



Improving People's Lives Through Innovations in Personalized Health Care

# Nuts and Bolts of the Match

March 25, 2019



**THE OHIO STATE UNIVERSITY**

WEXNER MEDICAL CENTER

# Very Important!!!!

**IMPORTANT**

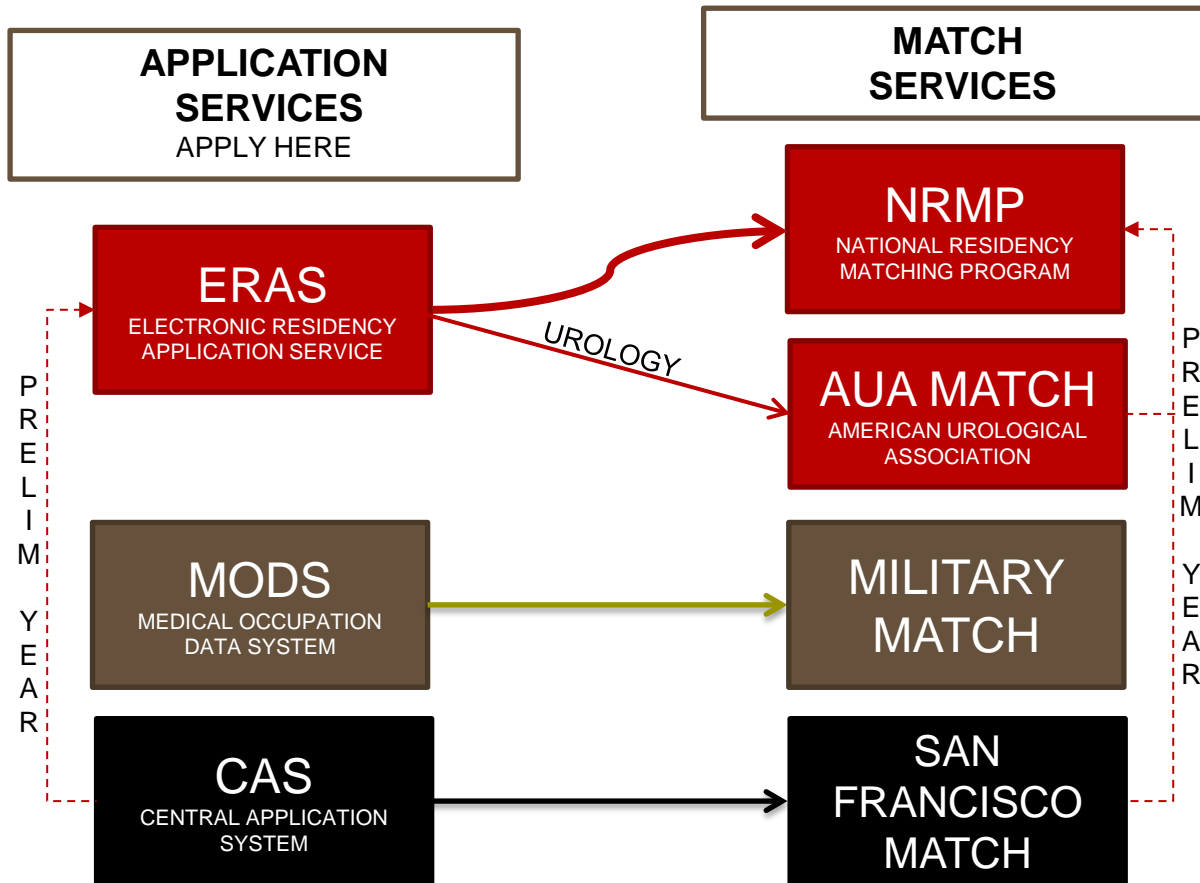
- Read ALL emails regarding the countdown to match/match updates in their entirety!
- There will be many **details** in these emails.
- Pay close attention to **deadlines!!!**



# Match Types and Applications Services

Match Service	Who?	Application Service
National Residency Match Program (NRMP)	Everyone+ Early Match for Urology*	Electronic Residency Application Service (ERAS)
Military Match	Army, Navy, Air Force	Medical Operational Data System (MODS)
San Francisco Match	Ophthalmology Students	Central Application Service (CAS)

\*Students who plan on entering the urology match should check The American Urological Association for specifics and urology-specific programs in ERAS for early deadlines.



