2018 GME Program Coordinator Retreat
Northwestern Medicine – Academic Affairs

March 8, 2018

Allison Kane, GME Program Manager
Mia Reed, Program Coordinator for Psychiatry & Clinical Observation Coordinator
Susan Heiniger, GME Program Coordinator
What’s New

• Observer Request Updates
• Incoming Resident/Fellow Elective Application Update
  – Agreements
• Health System Updates
• Federal and State Regulations
• FAQs for Graduating House Staff
• AY19 Orientation
• Questions
We Miss Jim!
Clinical Observation Request Application, Process and Resources

Mia Reed
312-926-8058
mccollin@nm.org
Clinical Observation Requests
NMH Inpatient and NMG Clinic

• Obtain the observer packet from NMI or email Mia Reed at mccollin@nm.org
  – Applicant must complete the entire packet and all signatures must be obtained before approval is granted

• NO International Medical Students
  – Domestic and International Student Requests: http://www.feinberg.northwestern.edu/education/visiting-students/

• Observer must work directly with Department/Division Education Coordinator
  – Please do not contact Mia directly

• Maximum of 5 days’ Observation
  – 2 weeks with Chair approval
  – Department of Medicine requests approved by Dr. Didwania
    • DoM: Department policy can be obtained through Dr. Didwania’s office
  – NMH Policy on Observers can be found on NMI

• Completed applications for observation in the OR must be directed first to Kelsey Bachtell - kbachtel@nm.org
  – Jennifer Andersson, Director of Surgical Services, must approve before Academic Affairs
Incoming Visiting Residents and Fellows

The Application Process

Susan Heiniger
312.926.6632
sheinige@nm.org
Visiting Resident/Fellow Applications
There are two kinds of rotations! They each have their own application.

**Elective Rotation**
- One-time rotation
- Must fill out a program rationale in order to be approved
- Visitors CANNOT oversee or overlap with med students or other house staff
- Must be initiated by Northwestern faculty—no application without a faculty invitation
- Signatures from programmatic, departmental, and institutional leadership.
- **90 day deadline**

**Standing Rotation**
- Pre-established agreement that reoccurs over a set period of time
  - eg: 1 new rotator every month
- Built into sending program’s curriculum
- **30 day deadline**

**Pro Tips!**
- Always pull applications from [NMI](#)
  - Most update versions posted here
- Badge forms are no longer needed
  - Academic Affairs will place Sentact order as part of onboarding
Visiting Resident/Fellow Applications (con’t)
There are two kinds of rotations! They each have their own application.

They BOTH Require:

• A Master Affiliation Agreement (found on NMI)
  – A legal agreement between institutions
• A Program Letter of Agreement (also found on NMI)
  – An agreement between programs
• Background forms
  – From Applicant and from Applicant’s Program Director
• Attestation to FSM Safe and Healthy Learning Environment Policy
• Signed NMH Confidentiality Agreement
• Illinois State Medical License
• Health screen requirements fulfilled
• Government-issued photo ID
Totally Lost?
It’s ok. We’re here to help!

Contact Susan Heiniger

• Email sheinige@nm.org
• Phone 312.926.6632
• Or stop by Galter 3-104
NUFSM and want need access? E-mail Susan to request.

- Click here!
- Great resource
- Lots of information for you AND for house staff
- Frequently Asked Questions
- What do YOU want to see?
Follow us on Social Media!

Twitter

Instagram

Facebook
Overview

Academic Affairs is responsible for the financial, operational and overall quality of resident and fellow experience while at Northwestern Medicine

• Allison Kane, GME Program Manager
  – Core Program Finance
  – Donor & Endowed fund management
    • Educational “intent”
  – Infrastructure Access Management
  – Regulatory communications and decisions
  – Resident and Fellow Leadership
  – Work closely with McGaw and NMH leadership
    • New ACMO of Medical Education Susan Gerber, MD

• Susan Heiniger, GME Program Coordinator
  – Incoming Electives & Legal Agreements
  – Day-to-day operational maintenance
  – Policy and process reform
  – NMI Site Content & Design
  – Social Media Wizard

• Mia Reed, Psychiatry GME Coordinator
  – Full time GME Program Coordinator for Department of Psychiatry
  – Clinical Observation requests, process and approval
  – Resources for Outside Medical Education Requests
  – Orientation Planning and Execution

• Madeline Palermo, Administrative Specialist
  – Welcome, Maddie!
  – Madeline.Palermo@nm.org
Research, Volunteer and Medical Students

