

 <p>All HFHS Includes: Behavioral Health Services Community Care Services Corporate Services Henry Ford Hospital Henry Ford Medical Group Kingswood Hospital Macomb Hospitals West Bloomfield Hospital Wyandotte Hospital</p>	Policy Name/Subject: ACGME Correspondence (MEP 228)		Policy No: MEP 228
	Type of Document: Policy		
	Applies to: Tier 1: System-wide Business Unit: All HFHS Site: All HFHS Department: Graduate Medical Education		
	Category: Clinical Sub-Category: Graduate Medical Education		Current Approval Date: 4/5/2017 Last Revision Date:
	Owner: Graduate Medical Education		Approver: HFAH GMEC, HFH GMEC, HFMH GMEC, HFWH GMEC
	Related Policy/Procedure: <i>Include title and number</i>		
	Author: Graduate Medical Education		
	External Regulatory Requirement: ACGME		
	Audience: Interns, Residents & Fellows (House Officers) & GMEC		
	Key Words: submission; Medical Education		

Purpose

To define the policy for submitting correspondence to the Accreditation Council for Graduate Medical Education (ACGME).

Policy

The Designated Institutional Official (DIO)¹ must review and co-sign all program application forms, documents and correspondence submitted to the ACGME that addresses program citations and/or requests for changes in the program that would have significant impact, including financial, on the program or institution. (CPR: II.A.4.o) Prior to submission, the DIO will also review all Annual Program Updates to the ACGME Accreditation Data System (ADS).

Procedure

1. The program director or other designated individual within a residency or fellowship program must submit the program application form², documents or correspondence to the DIO for review and co-signature prior to sending the material to the ACGME at least 30 business days before the required due date in order to allow the DIO sufficient time to review.
2. After DIO approval, the correspondence must be approved by the GMEC
3. The DIO will ensure that the co-signed document is returned to the program director by the required due date.

¹ Or his or her designee.

² Program applications must be submitted at least 60 days prior to the due date for review

4. In the event that the DIO is not available to review and sign documents, the Chairperson of the Graduate Medical Education Committee (GMEC) is designated to co-sign program application forms, documents or correspondence. The GMEC Chairperson will then ensure that the co-signed document is returned to the program director in a timely manner.
5. At least 10 business days prior to the deadline for submitting Annual Updates to the ADS, the program director will notify the DIO, that information is complete and ready for review.