# Match/Application Websites

- Military Match: <http://www.militarygme.org>
- Ophthalmology Match: <https://www.sfmach.org>
- Urology: <http://www.auanet.org/eforms//resmatch>
  - \*You will need AUA number to input into ERAS application.
  - \*Pay VERY close attention to individual PROGRAM deadlines.
- ERAS: <https://www.aamc.org/services/eras>
- NRMP: <http://www.nrmp.org/> (cannot register until September 15)



# Do you need to apply to more than one application and/or match service?

- Your specialty of choice may require a preliminary year.
  - Ophthalmology, Urology, and several others do
  - Prelim year application is always ERAS
- You may be submitting an application in ERAS if you have a Plan B for military or ophthalmology.



# Couples Match



- Dr. Clinchot often works with couples who are entering the match.
- **Only the NRMP has provision for couples match.**
- If one member is in an early match specialty, only the preliminary year will be considered for that partner's match.
- If one member of the couple is applying to an advanced program, the advanced program is the program that will be used in the algorithm.
- Couples matching complicates the process but generally does not compromise the outcome.
- OSUCOM couples have a great success rate!




# ERAS Tokens



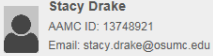
- A token will be provided for registration.
- The token allows access to registration in the MyERAS system.
- The email that contains the token will have a link for you to register.
- You will need your token and your AAMC ID.
- Right now you only have access to the LOR Portal.



# MyERAS Dashboard

Dashboard Application ▾ Documents ▾ Programs ▾ Message Center Stacy Drake ▾

MyERAS ERAS 2016 Season - Residency ▾



### Application

Personal Information	Saved
Biographic Information	Incomplete
Education	Incomplete
Experience	Incomplete
Licensure	Incomplete
Publications	Incomplete

[View/Print Application](#)   [View/Print CV](#)

### Documents

Uploaded but Unassigned LoRs	0
Unassigned Personal Statements	0
MS Transcript	Not Uploaded
MSPE (Dean's Letter)	Not Uploaded
Photo	Not Uploaded

### Programs

Saved Programs	0
Programs Applied to	0

### Resources

- [MyERAS Worksheet](#)
- [MyERAS User Guide for USMG Residency Applicants](#)
- [Applicant FAQs](#)
- [ERAS Timeline for USMG Residency Applicants](#)

Contact ERAS

[ERAS Support Contact Form](#)  
(202) 862-6264

Monday - Friday 8am - 6pm ET



# Letters of Recommendation (LORs)



- Contact letter writers you have selected
  - Need 3-4 letters
    - Depends on specialty
    - Find out if you need a department or chairperson's letter
  - Be prepared to provide requested documents
    - CV
    - Personal Statement
- You must provide a coversheet/email for your letter writer. They need the unique identifier on the form so they can upload your letter to the LOR portal.
- Try to meet with the author in person if possible.

# Creating LoR Letter Request Form/Email

- LoRs must be uploaded through the LoR Portal by the LoR Author
- It is the applicant's responsibility to follow up on LORs and submission
- Once you receive your token, you can begin making "Letter of Request" entries for your letters of recommendation.
- You must create an LoR entry for EACH LoR you intend to use during the application season

# Creating LoR Request Form/Email

- You must indicate whether you will waive your right to view the LoR for each entry created.
- Entries must be “Confirmed for Upload”
- Once confirmed for upload, a letter ID will be generated and an option to Print Letter Request Form will become available under the Actions column. **You can now also send these directly to the writer via email.**
- This form/cover letter contains all of the information the letter-writer needs to upload the letter.
- You may have more than one Letter of Request Form for each letter-writer.

**The MSPE IS NOT a letter of recommendation. DO NOT LIST MSPE anywhere in your letter-writer list.**

# Creating LoR Request Form/Email

## Add Letter of Recommendation ×

\* Indicates required field.

