

BIDMC Rotator Onboarding Process

Timeline

- ❖ 90 days' notice
 - Rotator Requests initiated
 - PLA initiated (if possible use BIDMC template)
- ❖ 30 days' notice
 - Final PLA submitted to GME
 - Onboarding requirements uploaded

***Late submissions will impact the start of the rotation, please make sure to communicate this to all involved parties.**

1. Program administrators will receive an announcement regarding updated rotator request form.
 - a. If you do not receive the template by 12/2, please reach out to GME
 - i. GME-OfficeStaffdl@caregroup.harvard.edu
2. Please review **pages 3-4** on how to fill out the advancement roster excel file for upload.
3. Rotator Request files that are ready for GME to review need to be upload to the folder labelled as **"1. Submission"**
 - a. **Program administrators will upload**
 - b. Please keep them as an **excel sheet**
 - c. **GME will review between 1-2 days**
 - d. **Please do not email rotator files to GME**

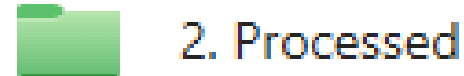


1. Submission

4. Rotator Request files that have been reviewed by GME will be found under the folder labelled as **"2. Processed"**.

a. GME (Alessandra) will be moving the file to this folder

b. Please do not email rotator files to GME

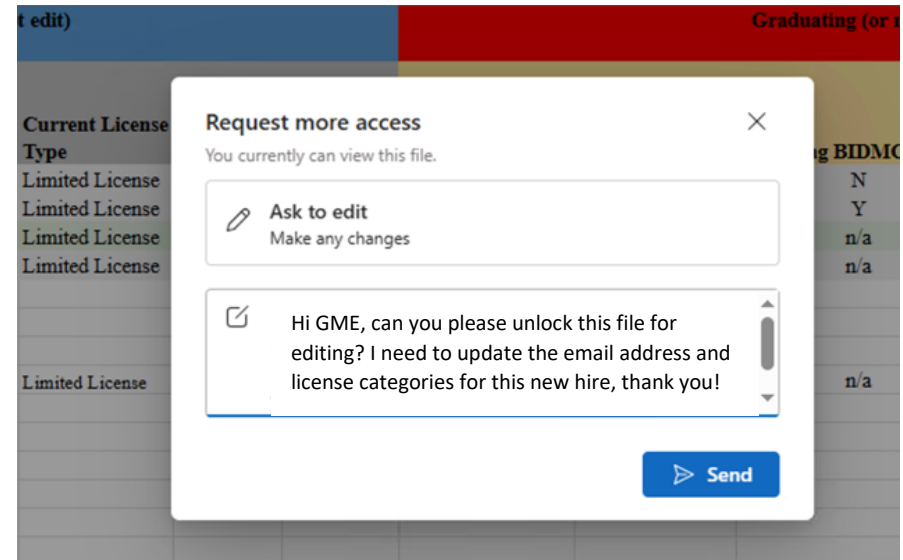
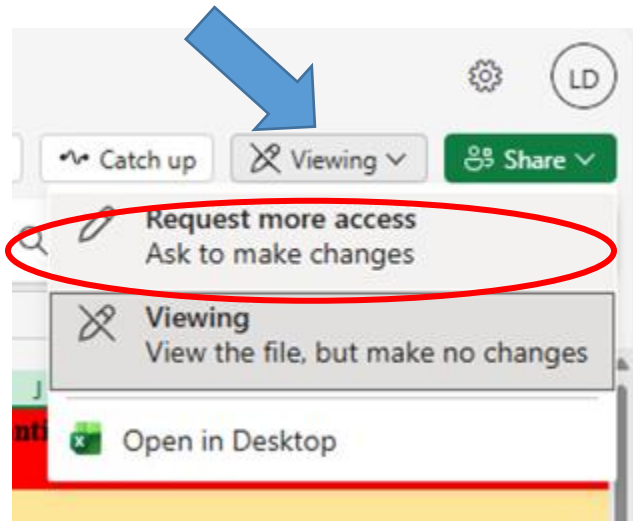


5. Rotator Request file(s) edits by program administrators:

a. If changes to the original file submission are needed, program administrators will need to request access to the file found in **"2. Processed"**

b. Select your **File in folder labelled "2. Processed"**, and then select **"Request more access"** found on the top right corner

c. GME will unlock the file as requested



d. Please do not email rotator files to GME

e. Notify GME once your information was been updated.

i. GME-OfficeStaffdl@caregroup.harvard.edu

ii. GME will remove the program administrator's access



How to fill out BIDMC Rotator Request Template

***Note that submission of out of state rotators will also prompt initiation of the MA Board of Registration in Medicine limited license application process.**

