Guidelines
GME Training Program Budget and Billing Processes
V3.0 / Updated 09/01/2022

Budget Process

Training Program Budget Goal:
At the end of each academic year, the total full-time equivalent (FTE) utilized within the training program must match the final submitted Training Program Budget. FTE calculations consider the following: actual funding source (shortcode and effort) within HR appointment (GME, Department, VA, and/or Other Funding), and MedHub block/shift-call schedule for a full fiscal year (July 1 – June 30).

Overview of Annual Budget Process:

House Officer Budget Process

(March/April) GME submits budget to Finance.

(June/July) Program enters block schedule into MedHub.

(June/July) Program enters block schedule into MedHub.

(Monthly, Before the 15th) Program reviews MedHub rotation/HR call schedule data for prior month ensuring data reflects NO actual activity.

For VA Only:
Program reviews VA Activity Report emailed by the GME Office and makes corrections in MedHub.
Program communicates any updates with GME and VA Timekeeper partners biweekly.

(February/March) Program reviews & updates Training Program Budget and returns to GME Financial Specialist.

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(Budget Process)

(February/March) Program reviews & updates Training Program Budget and returns to GME Financial Specialist.
Example of Training Program Budget:

For the academic year the budget is being created, the HO classification:
- Incoming
- Promotion (next PSY-level)
- Off-cycle (promotion)
- Overstay (last year of training and staying beyond 6/30 of prior fiscal year)

Name of training program

| CATEGORY | PROGRAM | Last Name | First Name | LEVEL | H.O. Level Start Date | Training Year End Date | Anticipated Graduation Date | Anticipated completion date of training (graduation date). This is important for training programs that have different "tracks"
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<td>年度预算的编制中，HO的分类：</td>
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*Each program will have the sites listed that are applicable to their program.*

By HO, based on what that individual HO's educational experience will be for the academic year. Determine the percentage of their time (total rotation days for the year/365) that will be spent at each of the sites.

**Examples**

<table>
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<tr>
<th>(can be any % based on actual scheduled rotations)</th>
<th>1.00 = 100% / 365 days of 365</th>
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<tr>
<td>0.75 = 75% / 274 days of 365</td>
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<td>0.50 = 50% / 183 days of 365</td>
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<tr>
<td>0.25 = 25% / 91 days of 365</td>
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Offsite (non-UHMC) time calculations may need to be adjusted across trainees, so the program overall total is accurate.

*A list of the training program terminations to occur during that academic year are listed at the bottom for tracking purposes.*
VA FTE Allocation Process:
Annually, in the Fall for training programs that rotate to the VA, the VA Associate Chief of Staff for Education (ACOS) submits the VA FTE requests to the national VA Office of Academic Affiliations (OAA) for the "upcoming" academic year. (e.g. October 2020, VA ACOS is reviewing allocations for July 2021-June 2022).

In the Spring, the FTE allocations are confirmed for the upcoming academic year.

The VA Associate Chief of Staff for Education emails the UMH Program Directors and Program Administrators with the allocations (cc: UMH GME Office).

Training programs determine if they are able to utilize the total FTE allocation provided by the VA and communicate their anticipated FTE to their GME Financial Specialist to be budgeted for the upcoming academic year.

- The training program will be held accountable for VA FTE utilization based on their final Training Program Budget (not what the VA allocates).
- Training programs that do not utilize all FTEs allocated by the VA may be at risk of having FTEs reallocated to another training program by the VA Associate Chief of Staff for Education.

* Due to this timeline, training programs must prospectively plan VA FTE increase/decrease requests at least 2-academic years in advance.

* UMH training program’s requests to increase or decrease their VA FTE allocations must include discussions with the UMH GME Financial Specialists.

VA Rotations:
For each VA rotation, a program must complete a VA Ann Arbor House Officer Rotations form and submit to the VA Education Office and GME Financial Specialist. The purpose of this form is to establish a consistent understanding between the training program, VA Education Office and GME Office of the type of rotation and expected activities that are a part of the rotation. The data submitted should justify the allocated or requested FTE.

