

Tips for completing the Term File

- All residents/fellows who are paid by UMMC need to be on the term file
- Remember to include your off-cycle residents/fellows on the term file (those who will graduate after 6/30/24; i.e. 9/30, 12/31, etc)
- If you have a resident that will be leaving your program to join another UMMC program and there is no lapse in training DO NOT include on the term file (i.e. graduating from Pediatrics residency 6/30/24 and joining Pediatric GI on 7/1/24)
- If you have a resident that will be leaving your program and joining another UMMC program but there **IS** a lapse in training they **MUST** be included on the term file (i.e. graduating from Orthopaedic Surgery residency 6/30/24 and joining Ortho Trauma 8/1/24)
- When a resident/fellow graduates but will be continuing on as faculty they will need their EPIC access to be continued. Please be sure you mark “yes – staying on as faculty” in the last column