- First Name [legal name; no nicknames/preferred names]
- Last Name
- Start Date
 - Due to the volume of requests received with a 7/1 start date, please avoid requesting all of your rotators for the upcoming academic year with this start date if they are not planning to start immediately at that time. Example: new rotator's first rotation for the year is in October, recommended start date would be 10/1.
- End Date
- Employer ID
 - List of assigned ID number for outside sponsoring institutions are included on the far right of the excel template and also at the end of these instructions.
 - If the outside sponsoring institution is missing, please contact, Alessandra.
- Program (abbrev)
 - List of program abbreviations are included on the far right of the excel template and also at the end of these instructions.
 - If an abbreviation is missing, please contact, Alessandra.
- PGY Level
- Email address
 - **Personal email address only** [double check to ensure there are no typos in the email address, note that this is the address where they will receive their board of registration license invitation]
 - No work or medical school email address
 - **If the trainee will not be submitting the required documents, please include the email address of the program coordinator who will be. Whoever receives the link will be responsible for all document uploads.**
- DOB
- Gender
- Full Social Security Number

Will they need an institutional DEA? (Y/N)	Out of State Rotator? (Y/N)	Rotated at BILH Before? (Y/N)	Prior GME training in MA? (Y/N)
Yes	No	No	No

- Will they need an institutional DEA?
 - A yes response means GME will assign the rotator an institutional DEA this way the trainee can prescribe medication.
- Out of State Rotator?
 - A yes response means they will be sent a limited license invitation
- Rotated at BILH Before?
 - A yes response means they are already in the MedHub system
- Prior GME training in MA?
 - Please use the drop down to select Yes or No
 - A yes response means their limited license will be processed as a Change of Program (COP) application

Example below

First Name*	Middle Name	Last Name*	Start Date*	End Date*	Program (abbrev)*	Level*	Email	DOB (MM/DD/YYYY)	Gender (M/F)	SSN	Will they need an institutional DEA? (Y/N)	Out of State Rotator? (Y/N)	Rotated at BILH Before? (Y/N)	Prior GME training in MA? (Y/N)
Jane		Doe	8/1/2026	#####	ENDO	4	testattest@gmail.com	10/5/1995	F	XXX-XX-XXXX	Yes	No	No	No

If you have any questions regarding filling out the excel sheet, please consult with Alessandra.

1. Reviewing MedHub Onboarding Package Status (Required files to be uploaded)
 - a. Dynamic Form
 - b. Medical License (limited or full)
 - c. DEA Card (if full license)
 - 1.If limited (Create/assign a BIDMC Institutional DEA and upload to forms/files tab)
 - d. MSCS Card (if full license)

- e. ECFMG Certificate (if applicable)
- f. Updated CV
- g. OCC health clearance form (See instructions and forms in the category)

2. Reviewing MedHub Onboarding Package Status (Required files to be uploaded)

- a. Search for your rotator
- b. Select Orientation Tab

Resident Demographics

Green = complete

Bright Yellow = submission

Light yellow = response sent to rotator

Grey/Black = incomplete

[< Search Residents](#)

Resident: Buckley, Jacob (VIS) Save

- [Resident Summary](#)
- [Demographics](#)
- [Visa/Immigration](#)
- [Contact Information](#)
- [Education](#)
- [Certifications](#)
- [Test Scores](#)
- [Immunizations](#)
- [Compliance](#)
- [Training History](#)
- [Verification \(PSV\)](#)
- [Funding](#)
- [Forms/Files](#)
- [Office Awards & Disciplinary Action](#)
- [Orientation](#)

Orientation

BIDMC Rotator Onboarding 2022 Application Due 7/8/2022 (incomplete)

Print Missing
Download Files
show/hide

Form/Document	Status [key]	Note	File	Select
Visiting Resident 2022	✓ Complete <small>(7/25/2022 AA)</small>			
CV - Rotator	✓ Complete <small>(7/25/2022 AA)</small>			✓
MA Medical License (rotator)	✓ Complete <small>(8/19/2022 AA)</small>			✓
Malpractice Insurance Policy (rotator)	✓ Complete <small>(8/19/2022 AA)</small>			✓
AY22 Universal Clearance for EOHS (rotator)	✓ Complete <small>(1/30/2023 SE)</small>			

3. Program Letter of Agreements signed by all parties without Dr. Tibble’s signature must be sent to Alessandra
4. To confirm that your trainee is all set in MedHub, please go to their profile and select the **“orientation tab”**. Then scroll down, until you see **“Verified/Credentialed”**. **Once that box is checked off and green.** Then the trainee is active.

