## **Framework for Responding to an ACGME Letter of Complaint**

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| *Program* | *Details* | *Responsible Person(s)* |
| **Date Response Due** |  |  |
| Type of Complaint |  |
| Allegations | #1:#2:#3: |
| Informing Trainees/Faculty | Date for Trainee Meeting:Date for Faculty Meeting: |  |
| Timeline for Response | Outline allegations and responseDraft #1:Draft #2:Draft #3: |  |
| Document List | Allegation #1: |  |
|  | Allegation #2: |  |
|  | Allegation #3: |  |
| GMEC Notification (document in minutes) | Email or Meeting Date: |  |
| Obtain Signatures |  |  |
| DIO |  |  |
| Program Director |  |  |
| Prep Email |  |  |
| Date Emailed |  |  |
| Confirmation Date |  |  |
| Response by ACGME Received: | Complaint ResolvedSite Visit Requested\_\_\_ Full\_\_\_ Focused |  |
| GMEC Notification about Response (document in minutes) |  |  |

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