LoR Author Name: \*

LoR Author Title/Department: \*

Specialty to which this letter  
will be assigned:

**Note:** Specialty field will only be viewable to applicants, their Designated Dean's Office and the LoR Author - not programs.

### Additional LoR Information \*

- This LoR Author is a Program Director in a current/previous residency or fellowship where I trained. (Applies to Residents/Fellows only)
- This LoR Author is a Department Chair where I completed my clerkship training. Group departmental letters must be signed by the team composing the letter.
- None of the above.

I waive my right to view my Letter of Recommendation: \*  Yes  No

Cancel

Save

# Letters of Request Form

## Letters of Recommendation

Help

In order for an LoR Author to upload a letter on your behalf, you MUST complete the following steps for **each** LoR that you intend to use during the application season.

1. Click *Add New* to enter and save LoR information.
2. Confirm the LoR entry by marking the associated checkbox and selecting *Only checked* in the Confirm drop down list.  
*Note:* You may only edit and/or delete a LoR entry prior to confirming.
3. Select *Print Letter Request Form* in the associated Action column and provide the form to your LoR Author.

+ Add New

Search by Name, Title/Dept., or Specialty



0 LoRs Selected

Confirm

<input type="checkbox"/>	LoR Information	Specialty	Letter ID	Status	Actions
<input type="checkbox"/>	Dr. Lynn - Associate Dean of Student Life	Neurology	5FJE5CKEF	Confirmed for Upload - 04/05/2017	Select

# MyERAS Overview

Review the application website and user guide before you begin

Know which documents

- you (applicant) submit directly\*
  - Photo
    - Dimensions 2.5 in. x 3.5 in.; Resolution 150 dpi; File size 100kb
    - In the past Student Council has arranged for opportunities to have photos taken
  - USLME Scores
  - Application
  - Personal Statement
- must be submitted by letter-writers\*
  - LORs through LOR portal
- must be uploaded through the Dean's office\*
  - Medical School Transcript
  - MSPE

\*documents listed are for ERAS application service only. Other match services may have different requirements

# Getting Started/Completing your Application

- CVs are no longer required in ERAS
  - Develop one anyway; it will help letter writers write your letters of recommendation and you with completion of the application
  - Eliminate undergrad items not pertaining to medicine
  - Include all publications
- Refer to the detailed MyERAS guide available on the ERAS website. This is the best place to get information on how to complete your application.
  - The only section you can change in the application after you submit and certify is the personal information section!





# USMLE Transcripts



- Certify the release of USMLE transcripts once the option becomes available.
- Scores are only transmitted via official USMLE transcripts
- **Need to “Assign” scores to programs**
  - You may retransmit scores once new scores are added; **you must retransmit scores**
  - Scores will be sent to all programs to which they are assigned.
  - You can track delivery of USMLE transcripts in MyERAS; **this is a good idea**
  - Scores are not transmitted until the fee (flat fee) is processed.

# Program Types/Saving Programs

1. Select the programs you want to apply to and add them to the “Saved Programs” list.
2. When you look at your programs make sure the program type is correct:
  - A=Advanced (starts in PGY-2; still need to find PGY-1)
  - P=Preliminary (PGY-1 only)
  - C=Categorical (entire residency at one program)
  - M=Primary Care (may cross specialties)
  - R=Practicing Doctors (not for you)
3. Assign the additional documents to each program you have chosen. Letters cannot be assigned until they are uploaded.

# ERAS Cost

ERAS application fees are based on the number of programs applied to per specialty. MyERAS automatically calculates your fees and you can pay online using Visa or MasterCard.

