

**Streamlining the GME Office:
Effective Management and Retention of Resident Files
Tuesday, December 8, 2015 ~ 1:00-2:00 p.m. Eastern**

With an increased push toward the paperless office, what parts of GME files can be electronically stored? How long should documents be kept? Do I need an original signature on all documents? This webinar will help Program Coordinators and Administrators answer these questions and more. The listener will be able to identify the necessary documents that should be in all active resident/fellow files, what can be purged upon graduation and what absolutely must be available years from today.

Objectives:

At the end of this session, the learner should be able to:

- Perform an audit on current housestaff files, identifying strengths and opportunities for the program's current record retention policies;
- Identify what policies apply to his/her program and institution as well as accreditation requirements from the ACGME and various certifying board requirements as they pertain to record retention; and
- Discuss legal and hospital based requirements to be taken into consideration when creating a policy or procedure for resident files.

Speakers:

Jory Eaton, C-TAGME is the Operations Manager for Graduate Medical Education at Loyola University Medical Center in Maywood, Illinois. Jory's introduction to graduate medical education began 5 years ago as a centralized Program Coordinator for Pediatrics, Neonatology, Internal Medicine/Pediatrics and Cardiothoracic Surgery.

Anne Hartford, MBA is the GME Administrative Director and DIO at Loyola University Medical Center in Maywood, Illinois. She has implemented and oversees instruction of GME professional sessions for Program Coordinators and program support personnel. Anne has been a guest speaker at AHME and Trinity Health Systems Leadership Symposiums.

Moderator:

Quinn Turner, MS, C-TAGME is Manager, Medical Education Administration at UnityPoint Health in Des Moines, Iowa. Mr. Turner is Chair of AHME's Council of Program Administrators and Coordinators.

Register online now at www.ahme.org

AHME Members: Only \$100 by November 24 -- \$125 after 11/24/15

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* Session fee includes one phone line, one device for unlimited listeners.

Contact AHME Headquarters with questions – 724-864-7321 or info@ahme.org



Webinar Registration Form
“Streamlining the GME Office:
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All payment options (including pay by check) are available on-line. Attendees are strongly encouraged to register electronically at www.AHME.org. If that is not possible, please proceed with completing this form.

Institution Name _____

Representative Name: Main Contact for Registration

Name _____ Degree _____

Title _____ Department _____

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*Session fee includes one phone line, one device for multiple people. Include your staff members and colleagues!

METHOD OF PAYMENT

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Cancellation Policy: Cancellations made up to 3 business days before the conference date are subject to a 25% service fee. Registrants who do not participate in the session, and those who do not cancel before 3 business days before the conference date are liable for the full fee. Only written requests for cancellation will be accepted. Cancellations must be made by fax at 724-864-6153 or by email (tricia@ahme.org).