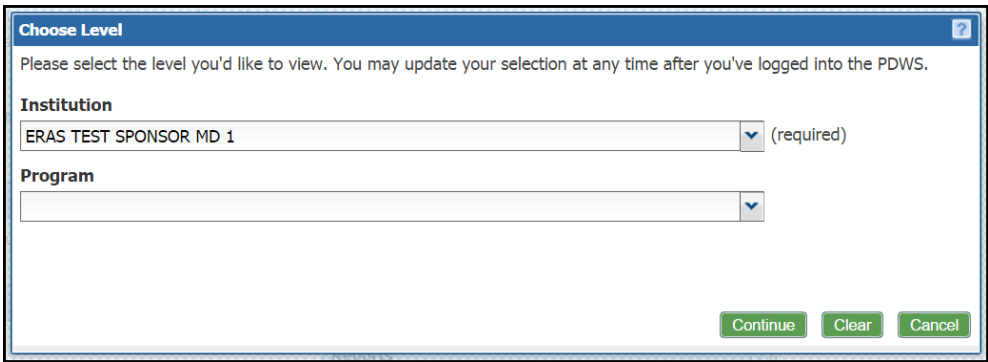


As a DIO/DME, how do I authorize the use of Residency Management Systems (RMS) for my programs?

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 [PDWS](#). 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 (required)

Program

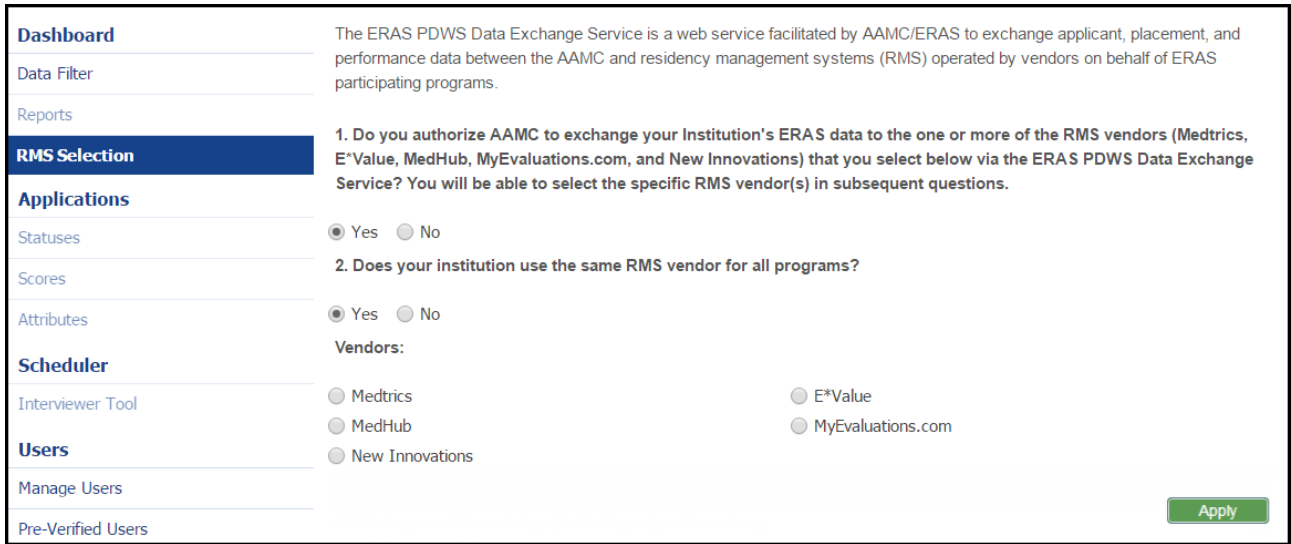
Continue Clear Cancel

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

Data Filter

Reports

RMS Selection

Applications

Statuses

Scores

Attributes

Scheduler

Interviewer Tool

Users

Manage Users

Pre-Verified Users

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.

☒ Yes ☐ No

2. Does your institution use the same RMS vendor for all programs?

☒ Yes ☐ No

Vendors:

☐ Medtrics ☐ E*Value

☐ MedHub ☐ MyEvaluations.com

☐ New Innovations

Apply

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

Dashboard

Data Filter

Reports

RMS Selection

Applications

Statuses

Scores

Attributes

Scheduler

Interviewer Tool

Users

Manage Users

Pre-Verified Users

My Role

Rankings

Comparison Tool

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.