*Note: AOA-accredited program application fees are assessed separately, see example 5 below.*

Programs Per Specialty	Application Fees
Up to 10	\$99
11 - 20	\$13 each
21 - 30	\$17 each
31 or more	\$26 each

**Example 1:** 30 Emergency Medicine programs [ $\$99.00 + (10 \times \$13.00) + (10 \times \$17.00)$ ] = \$399.00

**Example 2:** 20 OB/GYN programs [ $\$99.00 + (10 \times \$13.00)$ ] + 10 Family Medicine programs [ $\$99.00$ ] = \$328.00

**Example 3:** 23 Internal Medicine programs [ $\$99.00 + (10 \times \$13.00) + (3 \times \$17.00)$ ] + 7 Radiology programs [ $\$99.00$ ] = \$379.00

**Example 4:** 12 Internal Medicine programs [ $\$99.00 + (2 \times \$12.00)$ ] + 10 Emergency Medicine [ $\$99.00$ ] + 8 Family Medicine programs [ $\$99.00$ ] = \$323.00

**Example 5:** 3 ACGME-accredited Family Medicine programs [ $\$99.00$ ] + 3 AOA-accredited Family Medicine programs [ $\$99.00$ ] = \$198.00

## Additional Fees

USMLE Transcript: \$80 (assessed once per season)

You will also pay an \$80 fee for your USMLE transcript. This is assessed once per season.

Please note these costs are for last year's application season and may or may not increase.

# ERAS Payment Information

- Application fees and USMLE transcript fees will be assessed **when you submit your application (September 15)**
- Programs can be added at any time with the standard fee structure.
- No refunds. USMLE will not transmit until your payment has cleared.
- If you need assistance paying for these items, please see someone in the Financial Services Office.

# NRMP Cost

Registration and payment of fees entitles applicants to the following NRMP<sup>®</sup> services:

- Access to the NRMP R3 system
- In the Main Residency Match<sup>®</sup>, processing of up to 20 unique program ranks on the primary rank order list and up to 20 programs on all supplemental lists combined. A fee is incurred for each additional program ranked on the primary ROL and for each additional program on all supplemental ROLs combined.
- In the Specialties Matching Service<sup>®</sup> (SMS), processing of an unlimited number of programs.

## Current Fees

*Note:* NRMP only accepts payments in U.S. funds.

*For Matches opening after June 30, 2017 and before July 1, 2018*

- **Standard Registration Fee** (*Main Residency Match and Fellowship Matches*): \$80
- **Late Registration Fee** (*Main Residency Match only*): \$50 additional after November 30
- **Couples** (*Main Residency Match and Fellowship Matches*): \$15 additional per partner
- **Additional programs ranked** (*Main Residency Match only*): \$30 additional per program

# All students should Certify and Submit their applications on September 15.

- Never wait to submit application for these reasons!
  - Grades have yet to be posted.
    - MSPE will be uploaded on October 1 and will contain grades.
  - Programs will remember me better if I submit later
    - Programs will fill all of their interview spots before you send in the application!
  - LORs have not been uploaded
  - Waiting on article to be published in a journal

Note: You can add programs and specialties at any time.

# What does Stacy do?

- Issues ERAS tokens
- Processes and uploads the MSPE and Medical School Transcripts (the MSPE questionnaire will be an evaluation you complete in VITALS)
- Available to proof personal statements, CVs, and applications
- Advises on completion of application and documents associated with application
- Sends reminders and instructions--IMPORTANT

# April-May Timeline

- Complete “Authorization to Release Information” (now)
- Complete MSPE questionnaire via Vitals (now)
- Register for ERAS when you receive your token
- Identify and contact faculty to request LORs
- Create LOR entries in ERAS
- MSPE meetings begin late May/early June
- Search for residency programs through AMA’s FREIDA
- **Late May/early June:** MyERAS opens to all applicants to complete application and upload documents
- Refer to Timeline and emails for additional deadlines



## Things to think about...

- Choice of specialty
- Read MyERAS user guide and/or watch tutorials
- Write a personal statement
- Construct a CV and/or Complete your [MyERAS Worksheet](#) (application form)

# Application/Match Process Questions?

- **Please ask questions when they arise. It's much easier to prevent an error than correct it.**
- The Associate Deans, specialty faculty and coordinators, and Stacy Drake are ready to help with questions or problems.
- Most importantly, you have a strong community that wants to see you succeed.
- You are not alone!

# Questions?

Stacy Drake

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