

As a DIO/DME, how do I authorize the use of Residency Management Systems (RMS) for my programs?

ERAS has collaborated with Medtrics, E*Value, New Innovations, MedHub, and MyEvaluations.com to enable you to easily transfer applicant, placement, and performance data seamlessly from the PDWS. As a DIO/DME, you must log into the institutional level to authorize the use of RMS.

As an institutional level user, follow these steps:

Step 1: Log into the <u>PDWS</u>. Toggle to your Institution and leave the Program field blank. (You may need to click 'Clear' and reselect your institution) Click 'Continue'.

Choose Level
Please select the level you'd like to view. You may update your selection at any time after you've logged into the PDWS.
Institution
ERAS TEST SPONSOR MD 1
Program
×
Continue Clear Cancel

Step 2: Navigate to 'Setup' and click 'RMS Selection' on the left.

Step 3: Authorize the release of ERAS Data at the institution by selecting 'Yes' to the first question.

Step 4:

• Question 2, Yes: Select only one RMS vendor for all programs in the institution:

Dashboard	The ERAS PDWS Data Exchange Service is a web service fa	acilitated by AAMC/ERAS to exchange applicant, placement, and
Data Filter	performance data between the AAMC and residency manager participating programs.	ment systems (RNIS) operated by vendors on benait of ERAS
Reports		EDAS data to the one or more of the DMS would be (Medivice
RMS Selection	E*Value, MedHub, MyEvaluations.com, and New Innovation	ons) that you select below via the ERAS PDWS Data Exchange
Applications	Service? You will be able to select the specific RMS vendo	or(s) in subsequent questions.
Statuses	● Yes 🔘 No	
Scores	2. Does your institution use the same RMS vendor for all	programs?
Attributes	🖲 Yes 🔘 No	
Scheduler	Vendors:	
Interviewer Tool	Medtrics	E*Value
	MedHub	MyEvaluations.com
Users	New Innovations	
Manage Users		Apply
Pre-Verified Users	AdddG Program () Dermelology (for leating only) - Dermelology	

• Question 2, No: Select multiple or different RMS vendors for each program in the institution:

Dashboard Data Filter Reports RMS Selection	The ERAS PDWS Data Exchange Service is a web service facilitated by AAMC/ERAS to exchange applicant, placement, and performance data between the AAMC and residency management systems (RMS) operated by vendors on behalf of ERAS participating programs. 1. Do you authorize AAMC to exchange your Institution's ERAS data to the one or more of the RMS vendors (Medtrics, E*Value, MedHub, MyEvaluations.com, and New Innovations) that you select below via the ERAS PDWS Data Exchange Service? You will be able to select the specific RMS vendor(s) in subsequent questions.								
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Statuses	Yes No								
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		🗹 MedHub	MyEvaluations.com						
		New Innovations							
	AAMC Program 10 Internal Medicine (i	for testing only) - Internal Medicine							
	Accreditation ID: TEST99000000130	Medtrics	✓ E*Value						
		MedHub	MyEvaluations.com						
		New Innovations							
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Step 5: Click 'Apply' at the bottom.

You have now authorized the use of the RMS providers you selected. The program users will need to mark applicants as 'Will Start' first (instructions provided on pages 3 and 4) and then refer to the RMS provider on how to transfer data into their system.

How do I send my PDWS applicant data to my RMS Vendor?

ERAS has collaborated with Medtrics, E*Value, New Innovations, Medhub, and MyEvaluations.com to enable you to easily transfer applicant, placement, and performance data seamlessly from the PDWS. The DIO/DME of the institution must log into the PDWS at the institutional level and authorize the use of the Residency Management System (RMS) for your program (instructions provided on pages 1 and 2).

As the program user, you will see the authorized RMS selection(s) on the program's Dashboard. Matched applicants must be selected with the 'Will Start' application status in order to be included in the data transfer. There are two methods of completing this step. The first method allows you to mark the 'Will Start' status individually for each matched applicant, the second method uses bulk action to mark multiple matched applicants at once.

