

## 2021 GME New and Returning Resident Deadlines & Important Dates

- December 18, 2020 - Certificate request spreadsheets due to the Rob Chisholm/Caitlin Funtanilla (see new procedure).
- January 15, 2021 - Update all early match applicants' application status to 'Will Start'. **Please refer to the instructions sent by Matt McCoy.**
- Appointment Letters for all early match residents and those on a Visa due to Rob Chisholm. (Please use Appointment/Re-appointment Letter Template)
- January 29, 2021 - List of residents/fellows leaving GME (will no longer have a GME contract after this academic year) due to Beth Adams.
- Deadline date to turn in Handbook Verification Forms to Angela Ybarra. (For extensions, please contact Angela Ybarra)
- Scope of Practice revisions for 2021-2022 academic year due to Rob Chisholm.
- February 12, 2021 - Completion Certificates are available for check out to gather departmental signatures. All certificates must be returned to the GME Office.
- February 15, 2021 - Re-appointment Letters for returning residents/fellows due to Rob Chisholm. (Please use Appointment/Re-appointment Letter Template)
- February 26, 2021 - Deadline to notify Angela Ybarra if any current residents have not yet taken the USMLE Step 3 examination (or the equivalent COMLEX Step 3 Examination or the MCCQE Parts I and II).
- Deadline to have any missing USMLE scores uploaded into E\*Value for current residents who have already taken and passed the USMLE Step 3.
- March 1-5, 2021 - GME Office will begin running contracts and will notify programs for a pick-up date.
- March 5, 2021 - Departmentally-signed Completion Certificates are due to the GME Office.
- March 25, 2021 - Update the matched applicant's (Main Match) application status to 'Will Start' in ERAS. **Please refer to the instructions sent by Matt McCoy.**
- March 31, 2021 - Appointment Letters for incoming Main Match residents due to Rob Chisholm. (Please use Appointment/Re-appointment Letter Template)
- Release Letters for incoming PGY 2-8 residents due to Rob Chisholm (for residents transferring from another institution to an MUSC program).
- All demographic data for incoming residents/fellows should be complete in E\*Value.
- Deadline to become compliant for all above requirements. **Program Director and Department Chair will be notified that contract cannot be issued by the GME Office if requirements are not met.**
- April 1, 2021 - Estimated date for GME to send initial new hire email to incoming residents and fellows through

MedHub. BethAdams to send all incoming residents/fellows the New Hire HR link to begin the employment onboarding process. Deadline to complete initial application is 4/7/2021.

Contracts for returning residents due to the GME Office.

- April 2, 2021 - Names of Chief Residents (2021-2022) due to BethAdams.
- April 7, 2021 - Deadline for all incoming residents/fellows to complete initial application HR employment application. Beth Adams will notify programs of those non-compliant.
- April 19, 2021- Estimated date for GME Office to begin email contracts/orientation packets to incoming residents.
- May 3, 2021 - Deadline for all incoming residents/fellows to accept the HR offer email. Beth Adams will notify programs of those non-compliant.
- All incoming resident/fellow contracts must be signed through MedHub.
- May 12, 2021 - Deadline for all incoming residents/fellows to complete HR enrollment paperwork. Beth Adams will notify programs of those non-compliant.
- June 1, 2021 - Funding Forms/AA Templates for Non-MUSC rotations may be entered into Meditract. Templates for VA Letters of Agreement (LOA) may be entered into Meditract. **Note: Completion of GME Meditract training required in order to access the Meditract system. To arrange training, contact Emily Marcovich.**
- June 21, 2021 - Completion Certificates will be ready for pick up by Program Coordinators. ***Please remember certificates will not be released without a completed Clearance Sheet.***
- All Moonlighting and Non-Required Elective forms due to Angela Ybarra.
- June 29, 2021 - GME Orientation for all incoming PGY-1 residents
- June 30, 2021 - GME Communications training for all incoming PGY-1 residents
- Deadline for all residents to be in compliance with the GMEC USMLE Step 3 (or equivalent) requirements. Scores to be uploaded into E\*V/MH (if available).
- Deadline for all incoming PGY-1 residents to be compliant with all GME Orientation requirements (MyQuest, EHS, licensing, computer training, GME orientation attendance, etc.). ***Program Director and Department Chair will be notified if requirements are not completed.***
- Deadline for incoming residents to receive NPI number.
- (Please note that while GME requirements for incoming PGY-1 residents are completed by this date, they may not start until July 1.)***
- July 1, 2020 - GME Office will auto-promote all returning residents and inactivate all graduating residents – process may change slightly with the MedHub transition.
- July 2, 2020 - GME Orientation for incoming PGY 2-8 residents
- July 5, 2021- GME Orientation for all incoming Pediatric Fellows
- PECOS signature and adverse action forms due to Angela Ybarra. *Applies to all programs.*

- July 8, 2021 - Final deadline for PGY 2-8 residents to become compliant for all GME Orientation requirements.  
***Program Director and Department Chair will be notified if requirements are not completed.***
- July 12, 2021 - Deadline to set Procedure Privilege levels in MedHub on all new and returning students – date and process may change as a result of transferring to MedHub.
- July 30, 2021 - Deadline for all End-of-Program forms due to Angela Ybarra.  
BLS/ACLS attestation forms due to Angela Ybarra.