* See figure below for an example. **(Please review weekly).**

Lab Coats


Requested:	Name on Coat:	Program:	Size:	Quantity:	Status:
(none)					

+ New Lab Coat Request

Verified/Credentialed:

☒

Orientation Date:



Orientation Comments:

5. Program Coordinators need to submit an IS ticket for epic access.
 - a. This can be completed after the rotator's profile in MedHub has been verified.
6. Program coordinators need to request BIDMC badge access for each of their rotators.
 - a. Fill out the form ID Card Request form (use link below -> Public Safety -> forms)
 1. <https://portal.bidmc.org/>
 - b. Send along with occ health clearance form stamped (download directly from MedHub Orientation tab)

7. Workday Secondary locations

- a. Applicable if your rotator will be rotating at Lahey, Needham, MAH during their BIDMC rotation.*
 1. Create a spreadsheet listing the names and employee ID#s of your trainees that need a secondary worksite added in Workday. List the BILH site that they need added (Lahey, Needham, MAH).
 2. Open a case in Workday, describe that you have GME rotators who need a secondary site added in Workday and attach your spreadsheet to the request.
 3. Submit the case in Workday. Send me the Case ID# that is assigned if you need to have the request expedited
8. All rotators must have complete schedules entered in MedHub for their time at BIDMC. Any changes in schedules MUST be updated to ensure accuracy for Medicare cost reporting. This step is critical. If left incomplete or inaccurate, additional follow-up will be required.

***For any questions please contact: Alessandra Alvarez Hinojosa at aalvare7@bidmc.harvard.edu**

Thank you!

PROGRAM LOOKUP (Do not modify)

Abbrev:	Program Name:
ABDRAD	Abdominal Radiology
ACS	Acute Care Surgery (NA)
CTANES	Adult Cardiothoracic Anesthesiology
AHFTC	Adv Heart Failure/Transp Card
ADVCI	Advanced Cardiac Imaging (NA)
ADVCTIMG	Advanced Cardiothoracic Imaging (NA)
ADVCVD	Advanced Cardiovascular Disease (NA)
ADVCCEP	Advanced Clinical Cardiac Electrophysiology (NA)
ADVENDOSCOPY	Advanced Endoscopy (NA)
ADVGER	Advanced Geriatric Medicine (NA)
AICAST	Advanced Infection Control/Antimicrobial Stewardship Training (NA)
ADVNEPH	Advanced Nephrology (NA)

ANESUS	Advanced Perioperative Ultrasound and Clinical Anesthesia (NA)
ANESAMBSURG	Anesthesia for Ambulatory Surgery (NA)
ANESPQS	Anesthesia Perioperative Quality and Safety (NA)
ANES	Anesthesiology
AUTODIS	Autonomic Disorders (NA)
BSURG	Bariatric Surgery/Minimally Invasive Surgery (NA)
BEHNEURO	Behavioral Neurology (NA)
BBTM	Blood Banking/Transfusion Medicine
OMFS	BMC-OMFS
BRACHY	Brachytherapy (NA)
BREAST	Breast & Microsurgery Reconstructive Surgery (NA)
BIMAG	Breast Imaging (NA)
CARDMRI	Cardiac Magnetic Resonance Imaging (NA)
CARDONC	Cardio-Oncology (NA)
CTIMAG	Cardiothoracic Imaging (NA)
CVD	Cardiovascular Disease
CERNSURG	Cerebrovascular/Endovascular Neurosurgery (NA)
CLINANES	Clinical Anesthesiology (NA)
CCEP	Clinical Cardiac Electrophysiology
CIIM	Clinical Informatics (Internal medicine)
NEUROPHYS	Clinical Neurophysiology
NEUROPHYSNA	Clinical Neurophysiology (NA)
CRS	Colon and Rectal Surgery
Consultation-Li	Consultation-Liaison Psychiatry