As a program user, follow these steps to mark applicants with the 'Will Start' status:

Method 1: Select the 'Will Start' status individually for each applicant:

Step 1: Log into the PDWS.

Step 2: Navigate to the 'View Applications' page of the matched applicant you want

to include in the data transfer.

Step 3: Go to the Status Tab and mark the 'Will Start' checkbox.

Manage Filters View Current Result View Applications Exports Active Applicants last executed Fil Mar 31 11:52:43 EDT 2017 Applicant 14 of 689 Previous Back to Results Next Applicantist ast executed Fil Mar 31 11:52:43 EDT 2017 Applicant Applied: 6/15/2016 Image: Status Decuments Image: Status Dela Image: Status Image: Status Dela Image: Status Dela Image: Status Image: Status Dela Image: Status Date Image: Status	Dashboard	Applications	Scheduler	Rankings	Reports	Archives	Set	Setup Program M			ram Messages(0)		
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This applicant will now be included in future ERAS data transfers to your authorized RMS provider. Repeat this step for each matched applicant. (Once this step has been completed, program staff must contact the RMS provider for specific instructions on how to transfer into their RMS system.)

Method 2: Select the 'Will Start' status for ultiple applicants at once using bulk action:

Step 1: Log into the PDWS.

Step 2: Apply a filter which includes matched applicants who should be included in the ERAS data transfer.

Step 3: Mark the check box(s) next to applicant(s) in 'View Current Results'.

Step 4: Scroll down to select 'Update Status' in the bulk actions dropdown.

	Dashboard	Application	ns Sc	heduler	Rankings	Reports	Archives	Setup	Program Me	ssages(0)	
	Manage Filters	View Curre	nt Results	View App	lications E	kports					
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H	I Page 1	of 1 🕨 🕨	Select Page	Select All	Display 100 💌	Records per page	,			Displaying	Results 1 - 69 of 69
V	Applicant Name			AAMC ID	Most Recent M	ledical School				E-mail Addre	SS
	AccntTester2, Mo	onique, I2FC, II		21029800	Semnan Unive	ersity of Medical Se	ciences			pdwspilot@a	amc.org
	AccntTesting1, D	arla, I4C4C, V		21029799	Semnan Unive	ersity of Medical S	ciences			pdwspilot@a	amc.org
	Ali, Zulfiqar			21030578	Lake Erie Coll	ege of Osteopathic	c Medicine			skazmi@aan	nc.org
	Allison, Debra, E	, VIII		21028498	Wayne State I	Jniversity School of	of Medicine			myeras@aar	nc.org
	Andrews, Yvette,	EC, VI		21028629	New York Coll	ege of Osteopathie	Medicine of NY Ins	titute of Technol	ogy	pdwspilot@a	amc.org
	Twerquin, Miriam	n, IC		21028780	Chicago Colle	ge of Osteopathic	Medicine of Midwest	tern University	Update St	atus	prg
	Tyler, Emily, DC			21028627	New York Coll	ege of Osteopathie	c Medicine of NY Ins	titute of Technol	ogy Update At	tributes	2
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		-				A	ction to perform on s	selected applica	Assign App	plicants	Go

Step 5: Mark the 'Check' radio button for 'Will Start'. Click Apply. (This will mark the 'Will start' status for all selected applicants within the filter.)

Update Status			2 🛛
Application			-
	No Change	Check	UnCheck
Application Reviewed			
On Hold		\bigcirc	
Incomplete Application	0	\bigcirc	\bigcirc
Complete Application	0	\bigcirc	\bigcirc
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Will Start		۲	
Interview			+
Ranking			+
Custom			+
Recent Bulk Status Updates			+
		Close	Apply

You may use the 'Will Start' System-Defined filter to verify the applicants who have the 'Will Start' status. These applicants will be included in the ERAS data transfer to the RMS provider. Program staff must work directly with the RMS provider for specific instructions for transferring data into their RMS system.