

Graduate Medical Education and Medical Staff Services
Timeline for Identification of and Credentialing Process for Residents and Fellows
2024 – 2025 Academic Year

- February 26, 2024** Fellowship Program Coordinators who already have the information on their new incoming fellows for July 1st provide Brad Lansinger, Director 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 4th**.
- March 15, 2024** Program identifies candidates it intends to hire as well as residents/fellows that will be continuing.
- March 18, 2024** Residency 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” on **3/22**. This will contain a link for the electronic credentialing application. Medical Staff Services NO LONGER accepts paper applications.
- March 22, 2024** 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 to and it will automatically issue a new link immediately. They should NOT choose “Request Account”. They will have until April 8th to complete the electronic credentialing application.
- April 1, 2024** Program Coordinator submits information about the new candidates **AND** the returning residents/fellows on the UMMC Resident/Fellow Data File (Excel) to Gwen Bierbower at gbierbower@umm.edu
- April 1, 2024** 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 24, 2024** **RETURNING RESIDENTS**
Program Liaison submits to Rebecca Honsaker in GME at Rebecca.Honsaker@umm.edu the signed copy of the resident/fellow contract (electronic submission is acceptable)
- May 3, 2024** 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 Gwen Bierbower at gbierbower@umm.edu
- May 6, 2024** **NEW RESIDENTS**
Program Liaison submits to Rebecca Honsaker in GME the signed resident/fellow contract (electronic submission is acceptable)
- After May 13, 2024** **Any resident changes MUST be forwarded to Gwen Bierbower in GME via email: gbierbower@umm.edu** (e.g. additional hires, residents deciding to leave, etc.). **GME does not need to be notified of address or phone number changes. The new resident/fellow will update their personal information in HR Connections as part of their onboarding,**