CORNEA	Cornea and Anterior Segment Fellowship (NA)
CCMANES	Critical Care Medicine (Anesthesiology)
COP	Cutaneous Oncology (NA)
CYTOPATH	Cytopathology
DERMMGH	Dermatology (MGH/BI/BWH)
DERMCLEARs	Dermatology Research Fellowship in Clinical Trials and Outcomes Research (NA)
DERMPATH	Dermatopathology
DR	Diagnostic Radiology
EMS	Emergency Medical Services
EM	Emergency Medicine
EMU	Emergency Medicine Ultrasound (NA)
ENDO	Endocrinology, Diabetes, & Metabolism
ENDONA	Endocrinology, Diabetes, & Metabolism (NA)
EPILEPSY	Epilepsy - BCH sponsored
FPMRS	Female Pelvic Medicine & Reconstructive Surgery
GI	Gastroenterology
GENMED	General Medicine Fellowship (NA)
UROMALEINFERT	General Urology Male Infertility/Sexual Dysfunction (NA)
GERIDIAB	Geriatric Diabetes (NA)
GER	Geriatric Medicine
GLBHLTH	Global Health (NA)
HAND	Hand Surgery (Ortho)

HNSO	Head and Neck Surgical Oncology (NA)
HEMONC	Hematology and Medical Oncology
HEMPATH	Hematopathology
HEPAT	Hepatology (NA)
HKRF	Hip & Knee Reconstruction Fellowship (NA)
HOSPPAL	Hospice and Palliative Medicine (Multidisciplinary)
ID	Infectious Disease
IDNA	Infectious Disease (NA)
IBD	Inflammatory Bowel Disease (NA)
BREASTSURG	Interdisciplinary Breast Surgery (SSO, ASBS, ASBD) (NA)
IM	Internal Medicine
INTCARD	Interventional Cardiology
INTPULM	Interventional Pulmonology (NA)
IRIND	Interventional Radiology - Independent
IRINT	Interventional Radiology Integrated
LYMPHSURG	Lymphatic Surgery (NA)
MFM	Maternal Fetal Medicine
MFMGen	Medical Genetics /Maternal-Fetal Medicine (components individually accredited)
MEDMICRO	Medical Microbiology
RETINA	Medical Retina Fellowship (NA)
MedTox	Medical Toxicology
MIURO	Minimally Invasive Urology (NA)
MOTDIS	Motility/Functional Bowel Disorders (NA)

MOVDIS	Movement Disorder (NA)
MRI	MRI (NA)
MS	Multiple Sclerosis (NA)
MSK	Musculoskeletal Imaging
NEONATALBCH	Neonatal-Perinatal Med
NEPH	Nephrology
NEUROANES	Neuro Anesthesia (NA)
NEUROONC	Neuro-Oncology
NEUROREHAB	Neuro-Rehabilitation (N/A)
NEUROCC	Neurocritical Care (NA)
NSURG	Neurological Surgery
Neuro	Neurology
NEUROHIV	Neurology (HIV - AIDS) (NA)
NEUROMUSC	Neuromuscular Medicine
NEUROPATH	Neuropathology
NEURORAD	Neuroradiology
NSURGSPINE	Neurosurgery/Orthopedic Spine (NA)
NEUROTO	Neurotology
OBANES	Obstetric Anesthesiology
OBGYN	Obstetrics and Gynecology
OPHTHALMEEI	Ophthalmology - MEEI
ORTHOSURGHCOR	Orthopaedic Surgery
ORTHOSPINE	Orthopaedic Surgery of the Spine
ORTHOSURGFELL	Orthopedic Surgery Fellowship
OTOFEL	Otolaryngology Fellowship (Pre-Residency) (NA)
PMANES	Pain Medicine (multidisciplinary)
PANC	Pancreatic Disease (NA)
PATH	Pathology-Anatomic and Clinical
PSQI	Patient Safety and QI Fellowship
PEDOPHTHAL	Pediatric Ophthalmology
PEDORTHOSURG	Pediatric Orthopedics Surgery

PEDRAD
Pelvic Imaging
PLASSURG
PLASSURGINT

AESPLAS
POD
PSYCH
PULCRITCARENA
PULMCRITCAREMGH
RADONC
REGANES

REI
RHEUM
RHEUMNA
SELBRPATH
SELGIPATH
SLEEP
STEREO
STRUCHEART
SURG
SCC
THORSURG
TY
TRANSHEP
TRANSNEPH
URO
VASCMED
VASCNEURO
VASCURG
VASCURGINT

ACTCCU

Pediatric Radiology
Pelvic Imaging & Interventions (NA)
Plastic Surgery
Plastic Surgery Integrated

Plastics/Aesthetic and Reconstructive Surgery (NA)
Podiatry
Psychiatry
Pulm Disease Critical Care Med (NA)
Pulm Disease Critical Care Med - MGH
Radiation Oncology
Regional Anesthesia (NA)

