



DAGMEC Training Manual for Residency Management Suite (RMS) by New Innovations

TOPIC: **Fields Required in RMS (for all DAGMEC programs)**
LOCATED: Personnel Data
IMPORTANCE: High! Required fields for **all** current residents.

All program coordinators will be responsible for making sure this data is correct for the trainees in their program. Data should be kept up-to-date at all times.

* indicates new requirement for 2007-2008 academic year

Basic Information

Photo

Full Name (Last, First, Middle)

Middle Initial or Name is required (use N.M.I. if no middle initial)

Preferred/Nickname – *if applicable*

Gender

Work Roles – *all trainees are “resident”*

Credential (MD, DO, MBBB, MCH, MPH)

Department/Division

Current Program – *this field for trainees only, never for attendings*

Program start date – *in current program*

Status – *current level in current program*

Postgraduate Year – *total years in all US training programs*

Employer

Start/hire date - *in any DAGMEC program; can verify this by using Residency History*

Termination date (or graduation, or transfer, etc.) – *this data filled in when completed GME training*

Initial Program – *this field for trainees only*

Advancement date – *program default will populate this field, enter this date first if resident is off cycle*

Next program – *if moving to another DAGMEC program*

*NPI-National Provider Number (*for all programs that are requiring this for residents*)

This field is not yet available in RMS, but should be soon!

Sensitive Information

Social Security Number; SSN Type (USA, Canada)

Date of Birth

Security/Privileges: Assign Privilege Levels; Username; Password

- *use preset for “resident” and for password;*
- *residents that supervise WSU IM residents procedures will need a “3” under procedures instead of a “2”.*

Phone/Pager Number: Pager Number – *long-range, permanent pager number*

E-Mail: E-Mail (primary required)

Education History:

Medical School & exact Medical School Graduation Date

Copy of Medical School diploma should be scanned and placed in [Attached Files](#)

Residency History:

Prior GME training in a different program (within or outside of Dayton)

List all years with exact dates for current program (make entry for any LOA or other reason for a break in training) – *This will clearly indicate any off cycle residents.*

– *e-mail Barrie (bsuhr@dagmec.org) if you need institutions added to the list*

Licenses/Certifications/Permits

State License &/or Training Certificates; **Number**; Expiration Date

Certifications: BLS and ACLS

- *DAGMEC will add all certification info from orientation, programs should update as necessary*

ECFMG Certification Data: (For grads of foreign medical schools only)

ECFMG certificate number, date and *USMLE Step II date)

Scanned copy of this documentation should be placed in [Attached Files](#)

Attached Files

Medical School diploma

ECFMG Certificate – if applicable

Curriculum Vitae (CV) for any resident that is not beginning their training program directly after graduating from medical school. This would include residents that took time off, practiced, fulfilled a military commitment, had a delay because of visa or license issues, etc. Once the CV is attached, coordinators can direct medical education and/or reimbursement staff to RMS.

Updated 04/30/07

Coordinators: DAGMEC has access to a new copier through GDAHA. This copier will scan and e-mail a document as quickly as you can feed it in the machine. It's as quick as making a copy! So, if you need to have ECFMG certificates, diplomas or CV's scanned, please make copies of them and send them to DAGMEC. We will be happy to provide this fast and easy scanning service for you!!! ☺