

*Jeannine St. Pierre
University of Massachusetts Medical School
55 Lake Avenue North
Worcester, MA 01655*

*Annette Cummings
Mayo Clinic Arizona
5777 East Mayo Boulevard
Phoenix, AZ 85054*

PIF Part 1

Reminder – your login ID is your institution code.

If you are new you will have to have the ACGME reset the password so you can log in.

Part 1 of the PIF is populated with information you enter into the ADS – Accreditation Data System. Part 2 of the PIF is a word processing document that you download and save on your computer.

Please note that the Annual Update begins July 24th and is due by August 24th. Do not attempt to advance a resident or complete a preliminary resident prior to July 24th as the system will make them inactive in the case log.

Prevent timeout by periodically saving your work!

Do not leave your browser session inactive for more than 45 minutes to prevent session timeout. In order to protect the sensitive information in ADS from unauthorized viewing, ADS will time users out after 45 minutes of inactivity. If you are spending a lot of time on one screen, it is always a good idea to **save your work periodically**.

Proceed to –

Program Information – update Program

Step 1: Program Address/Director Information and Step 2: Accreditation Information

Information you enter is found in section 1 of the final PIF.

Section 2a. information is entered by the ACGME. The residency program cannot change this information.

Step 3: Program Coordinator Information

Information is for ACGME use only. This is not included in the PIF Part 1.

Step 4: ACGME Approved/Filled Resident Positions

Information you enter is found in Section 3. A. of the PIF Part 1.

Section 4a and 4b. information is entered by the ACGME. The residency program cannot change this information.

Step 5: Medical School Affiliation Information and Step 6: Participating Institution Information

Information you enter is found in Section 2 of the PIF Part 1.

Step 7: Program Outcome Information

Information you enter is found in Section 3 G. of the PIF Part 1.

Program Information - Update Faculty

Print off 2-page form and have faculty fill out. Pay special attention to the certification dates. Once entered, appears in Section 4a, PIF, Part 1.

Resident Information – View/Update Residents - Add New Resident

Follow the screens and steps, items with * must be completed.

Step 1: Resident Information

Enter, name, SS#, email, status in program - Active Full Time.

Step 2: Resident Information

- Enter prior years of training if coming from another program
- Choose type of medical school (US accredited, Canadian, Osteopathic, International, US Non-accredited)
- If International, choose country

Step 3: Medical School Information

- Select medical school from drop down list
- Month/year received degree

The information entered in Steps 1-3 will be found in Section 3b of the PIF, Part 1

Step 4: Resident Outcome/Save Changes

Save changes only (no information necessary at this time)

Resident Information – View/Update Residents - Update Current Residents

Step 1: Resident Information

Update status to Active Full Time OR In Program but Doing Research/Other Training

Step 2: Resident Information

Change/advance year in program

Step 3: Medical School Information

Nothing needed for this step, advance to Step 4 to save

Step 4: Resident Outcome/Save Changes

Save changes only (no information necessary at this time)

Resident Information – View/Update Residents - Update Graduates

Step 1: Resident Information

Update status to Completed All Accredited Training

Step 4: Resident Outcome/Save Changes

Advance to Step 4 and insert date resident left program (usually June 30, 20__)

Residents who complete program will appear in Section 3d, PIF, Part 1.