E*Value New Program Creation Request Form

Please provide the following details to E*Value for a new program creation:

1. Program Name:

2. What is the purpose of this program build?

3. Is this an AOA-accredited or ACGME-accredited program (trainee appointment)?

4. How many years is this program or fellowship?

5. # of Trainees?

6. Start date of program?

7. Sites to be added to the program set up: N/A - Sites will be added by MUHA Reimbursement Services

8. Will this program be doing evaluations?
   If yes are they the same as another program?
   If yes please provide evaluation type(s) and evaluation number(s).

9. Name of Program Director:

10. Name of Department:

11. What are the PGY Rank levels for this program?

12. Administrator/Email Administrator for the program?

13. Can the program setup be mirrored from and existing program? If yes, which one?
What will be done by E*Value:
- Create program
- Add ranks and roles
- Clone security (menu items) for roles
- Clone anonymity (which roles can see what on evaluation reports)
- Clone rules
- Add/Link Program Director and Email Administrator
- Link program to program groups, if applicable
- Link evaluations (if provided) to the activity “Evaluation Preview.”
- Add shift categories (Clinic, Didactics, Research)
- Add Document Collection folders in the drop-down menu

What needs to be done by the Program Administrator or Finance (Reimbursement Services):
- Add activities
- Add/Link sites (Reimbursement Services will link sites)
- Add/Link users
- Complete PxDx setup. Send procedure list to E*Value for import or add manually, if applicable
- Complete Duty Hour setup: tasks, rules and calculations, if applicable
- Add any additional evaluations that were not copied over, if applicable
- Link evaluations to appropriate activities, if applicable.

Please contact Matt McCoy at 843-792-9304 with questions related to ACGME.

Please contact Leigh Schlechta at 843-792-1367 with Finance/E*gme related questions.

Note: After review of the information there may be follow-up questions before the build can take place. Please allow a turnaround time for items to be complete by E*Value to be complete within 4–6 weeks of submission.