Links and Resources

• If you have a visitor or volunteer that needs to be at NMH for more than 5 days please refer to the links below for those processes:
  – Volunteer researcher or research Student that needs EMR access: http://nucats.northwestern.edu/resources-services/data-informatics-services/enterprise-data-warehouse
  – Visiting Scholar: http://www.feinberg.northwestern.edu/fao/administrators/research-visitors/index.html
  – Volunteer Services – NU Office of Research: https://forms.feinberg.northwestern.edu/view.php?id=19275
  – Volunteer Researcher: http://www.northwestern.edu/hr/managers-administrators/hiring-termination-resources/interns-and-volunteers/intern--volunteer-criteria.html
AY18 Orientation and Hot Topics
High-Level Timeline

**Match! March 16th**
McGaw Welcome Email

**March 21st**
Save-the-Date from Academic Affairs

**April 16th**
Data conversion for NMH HR, MSO and NMIS*

**May 18th**
Individual Schedules e-mailed to .edu addresses

**May 18th**
Corporate Health items due

**June 1st**
NMHC Regulatory Training Deployed to .edu emails

**Saturday June 23rd**
New Intern Orientation

**Monday July 1st**
New PGY2+/Fellow Orientation

*Human Resources/PeopleSoft; Medical Staff Office; NM Information Services for Epic Provisioning
# Orientation Rough Schedule

Both online and classroom training are TBD with NM’s new Epic platform. Stay tuned!

<table>
<thead>
<tr>
<th><strong>AY19 Orientation Timetable</strong></th>
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| **Time/Location** | 6:30am-5:00pm (approximation)  
  - Northwestern Memorial Hospital, 251 E. Huron Street Feinberg Pavilion 3rd Floor Conference Center (Rm A) |
| **Registration and ID Badge Photos** | 6:30am-7:30am  
  - Business formal attire is required. |
| **Welcome to Northwestern Medicine** | 7:30am-9:30am  
  - Dean Harrison, NMHC CEO & Eric G. Nelson, MD, Dean, Feinberg School of Medicine |
| **Activities** | 9:30am—rest of day (individual schedules will vary. Breaks will be plentiful and food provided).  
  - Badge pickup; EHR login and training; ACLS/BLS; Paging services; Payroll/Benefit enrollment confirmation; Corporate Health Clearance; Lab coat measure/distribution |
| **Intern Welcome Reception** | Due to Orientation landing on a Saturday we will not be hosting an intern reception this year. |
Orientation Day
continued

- *Individual schedules cannot be changed*
- If program director has specific request or need, please let Academic Affairs and McGaw know ASAP
  - Accommodation of request is not guaranteed
  - Over 60 individual programs
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<th>Time</th>
<th>Monday June 20th</th>
<th>Tuesday June 21st</th>
<th>Wednesday June 22</th>
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**Boot Camp (all day)**

- **Time Monday June 20th**
  - 7am: Medicine (IM, Prelim Med, Med-Derm, Anesth, PMR)
- **Time Tuesday June 21st**
  - 7am: Medicine (IM, Prelim Med, Med-Derm, Anesth, PMR)
- **Time Wednesday June 22**
  - 7am: Corporate Health 7am-7:20pm
- **Time Thursday June 23rd**
  - 7am: Orientation
- **Time Friday June 24th**
  - 7am: PowerChart Session 3 8:00-10:30am
- **Time Saturday June 25th**
  - 7am: Corporate Health Ortho (6) Urology (4) Plastics (2)

**Welcome Reception**

**Corporate Health**

**Psych (8) EmerMed (4)**

**Corporate Health**

**EmerMed (11)**

**If needed**

**ACLS**

**IM (38); Prelims (8); MedDerm (1); Anesth (11); PMR (4)**

**ACLS**

**IM (38); Prelims (8); MedDerm (1); Anesth (11); PMR (4)**

**ACLS 1pm-7pm**

**GenPract (2), OralMax (1), Oto (3), Thor (1), Uro (4), Vasc (1), NeuroSurg (4)**

**Emergency Medicine (15)**

**GenSurg (5), Plastics (2), PrelimSurg (7), Ortho (6), Path (6), OB (12)**

**Team Training**

**1:30-4:30pm**

**Feinberg BC**

**Gen Surg (5); Prelim Surg (7); NeuroSurg (4); OralMax (1); Ortho (6); Oto (3); Plastics (2); Thor (1); Uro (4); Vasc (1)**

