requiring notification to individuals and, in some instances, the media
- Regulatory actions, such as fines and audits

## ASSOCIATION FOR HOSPITAL MEDICAL EDUCATION

Council of Program Administrators  
and Coordinators (COPAC)

PRESENTS

# GME ADMINISTRATIVE PROFESSIONALS DAY

A day to recognize and celebrate  
all of the hardworking  
GME Administrative Professionals

## AUGUST 20, 2021

Third Friday in August

**#GMEProfessionalsDay**



© Medical University of South Carolina  
96 Jonathan Lucas Street  
Charleston, SC 29425