

THCGME Reconciliation Tool Instructions

(1) HRSA THCGME 3-Digit Resident Position Identifier

The 3-digit resident position identifier is intended to separately track THCGME supported residency positions. To create the 3-digit resident position identifier for Box 2, first pair a letter for each position awarded (starting with A and sequentially going to Z for each THCGME position). Next add the two digits of the initial funding Fiscal Year to the letter. For example, if a program awarded two FTE positions in FY 2013, the positions would be labeled A13 and B13. This 3-digit resident position identifier will remain the same for a residency position throughout the funding period. If, for any reason, a resident position becomes vacant and is filled by another resident, the 3-digit resident position identifier will remain the same for the resident that fills the vacancy. Please make certain that any changes in resident positions are noted in the comment section of the reconciliation report and annual report.

(2) FTE paid by THC with THCGME funding

Residents are counted as FTEs based on the total time necessary to fill a full-time residency slot for one year. A resident FTE is measured in terms of time worked during a residency year. It is NOT necessarily a measure of individual residents who are working. The THC can count multiple residents towards one FTE. In Box 3, put the total amount of a FTE resident position paid for by the THC. Include all the time that the THC funded the resident's DME and IME costs. Do not include portions of an FTE that will be reimbursed by CMS or other federal GME funding sources. **Please enter "1" if the resident has utilized the entire FTE for the reporting period.**

(3) FTE paid by Another Source

In Box 4, put the amount of FTE paid for by another source (such as Medicare, Children's hospital GME, Primary Care Residency Expansion) for each reporting period. THCGME payments can supplement but not duplicate payments from other sources. If the FTE is completely utilized, the total time reported for each position should be equal to "1". For example, if resident A13 was supported by THCGME funding for half of the time he/she was training from July 1, 2013-September 30, 2013 and by CMS for the other half, you should record "0.5" in Box 3 (FTE paid by THC with THCGME funding) and "0.5" in Box 4 (FTE paid by Another Source).

(4) Did the resident in this position rotate at a hospital below its Medicare resident cap?

For Box 5, respond "Yes" if the resident occupying the position trained at any hospital that was under its Medicare resident cap. If the hospital was over its Medicare resident cap respond "No".

(5) Explain any Changes or Deviations from the number of FTEs funded on your last NGA.

In Box 6, provide a narrative for each separate residency position. Explain any changes or deviations in the FTE count per FTE from the count listed on the last NGA. This could include unpaid leave, a resident quitting, etc. If applicable, explain any changes or deviations for each FTE. If you have no changes to report, respond "NA."

(6) If there are any changes or deviations from the number of FTE(s) funded on your last NGA, please indicate the dates that the resident was absent during the reporting period.

In Box 7, indicate the dates that the resident(s) was absent during the reporting period, if applicable. These dates could include late starts, unpaid leave, a resident resignation, etc. If you have no dates to report, respond "NA."