**TIME STILL TBA**

**ACLS 1pm-7pm**

**GenPract (2), OralMax (1), Oto (3), Thor (1), Uro (4), Vasc (1), NeuroSurg (4)**

**Emergency Medicine (15)**

**GenSurg (5), Plastics (2), PrelimSurg (7), Ortho (6), Path (6), OB (12)**

**Room Turnover**

**If needed**

**PowerChart Session 2 3:00-5:30pm**

**541-996: Fam Med LFH/NAA (14) Total: 14**

**541-997: OB (12) Total: 12**

**541-998: Gen Surg (5); Prelim Surg (7); NeuroSurg (4); Thoracic (1); Vascular (1) Total: 18**

**541-1764: Urology (4); Oto (3); Ortho (6); Plastics (2) Gen Prac (2) Oral Max (3) Total: 18**

**Corporate Health Ortho (6) Urology (4) Plastics (2)**

**PowerChart Session 2 3:00-5:30pm**

**541-996: Fam Med LFH/NAA (14) Total: 14**

**541-997: OB (12) Total: 12**

**541-998: Gen Surg (5); Prelim Surg (7); NeuroSurg (4); Thoracic (1); Vascular (1) Total: 18**

**541-1764: Urology (4); Oto (3); Ortho (6); Plastics (2) Gen Prac (2) Oral Max (3) Total: 18**

**Corporate Health Psych (8) Emer/Med (4)**

**Corporate Health Emer/Med (11)**

**If needed**

**Welcome Reception**

**If needed**

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<tr>
<th>Time</th>
<th>Friday July 1</th>
<th>PACS/RadNet</th>
<th>PowerChart</th>
<th>Corporate Health</th>
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</thead>
</table>
| 7am   | NMH Orientation 7:00 am to 9am (Feinberg A)  
Registration 8:30am |
| 8am   | |
| 9am   | Break Out Groups (ID Badge, Pagers, Lab Coat, Benefits & Payroll, Brunch) |
| 10am  | |
| 11am  | |
| 12pm  | |
| 1pm   | |
| 1:30pm| Room Turnover 2:30-3:00pm |
| 2pm   | |
| 2:30  | |
| 3pm   | |
| 3:30pm| |
| 4pm   | |
| 5pm   | |
| 6pm   | |
| 7pm   | |
What about our late or delayed starts?

PowerChart Training, Orientation, and Corporate Health

- Academic Affairs and McGaw will work with your resident/fellow one-on-one to collect required information and materials
- Request program coordinator schedule separate Corporate Health screening
- August 1\textsuperscript{st} Starts
  - Smaller orientation will be held and scheduled separately
Lurie Program Adult Rotations

- Programs on adult rotations
  - Contact Academic Affairs 2 weeks prior to rotation start
  - Already onboarded to NMH and given EHR access
  - Username, NMH ID Badge Form, ScrubEx will be distributed
    - Upon start, call our help desk and ask for a password reset
• Thank you
• Future State Training TBD
• Daily Updates
• Project One House Staff Page and NMI Resources
  – Tip Sheets
  – Current State
• **Call the HELP desk 6-4357 (6-HELP)**
  – Extra staff – average call to pickup time is 19 seconds
  – All tickets including application/template edits will be addressed
– On-site Staff
  • “At the Elbow” (ATE) for physicians: Grey vests with red lanyards and Purple Polos
Federal and State Regulated IDs and Enrollments – Are they really required?

- **Taxonomy Code**
  - The taxonomy code is a number specific to the physician’s specialty
  - Upon licensure, essential to update taxonomy code to specialty
- **Medicare Enrollment**
  - Per CMS, February 2019 deadline
  - Not required for House Staff
  - Revenue Cycle
- **Illinois Health and Family Services (IHFS)**
  - 2015 physicians providing services to MMAI patients* must enroll
  - State confirms yet to reinforce due to lack of manpower
  - Some MMAIs enforce physician enrollment and can causing prescription and order problems
- **Illinois Prescription Monitoring Program**
  - Controlled Substance, Permanent License and own DEA

*Medicare Medicaid Alignment Program*
FAQs for Upcoming Grads

• “Is or was applicant a Medicaid provider in any other state?“
  – No
• “Is applicant a provider for any other federal program, eg Medicare?“
  – No
• “Am I enrolled in Medicare?“
  – You might be! Check here
  – If needing to enroll, same site as NPI Registration
• “What is my DEA number?“
• “How do I find out what privileges I have?“
  – Supervision Policy
• “Who is my malpractice and liability insurer?“
  – NMIC || No ID, provide letter
  – Cindy Lasek, Insurance Administration
  • Cindy.Lasek@nm.org || 630-933-6799
Questions?
Thank you!