Program Coordinator Meeting  
March 19, 2019  
Agenda

1. EPIC Training ........................................................................................................ Kayla James
2. Housing Information .............................................................................................. Nadia Mariutto
3. SPOK/Pager Training .............................................................................................. Valda Grant
4. Resident Phone Replacements .................................................................................. Beth Adams
5. Standing Items
   A. Reimbursement Services Update ........................................................................ Leigh Schlechta
   B. Affiliation Agreements ...................................................................................... Angela Ybarra
   C. E-Value Update ................................................................................................. Hung Vo
   D. VA Update ......................................................................................................... Kevin Coleman
   E. GMEC Update .................................................................................................... Melanie Pigott
   F. MISC/ACGME Update/Orientation Topics ......................................................... Ann Ronayne
      i. Important 2019 dates
         1. Chiefs conference – May 24
         2. PGY 1 Orientation – June 27 & 28
         3. PGY 2 and above – July 2
         4. Peds Fellowships – July 5
6. Reminders
   A. Deadline Listing ................................................................................................. Rob Chisholm
      March 22, 2019
      Update the matched applicant’s application status to “Will Start” in ERAS for upload into
      E*Value. Appointment Letters for incoming residents due to Rob Chisholm. (Please use
      Appointment/Reappointment Letter Template)
      Release Letters for incoming PGY 2-8 residents due to Rob Chisholm (for residents transferring
      from another institution to an MUSC program).
      March 29, 2019
      All demographic data for incoming residents/fellows should be complete in E*Value.
      Deadline to become compliant for all above requirements. Program Director and Department Chair
      will be notified that contract cannot be issued by the GME Office if requirements are not met.
      April 5, 2019
      Names of Chief Residents (2019-2020) to due to Beth Adams.
      GME Office emails SC Medical License and NPI application information to all incoming
      residents/fellows.
      GME Office runs contracts for all incoming residents/fellows.
      April 5, 2019
      Contracts for returning residents due to the GME Office.
      April 8, 2019
      GME Office begins mailing contracts to incoming residents.
7. PC to PC

   Next PC Meeting
   Tuesday, April 16
   9:30 a.m. ~ Storm Eye Institute Auditorium 8th floor
   Please encourage ANY of your residents that may be interested in
   House Staff Council to attend the next meeting
   Tuesday, April 9 at 6:00 p.m. in 419 CSB.

   Please remind your chiefs and resident representatives that their next meeting is
   TOMORROW, March 17 at 12 Noon in 125 Gazes.