**Change in Administrator Actions @ UofL SOM[[1]](#endnote-1)**

*If the coordinator has responsibility for more than one program, some steps must be repeated for each program.*

# Central GME Office

1. Add to **MedHub** *louisville.medhub.com*
2. Update the **Accreditation Council for Graduate Medical Education’s Accreditation Data System (ACGME’s ADS)** and grant user access
3. If active and used by the program, send **Electronic Residency Application Service (ERAS®)** invite.

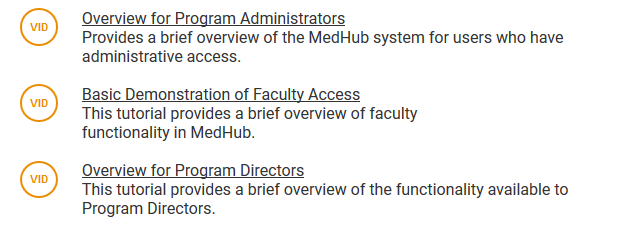
# New Administrator

*With the exception of numbers one and two, the following may be done in any order.*

1. If a **Program Specific Working Manual** was not left for you, begin to create one.
   * The GME Office and the Program Coordinator Leadership Council (PCLC) have a Program Administration Manual that is a wonderful place to start. It includes a common timeline of activities and a list of common acronyms/abbreviations.
   * Each program is unique and the common information should be added upon.
2. **Schedule Training**
   1. Contact Laura in the GME Office by sending an Outlook appointment request for 1.5 hours (preferred) or via 852-2773 or [laura.frost@louisville.edu](mailto:laura.frost@louisville.edu).
      * We will use this training time to review MedHub, the ACGME requirements, and answer your list of questions that I’m sure you are coming up with. ☺
   2. Send Laura a profile picture to be uploaded to the Photo Directory in MedHub.
3. **AAMC**
   1. Request an AAMC account from [www.aamc.org](http://www.aamc.org) (click the sign in link in the upper right).
   2. After you have activated your AAMC account, send an email to [gmetrack@aamc.org](mailto:gmetrack@aamc.org) with your program’s ACGME ID number to request access to **GME Track.** <https://www.aamc.org/services/gmetrack/>
   3. Depending on the time of year that you start and your program, **ERAS** (a service of the AAMC) may not be an immediate action. <https://www.aamc.org/services/eras/programs/> Note ERAS activation has two steps.

* + 1. **(EAM) ERAS Account Maintenance**. This is done once a year using a program login and a password that is reset every year by ERAS and emailed to the PD. This is where the program selects yes/no for participating in ERAS.
    2. **(PDWS) Program Director Work Station.** This is open to individuals based on the recruiting cycle (July, September, or December) and is where the actual applications will be found. *If the program uses ERAS and it should be open for your program but you don’t receive your invitation (see GME Actions), contact Laura.*

1. **ACGME** <http://www.acgme.org/>
   1. PDs and Coordinators > Resources for New Program Directors
   2. Meetings and Educational Activities
   3. Print/review Program Specific Requirements & FAQs: > Specialties
   4. Review ACGME’s ADS information. *If you don’t receive your invitation (see GME Actions), contact Laura.*
      1. *First, on the Sites tab, review the uploaded Block Diagram*
      2. *Then, go to the Summary tab. There are a few different viewing/printing options.*
2. **NRMP:** National Resident Matching Program **[**also called *The Match*] [www.nrmp.org](http://www.nrmp.org)
   1. Review match calendars and learning videos
   2. Update coordinator information. (Coordinator changes are done by the program; Director changes are done by the GME Office.) *Please note that the NRMP’s R3 system is not always available.*
3. Update **program’s website** with new contact information.
   1. If the program is using a service account, this may not be necessary. But it is recommended to do a Google Search for the prior administrator’s name for updating.
   2. Update any specialty specific websites/databases. (This is why a Program Specific Working Manual is so nice to have – hopefully, it has a list of these.)
4. **MedHub** [louisville.medhub.com](https://louisville.medhub.com/index.mh)
   1. Click the ULink button on the left. Enter in your ULink username and password. You will have to grant UofL’s service permission to interface with MedHub, so click “do not ask me again.” {Note, you *will* have to click this again if you use a different computer, clear your cache/cookies, and for different linked services}
   2. View the Overview for Program Administrators Video: Help > Video Tutorials / Overviews (14:30 long)



* 1. (top right of screen) Account > Preferences
     1. Under general, check the box to Enable Favorites Button. A star will appear on the header bar to ‘manage favorites.’ Suggestions of links to add from the list include:
        1. Schedules > Rotation Schedules
        2. Evaluations > Deliver Evaluations
        3. Report: Work Hours Submissions
     2. Under scheduling, check the box to enable: Lock Schedule Header
     3. Under Security, check the box to enable: Keep Logged In
  2. Update your home screen to add the Work Hours Channel. (At the bottom of the right column)
  3. From the home screen > Review & Update Program Settings – **including list yourself as Primary Administrator**
  4. Review Resources/Documents
     1. Directory lists
     2. Prior GMEC Matters and GME Calendars (just as a reference)
     3. Any program specific documents loaded

1. *Developed by Laura L. Frost, University of Louisville Graduate Medical Education Office and Amanda Wilt, New Innovations, September 2013. First distributed at New Innovations Fall Users Conference, October 2013. Revised and distributed as part of the Orientating a New Program Administrator/Coordinator to MedHub, Oct 3, 2018, MedHub Annual User Conference 2018* [↑](#endnote-ref-1)