



**U.S. Department of Veterans Affairs**  
Veterans Health Administration



Association of American Medical Colleges  
655 K Street, N.W.  
Washington, D.C. 20001-2399

Dear colleagues,

We hope this letter finds you well. On behalf of the VA Office of Academic Affiliations, we are reaching out to you in your role as one of the external stakeholders who play a pivotal role in supporting our academic affiliates.

This letter highlights the significance of timely submission of health professions trainee data for individuals who have successfully matched or been accepted into programs that involve rotations within VA healthcare facilities.

As you know, the onboarding process for trainees at VA hospitals involves several critical steps, including background checks, credentialing, and access provisioning. These steps are essential to ensure that health professions trainees can begin their duties on day one. However, we have observed that delays in receiving health professions trainee data can significantly impact this process, potentially preventing them from starting their rotations as planned. Failure to complete onboarding 30 days before the program start date turns a fully automated process into a time-consuming manual one.

To avoid such disruptions and ensure a smooth transition, it is optimal if we receive onboarding information as soon as the health professions trainees have been matched or accepted into a program. Early submission of this information will allow us to complete all required procedures promptly, ensuring that health professions trainees are fully prepared to begin their work on day one.

We understand that the matching and acceptance process can be complex and time-sensitive, and we would like to engage your support. Messaging from your organizations to academic affiliates and any other relevant stakeholders emphasizing the importance of early communications with VA sites would be very helpful in ensuring timely VA health professions trainee onboarding.

Thank you for your understanding and continued partnership. If you have any questions or require further information, please contact our onboarding team at [OAAMIU@VA.gov](mailto:OAAMIU@VA.gov).

Warm regards,

Ezgi Tiryaki, MD  
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