

RESIDENT HANDBOOK

SECTION III: TRAINING ENVIRONMENT

RESIDENT/FELLOW WORK HOUR TRACKING AND REIMBURSEMENT

INTRODUCTION

- I. As part of their training program residents and fellows rotate through various KSOM affiliated institution locations, such as University Medical Center, SNAMHS, Las Vegas-VA, and Sunrise Hospital.
- II. It is mandatory that the hours spent at each of these affiliated locations are tracked accurately and in a timely manner as the affiliates are only charged for the tracked hours.
- III. As a part of fulfilling the Professionalism Competency, residents/fellows have a responsibility to report accurate time for their rotations in New Innovations.

POLICY

- I. As part of the Professionalism Competency, residents/fellows will accurately track their work hours in New Innovations by the conclusion of their rotations.
- II. Residency coordinators will work with the GME office to submit accurate and timely reports to support appropriate invoicing of the KSOM hospital partners.

PROCEDURE

- I. Residents and fellows must track and document – record the hours spent on a rotation and the location of their rotation in New Innovations daily (at least weekly). Failure to do so

- VI. If there are changes in the block schedule that come after New Innovations has been closed for billing, the department will make up the difference in loss of funds by having their KSOM Department Funds billed. No additional state funds will be provided.
- VII. Once approved by the Program Director, the final spreadsheets/Duty Hour Reports will be