

OAP FLOW CHART

What determines the need for an OAP Request? Why do we need to complete?

- Any rotation(s) outside of your Annual Plan paying hospitals
- To maximize hospital Medicare reimbursement for all OAP rotations
- To ensure all residents have malpractice coverage at all sites they rotate to

Program Request Procedure:

1. Contact Dan Schupp (djschupp@buffalo.edu or 829-6135) to discuss your request;
2. Complete and submit the form in E*Value to include:
 - In depth rationale for request (Question 13 in E*Value)
 - Program Director Attestation

Approval Procedure:

1. Requests presented to the GMEC for review by the entire committee (including hospital CMO's) and voted by all GMEC members. All aspects of rotation are considered (ex. Medicare reimbursement, FTE Loss, Visa implications and malpractice coverage)
2. Dan will email Program Director/TPA if approval or denial was granted for the rotation

Final Steps:

1. Residents may begin rotations once GME has notified program
2. OAPs are effective for a period of 5 years, GME will review on a rolling basis

E*Value OAP Request Procedure

In your E*Value program, the setup is as follows:

- Activity Evaluation – Form 130316
- Evaluation type = Outside Annual Plan (OAP) Request
- Activity = GME Outside Annual Plan (OAP) Request
- Rank rules are set for the form to be assigned to the Program Director

Under the Schedules tile>Schedule Management>Create & Manage Schedules

- Select an appropriate time frame in the recent past so that the evaluation can either generate at midnight or immediately;
- Select the Activity = GME Outside Annual Plan (OAP) Request
- Click View Schedule
- Add the program director's name into the schedule as DOES evaluations
- If you wish to access on behalf of the PD you can access it under:
- Evaluation Tile>Manage>Enter Eval Answers/Grades to complete

The Program Attestation must be scanned and uploaded to the form before submission as well. The form can be accessed and printed from this link:

https://medicine.buffalo.edu/content/dam/medicine/d/gme/forms/OAP_PD_attestation.pdf