

Graduate Medical Education and Medical Staff Services
Timeline for Identification of and Credentialing Process for Residents and Fellows
FY20

- Feb. 25, 2019** Fellowship Program Coordinators who already have the information on their new incoming fellows for July 1st provides Brad Lansinger, Manager in Medical Staff Services, with a list containing the fellow names, date of birth, the program they are joining, PGY level, and email addresses of all new incoming fellows for early fellow link sending. (see attached spreadsheet). The fellow will receive an email from service@mdapp.com with a subject line of "md-app". This will contain a link for the new electronic credentialing application. Fellows will receive their links on March 1st.
- March 15, 2019** Program identifies candidates it intends to hire as well as residents/fellows that will be continuing.
- March 22, 2019** Program Coordinators provide Brad Lansinger with a list containing the names, date of birth, the program they are joining, PGY level, and email addresses of all new incoming residents and fellows. (see attached spreadsheet). The resident/fellow will receive an email from service@mdapp.com with a subject line of "md-app". This will contain a link for the new electronic credentialing application. Medical Staff Services NO LONGER accepts paper applications.
- March 29, 2019** Incoming residents and fellows will receive an email with the subject line "MD-App: Begin Application for {Provider.Name}". If they access the link after 24 hours, they will get a message that tells them the link has expired. They should simply go to www.mdapp.com/umms & choose "forgot password". They MUST use the same email address the original came from and it will automatically issue a new link immediately. They should NOT choose "Request Account". They will have until April 12, 2019 to complete the electronic credentialing application.
- March 29, 2019** Program Coordinator submits information about the new candidates **AND** the returning residents/fellows on the UMMC Resident/Fellow Data File (Excel) to Maureen Hyson at mhyson@umm.edu
- April 12, 2019** Deadline for the residents/fellows to complete the electronic credentialing application. Compliance reports will be sent bi-weekly from Allison Andrus, Director, Medical Staff Services.
- April 15, 2019** Program Liaison provides new incoming residents/fellows the following link to access Employee Health forms located on the GME Website: <http://umm.edu/professionals/gme/prospective/credentialing-process>
- April 22, 2019** **RETURNING RESIDENTS**
Program Liaison submits:
1) Signed copy of the resident/fellow contract
2) Completed and signed required Annual Questionnaire
- May 3, 2019** Program Liaison completes the Term File spreadsheet to identify any resident or fellow who should be removed from UMMC payroll and the effective date that they are to be removed from UMMC payroll and returns to Maureen Hyson in GME at mhyson@umm.edu
- May 6, 2019** **NEW RESIDENTS**
Program Liaison submits:
1) Signed copy of the resident/fellow contract.
- After May 15, 2019** **Any resident changes MUST be forwarded to Maureen Hyson in GME via email: mhyson@umm.edu** (e.g. additional hires, residents deciding to leave, etc.).