



**WPAFB vs. WPAFB Medical Center:** In our current configuration, these are two separate entities. Wright-Patterson Air Force Base refers to the entire base. WPAFB Medical Center refers to the medical center only. This designation was made specifically for rotations ... some rotations actual take place at WPAFB but NOT in the medical center. Most demographic and most rotation data for the integrated programs should be designated as WPAFB Medical Center.

**Archiving & Privileges:** When a RMS user is “archived”, their demographic data is moved from active to in-active status. (You can always access this data by checking the box that indicates “archived data.”) When a user is moved to archived status, their user privileges are automatically removed. For example, on July 1 you change the status of a resident to “Alumni” and to “archived.” That graduate no longer has privileges to log into RMS. Only active users have privileges.

**Faculty That Teach in Multiple Programs:** Each faculty member can only have one data record. If a faculty member teaches in multiple programs, then the primary program should be listed in the initial record. The Coordinator in the primary program can grant additional privileges in other programs to that faculty member. (If the primary Coordinator is not available, DAGMEC can assign these privileges and will inform the primary department that they have done so.) By doing so, that faculty member would then appear on the list for the secondary program, also. The secondary program then has access to the demographic data, can build a rotation schedule for the faculty member, assign evaluations to be completed to the faculty member, and any other RMS functions.

**Granting Privilege Level Using “Preset” Function:** In the DAGMEC database, we have preset the various privilege levels for each status – resident, faculty, clerical support, etc. You don’t have to remember where to check 2, or 3 or 4! In an individual’s record, just select the correction definition of their role, and click preset, and then save. The software assigns the appropriate checkmarks!  
Tools>Demographics Editor>Access Information>Logins and Privileges>Presets

**Notifications:** Program Coordinators/Administrators can have RMS automatically notify both themselves and the resident when any licenses or certifications are about to expire. First of all, you have to have the data loaded into RMS. To turn on the notification feature, go to Setup>Local Administration>Notification Setup. *Spend the time to enter the data and then let the software work for you!!!*

### 11/04/03

**Birthplace:** To track the birthplace, go to Personnel Data > Demographics Editor > Addresses. Click on “New” and one of the options is “*Birthplace.*”

**Nationality:** If your program wants to track this data, there is a field under Custom Data > Nationality.

**Did Not Complete Program:** This is a new selection under Basic Information > Status. All former trainees have been classified as “*alumni.*” If a resident did not complete the year or the program, you can now choose the “*Did Not Complete Program*” status. If you have trainees in the database (archived) and want to change to this status, you only need to change this one data point and then “save.”

**Program = Non Consortium:** Rotating residents from other non-DAGMEC programs (i.e., out of town residents) should be entered into the database so that their data is captured in the IRIS report. The program and department should be entered as “*Non Consortium.*” (If every program that a rotating resident is entered, our list of programs will become huge.) Enter the program and/or hospital that the trainee comes from under Custom Data > Non Consortium Residents Info.

**Note:** The term “resident” is used in its generic term to mean any trainee – intern, resident or fellow.