Reproductive Endocrinology and Infertility
Rheumatology
Rheumatology (NA)
Selective Breast Pathology
Selective GI Pathology
Sleep Medicine (multidisciplinary)
Stereotatic/CyberKnife (NA)
Structural Heart Intervention (NA)
Surgery-General
Surgical Critical Care
Thoracic Surgery
Transitional Year
Transplant Hepatology
Transplant Nephrology (NA)
Urology
Vascular Medicine (NA)
Vascular Neurology
Vascular Surgery
Vascular Surgery-Integrated
Advanced Clinical Training in Critical Care and Ultrasound (NA)

ADVNEURORAD

Advanced Neuroradiology

AUMIS

Advanced Urology Minimally Invasive Surgery (NA)

AVNF

Advanced Vascular Fellowship (NA)

AMEF

Anesthesia Medical Education Fellowship (NA)

EPF

Early Psychosis Fellowship (NA)

GYNONC

Gynecologic Oncology

LGBTQIA+ Health

LGBTQIA+ Health Fellowship (NA)

CPEP

Microbiology CPEP

MOHS

Micrographic Surgery and Dermatology

NEURODEV BCH

Neurodevelopmental Disabilities - BCH

OPHTHALFELMEEI

Ophthalmology Fellowship - MEEI

ENT

Otolaryngology- Head and Neck Surgery

PEDONEUROSURG

Pediatrics Neurosurgery

WDH

Women's Digestive Health

EMPLOYER LOOKUP (Do not modify)

Employer

ID: Employer Name:

- 28 Abington-Jefferson Hospital
- 10 Advocate Lutheran General Hospital
- 11 Albert Einstein Healthcare Network
- 44 Ascension Providence Hospital
- 63 Baylor Scott & White Health
- 38 Baystate Health
- 41 Berkshire Medical Center

2 Boston Children's Hospital
 4 Boston Medical Center
 12 Bridgeport Hospital - Yale

 3 Brigham and Women's Hospital
 76 BronxCare Health System

 7 Cambridge Health Alliance
 Canton Medical Education Foundation -
 59 Aultman Hospital

 58 Capital Health Medical Center
 6 Carney Hospital
 39 Cleveland Clinic Florida

 27 Creighton Health Alliance
 13 Dartmouth Hitchcock
 73 East Tennessee State University
 14 Griffin Hospital
 9 Harvard South Shore

 55 HCA Brandon Hospital
 81 Jackson Memorial Hospital
 John H. Stroger, Jr. Hospital of Cook
 46 County
 74 John Hopkins Medical Institution
 15 Joslin Diabetes Center
 82 Kirk Kerkorian School of Medicine

 8 Lahey Hosptial
 56 Lankenau Medical Center

Larkin Community Hospital - Palm
 71 Spring Campus

66 Lincoln Medical & Mental Health Center
 78 Louisiana State University
 5 Mass Eye and Ear
 1 Massachusetts General Hospital
 79 McGill University

53 Medical University of South Carolina

51 MedStar Union Memorial Hospital
 75 Mercy Fitzgerald Hospital
 17 Metro West Medical Center
 32 Michigan State University

70 Morehouse School of Medicine
 45 Mount Sinai Beth Israel
 16 Mt. Auburn Hospital
 18 Naples Community Hospital
 New York-Presbyterian/Weill Cornell
 64 Medical Center
 34 North Shore Medical Center

80 Northwell-Lenox Hill Hospital

50 NYU Langone Medical Center
 Ohio State University Wexner Medical
 61 Center

19 Prisma Health Midlands

49 Rhode Island Hospital/Brown University

31 Rochester General Hospital

85 RWJBH Community Medical Center

60 Salem Hospital

36 South Shore VA

20 St. Elizabeth's Medical Center

43 St. Joseph hospital, University of Illinois

30 St. Peters University Hospital

35 St. Vincent Hospital

83 Stamford Hospital

57 Stanford University

62 Stony Brook University Hospital

52 SUNY Downstate Medical Center

21 Texas Scottish Rite Hospital

Texas Tech University Health Sciences

72 Center

The Wright Center for Community

68 Health

22 Tufts Medical Center

54 Tulane University School of Medicine

23 UAB Hospital

24 UMass Memorial Medical Center

84 University of Chicago

69 University of Colorado

University of Connecticut School of

33 Medicine

29 University of Costa Rica

40 University of Nebraska Medical Center
67 University of Puerto Rico
25 University of Vermont Medical Center
University of Virginia - Pulmonary &
65 Critical Care Medicine
77 UPMC Harrisburg

47 VA Carribean Healthcare System
26 Vanderbilt University Medical Center
Veteran Affairs Boston Healthcare
37 System
Western University/London Health
48 Science Center
42 Yale New Haven Hospital