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 Symposums.

**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.

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Contact AHME Headquarters with questions – 724-864-7321 or info@ahme.org
Webinar Registration Form
“Streamlining the GME Office:
Effective Management and Retention of Resident Files”
Tuesday, December 8, 2015, 1:00-2:00 p.m. Eastern

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.

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