

2024 GME New and Returning Resident Deadlines & Important Dates

November 30, 2023	Deadline for Scope of Practice changes or approvals.
December 21, 2023	Certificate request spreadsheets due to Sue Mangum.
January 2, 2024	List of residents/fellows leaving GME (will no longer have a GME contract after this academic year) due to Beth Adams.
January 12, 2024	Update all early match applicants' application status to 'Will Start'. Please refer to the instructions sent by Leslie Morris.
January 12, 2024	Appointment Letters for all early match residents and those on a Visa due to Rob Chisholm. (Please use updated Appointment/Re-appointment Letter Template).
January 16, 2024	Deadline date to turn in Handbook Verification Forms to Angela Ybarra. (For extensions, please contact Angela Ybarra)
February 9, 2024	Re-appointment Letters for returning residents/fellows due to Rob Chisholm. (Please use updated Appointment/Reappointment Letter Template)
February 14, 2024	Completion Certificates should be available for check out to gather departmental signatures. All certificates must be returned to the GME Office.
February 29, 2024	Deadline to notify GME if any current residents have not yet taken the USMLE Step 3 examination (or the equivalent COMLEX Step 3 Examination or the MCCQE Parts I and II).
February 29, 2024	Deadline to have any missing USMLE scores uploaded into MedHub for current residents who have already taken and passed the USMLE Step 3.
March 4, 2024	GME Office will begin sending contracts through MedHub for returning residents/fellows.
March 4, 2024	Departmentally-signed Completion Certificates are due to the GME Office.
March 20, 2024	Update the matched applicant's (Main Match) application status to 'Will Start' in ERAS. Please refer to the instructions sent by Leslie Morris.
March 22, 2024	Appointment Letters for incoming Main Match residents due to Rob Chisholm. (Please use updated Appointment/Reappointment Letter Template)
March 22, 2024	Demographic form sent via MedHub to incoming residents and fellows.
March 29, 2024	All demographic data for incoming residents/fellows should be complete in MedHub.
	Deadline to become compliant for all above requirements. Program Directors and Department Chairs will be notified that contracts cannot be issued by the GME Office if requirements are not met.
April 1, 2024	Release Letters for incoming PGY 2-8 residents due to Rob Chisholm (for residents transferring from

another institution to an MUSC program).

April 3, 2024	Due date for returning resident contracts to be signed in MedHub.
April 3, 2024	Names of Chief Residents (2024-2025) to be updated in Teams GME Program Coordinators>Files>General>Chief Residents 2024-2025
April 15, 2024	Estimated date for GME Office to begin emailing MedHub link for resident contracts and onboarding documents to incoming residents.
April 30, 2024	All incoming resident/fellow contracts must be signed through MedHub.
June 3, 2024	AA Templates for Non-MUSC rotations may be entered into Symplr. Templates for VA Letters of Agreement (LOA) may be entered into Symplr. Note: Completion of GME Symplr training required in order to access the Symplr system. To arrange training, contact Emily Marcovich.
June 19, 2024	Deadline for all Moonlighting requests to be entered into MedHub for review/approval/processing.
June 21, 2024	Completion Certificates will be ready for pick up by Program Coordinators. <i>Please remember certificates will not be released without a completed Clearance Sheet.</i>
June 30, 2024	Deadline for all residents to be compliant with the GMEC USMLE Step 3 (or equivalent) requirements. Scores to be uploaded into MedHub.
TBD	Virtual GME Orientation for all incoming PGY-1 residents.
TBD	Virtual GME Communications training for all incoming PGY-1 residents.
June 30, 2024	Deadline for all incoming PGY-1 residents to be compliant with all GME Orientation requirements (Our Day Online Learning, EHS, licensing, GME orientation attendance, etc.). Program Directors and Department Chairs will be notified if requirements are not completed. <i>(Please note that while GME requirements for incoming PGY-1 residents are to be completed by this date, they may not start until July 1.)</i>
July 1, 2024	Deadline for incoming residents to receive NPI number.
July 2, 2024	GME Orientation for incoming all PGY 2-8 residents (including Pediatric Fellows)
July 5, 2024	PECOS signature and adverse action forms due to Sue Mangum. Applies to all programs.
July 9, 2024	Final deadline for PGY 2-8 residents and Pediatric Fellows to become compliant for all GME Orientation requirements. <i>Program Directors and Department Chairs will be notified if requirements are not completed.</i>
July 12, 2024	Deadline to notify GME of any Procedure Privilege level changes in MedHub.
July 29, 2024	Deadline for all End-of-Program forms and BLS/ACLS attestation forms to be submitted to the GME Office.