

# **RESIDENT TRANSFER REQUEST**



This option allows you to transfer data for a resident from another program that has transferred into your program. This option is only available if the resident is transferring into the same specialty.

The program director and administrator's user ID has the capability to request a transfer. The resident logins are not able to request this.

When you request a transfer you will need to associate a new attending, institution and rotation (if applicable) for all encounters/procedures you are transferring. Typically we create a new attending and Institution called "Other Program". You will want to check your attending and institution list first to see if you have these options available before you request the transfer.

To check the attending list you should go to the ACGME website at [www.acgme.org](http://www.acgme.org) and click on "Resident Case Log System" (RCLS). Click on the "login" link and enter your user id and password. Once you are logged in to the RCLS click on the "program setup tab". Under the attending section click on "add/update". The list is sorted alphabetically by last name so it will display as Program, Other. If you do not find an attending called Program, Other you will need to scroll to the bottom of the list and click on "add attending". You should then in the first name field enter Other and in the last name field enter Program and click on "save".

To check the institution list you should click on the "program setup tab". Under the institution section click on "add/update". The list is sorted alphabetically so it will display as Other Program. If you do not find an institution called Other Program you will need to scroll to the bottom of the list and click on "add institution". You should then in the institution field enter Other Program. The name is the only thing that needs to be entered on this screen and click on "save".

Before you request the transfer of resident's data you will need to know the residents social security number and the correct spelling of their first and last name.

To request the transfer click on the "program setup tab" and under the residents section, click on "Resident Transfer Requests". Click on "Request Resident Transfer" button. The following screen will appear.

Enter in the transfer residents SSN number, first name and last name then click on "Verify Resident. "

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**Resident Transfer**

Resident to be Transferred

SSN Number:  First Name:  Last Name:

The following screen will appear. Verify the "from" program to make sure this is the correct program. If the resident was in multiple programs, contact the ACGME Resident Case Log Support team at [Oplog@acgme.org](mailto:Oplog@acgme.org).

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**Resident Transfer**

Resident to be Transferred

John Smith

From 4409912345 General Surgery Study Program

If the correct option is not available in the following selection boxes, use Program Setup to add.

Attending

Institution

Rotations

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From the attending drop down list choose “Program, Other”. From the institution drop down list choose Other Program. For the rotations (if applicable) choose the specialty from the drop down list. See example below.

Resident to be Transferred

John Smith  
From 4409912345 General Surgery Study Program

If the correct option is not available in the following selection boxes, use Program Setup to add.

Attending: Program - Other  
Institution: Other Program  
Rotations: General Surgery

Request Transfer      CANCEL

Once you have chosen the attending, institution and rotation (if applicable) you can click on “request transfer”. You will receive a message that the transfer request has been submitted.

Resident	From Program	Status	Initiated By	Initiated Date	Error Message
Smith, John	4409912345 General Surgery Study Program	Pending	admin440	10/7/2004 10:40:33 AM	Cancel Request

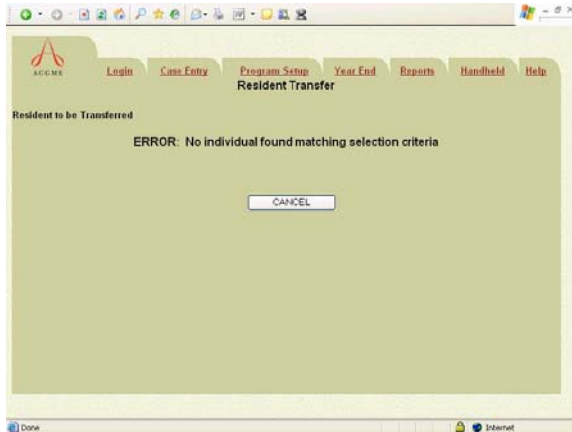
Request Resident Transfer  
Refresh      Cancel

Resident	From Program	Status	Initiated By	Initiated Date	Error Message
Smith, John	4409912345 General Surgery Study Program	Transferred	admin440	10/7/2004 10:40:33 AM	Successful

Request Resident Transfer  
Refresh      Cancel

Now that you have requested the transfer this generates an e-mail to [oplog@acgme.org](mailto:oplog@acgme.org) for ACGME to process the request. To check if the request has been completed click on “Program Setup” tab from the RCLS and under the residents section click on “Resident Transfer Requests” this will give you the status of the transfer. See example below. Transfers will usually be processed the day of the request.

The system may display the following results when transferring a resident.



This could mean one of two things. That the resident had not used the ACGME database and has no data in the system or that the resident has been archived. You will need to contact [Oplog@acgme.org](mailto:Oplog@acgme.org) to get the issue resolved.