

**Graduate Medical Education and Medical Staff Services
Timeline for Identification of and Credentialing Process for Residents and Fellows
FY21**

March 2, 2020	Fellowship Program Coordinators who already have the information on their new incoming fellows for July 1 st provide 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 electronic credentialing application. Fellows will receive their links on March 6th.
March 20, 2020	Program identifies candidates it intends to hire as well as residents/fellows that will be continuing.
March 23, 2020	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. (see attached spreadsheet). The resident 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 27, 2020	Incoming residents 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 10, 2020 to complete the electronic credentialing application.
March 30, 2020	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 10, 2020	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, 2020	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, 2020	RETURNING RESIDENTS Program Liaison submits: <ol style="list-style-type: none">1) Signed copy of the resident/fellow contract2) Completed and signed required Annual Questionnaire
May 4, 2020	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, 2020	NEW RESIDENTS Program Liaison submits: <ol style="list-style-type: none">1) Signed copy of the resident/fellow contract.
After May 15, 2020	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.).