

Sample Checklist

Institution Responsible Parties

(with DIO oversight)

\_\_ Program Director informs DIO of potential displaced orphan resident

\_\_ DIO/GME seeks permission (CEO/President and Finance)

\_\_ Program applies to ACGME ADS seeking increase, if needed.

\_\_ DIO approves ADS increase, if needed.

\_\_ Program Director interview orphan resident(s)

\_\_ Finance receives closed hospital release letter signed by CFO/President and sends copy to GME and Program.

\_\_ Legal and Finance negotiate contractual obligations, if any.

\_\_ Finance to follow up billing and reimbursements.

\_\_ Receiving program obtains displaced orphan resident educational file.

\_\_ Program Director offer letter sent to resident.

\_\_ GME contract/employment agreement initiated.

\_\_ GME/Program plan resident orientation.

\_\_ Program ensures resident returns to the “home” hospital on the day the home hospital closes.

\_\_ Finance sends MAC letter within 60 days after training start date at

 receiving hospital.