☒ Yes ☐ No

2. Does your institution use the same RMS vendor for all programs?

☐ Yes ☒ No

Programs:

All ▼

All Programs

AAMC Program 1 Dermatology (for testing only) - Dermatology

Accreditation ID: TEST990000000131

☒ Medtrics
☒ E*Value

☒ MedHub
☒ MyEvaluations.com

☒ New Innovations

AAMC Program 10 Dermatology (for testing only) - Dermatology

Accreditation ID: TEST990000000140

☒ Medtrics
☐ E*Value

☒ MedHub
☐ MyEvaluations.com

☒ New Innovations

AAMC Program 10 Internal Medicine (for testing only) - Internal Medicine

Accreditation ID: TEST990000000130

☐ Medtrics
☒ E*Value

☐ MedHub
☒ MyEvaluations.com

☐ New Innovations

Apply

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.

The screenshot shows the PDWS interface for viewing an applicant's details. The top navigation bar includes tabs for Dashboard, Applications, Scheduler, Rankings, Reports, Archives, Setup, and Program Messages(0). The 'View Applications' tab is active, showing a list of applications for 'Den, Peter'. The applicant's details are displayed, including AAMC ID, e-mail, Preferred Name, and Preferred Phone. The 'Status' tab is selected, showing a list of application statuses. A blue arrow points to the 'Will Start' checkbox, which is currently unchecked. The 'Will Start' status is dated 03/31/2017 11:53 am.

Personal Information	Citizenship and Visa Information
Gender: Male	Birthplace: Paducah, KY
Self-Identification: Hispanic, Latino, or of Spanish origin	Citizenship: U.S. Citizen
Birth date: 10/01/1946	

Current Address	Permanent Address
Street: 1310 Glen Street	Street: 1310 Glen Street
City: Paducah	City: Paducah
State: Kentucky	State: Kentucky
Zip: 42001	Zip: 42001
Country: United States	Country: United States

Match Information

Application Status	Date
☐ Application Reviewed	
☐ On Hold	
☐ Incomplete Application	
☐ Complete Application	
☐ Inactive	
☐ Withdrawn by Program	
☐ Withdrawn by Applicant	
☒ Will Start	03/31/2017 11:53 am

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.

The screenshot shows the 'View Current Results' page in the PDWS system. The page displays a list of applicants with columns for Applicant Name, AAMC ID, Most Recent Medical School, and E-mail Address. A bulk actions dropdown menu is open, showing options like 'Update Status', 'Update Attributes', 'Update Notes', 'Bulk Messages', 'View/Print Reports', 'View/Print Application', 'CSV Export', and 'Assign Applicants'. The 'Update Status' option is highlighted.

Applicant Name	AAMC ID	Most Recent Medical School	E-mail Address
AcctTester2, Monique, I2FC, II	21029800	Semnan University of Medical Sciences	pdwspilot@aamc.org
AcctTesting1, Darla, I4C4C, V	21029799	Semnan University of Medical Sciences	pdwspilot@aamc.org
Ali, Zulfiqar	21030578	Lake Erie College of Osteopathic Medicine	skazmi@aamc.org
Allison, Debra, E, VIII	21028498	Wayne State University School of Medicine	myeras@aamc.org
Andrews, Yvette, EC, VI	21028629	New York College of Osteopathic Medicine of NY Institute of Technology	pdwspilot@aamc.org
Twerquin, Miriam, IC	21028780	Chicago College of Osteopathic Medicine of Midwestern University	
Tyler, Emily, DC	21028627	New York College of Osteopathic Medicine of NY Institute of Technology	
Villa, Pancho, PC	21028796	Philadelphia College of Osteopathic Medicine	
Wolfe, Ashley, EC	21028630	New York College of Osteopathic Medicine of NY Institute of Technology	
Worthington, Sam, B	21028387	Drexel University College of Medicine	
Xiao, Diana, PC	21029796	Rangaraya Medical College	

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.)

The screenshot shows the 'Update Status' dialog box. It has a table with columns for 'No Change', 'Check', and 'UnCheck'. The 'Will Start' status is selected, and the 'Check' radio button is highlighted with a blue arrow. Below the table are buttons for 'Close' and 'Apply'.

	No Change	Check	UnCheck
Application Reviewed	☐	☐	☐
On Hold	☐	☐	☐
Incomplete Application	☐	☐	☐
Complete Application	☐	☐	☐
Inactive	☐	☐	☐
Will Start	☐	☒	☐
Interview	☐	☐	☐
Ranking	☐	☐	☐
Custom	☐	☐	☐
Recent Bulk Status Updates	☐	☐	☐

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.