- Should the activities of a rotation change, a revised form is completed and submitted.
- Prior to the start of the academic year, each VA Ann Arbor House Officer Rotations form is reviewed by the Program Director and Program Administrator for changes. Should changes be noted, a revised VA Ann Arbor House Officer Rotations form is completed/submitted.

VA Rotation Definitions:

Each VA rotation must be “defined” based on VA clinical responsibilities. A rotation must be defined as one of the following:

- 5-Day Full
- 5-Day Split
- 7-Day Full
- 7-Day Split
5-Day Rotation:
- VA clinical responsibilities are only Monday – Friday.

7-Day Rotation:
- VA clinical responsibilities include weekends due to the service (e.g. inpatient).
- Following the ACGME requirements, the VA will fund 1 day off in 7.

Full Rotation:
Definition: No other clinical or educational activity is occurring other than what is allowable under the VA Disbursement Agreement.

Split Rotation:
Definition: 1 or more half-days is spent clinically at another site.

When an HO is on a 5 or 7-day split rotation, a calculation must occur to determine the number of weekend days that can be attributed to the VA.

D = total calendar days during the calendar month (7-days, Saturday-Sunday)
T = total weekdays for calendar month (Monday-Friday only)
V = # weekdays worked at VA during calendar month (Monday-Friday only)

(Assumes vacation days have been purchased)

Allowable Includes (review each section for qualifications):
- Must be pre-approved by VA Site Director in order to bill and may not exceed proportional share
  - Didactic time if required for all HOs
  - ACLS and BLS training courses*
  - Local, Regional or National Meetings*
  - In-Service Examination*
  - Licensing Examination*
  - Specialty Certifying Board Examinations*
  - Research (must be prospectively approved by VA and with a completed research form on file)
  - Telehealth
  - Off-Duty Day (examples: VA Holiday, Post-Call, or ACGME mandated day off)

Step 1: \( \frac{V}{T} \) = the proportion of the rotation “owned” by the VA
Step 2: \( \frac{V}{T} \times D \) = total number of calendar days (including weekends) that may be billed to the VA
Step 3: Result of Step 2 - V = total number of weekend days that can be billed to the VA

Best Practice: Based on the start date of the VA rotation/block, make the weekend day assignments on a HO’s weekend day “scheduled day off” starting with the first weekend of that VA rotation/block. An HO *cannot* have clinical responsibilities at another site.

For each VA rotation, a MedHub service must be created to align with the VA Ann Arbor House Officer Rotations form.
For Full VA rotations, the name of the rotation and abbreviated name in MedHub must begin with “Full”. Any time a new rotation, shift, call, or clinic is created in MedHub, GME Program Administrators must contact their GME Financial Specialist to assign the work site.

**Proportional Share:**

Source: Standard Operating Procedure for Administration of Disbursement Agreements Under VHA Directive, 07/01/2022, page 34 and as indicated below.

Definition: The number of days, for specific activities, that the VA is allowed to reimburse based on the number (proportion) of the program’s House Officers that are assigned to the VA during an academic year.

Calculation: The number of House Officer positions budgeted to rotate to the VA divided by the total number of House Officers in the training program.

Proportional share is applied to:

- Local, regional, or national meetings *(page 16-17)*
- In-service/Training examination *(page 17)*
- Licensing examination *(page 17)*
- Specialty board examinations *(page 17)*
- Life Support Training Course (ACLS or BLS)

**Example:** Otolaryngology Residency

VA FTE Allocation = 2.0  
VA Budgeted FTE = 1.75  
Total # of Residents = 20 (5 per year)  
VA Proportional Share = 1.75 / 20 = .0875 or 8%

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<tr>
<th>Proportional Share Examples</th>
<th>Calculation &amp; Notes</th>
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<tbody>
<tr>
<td>Local, Regional, or National Meetings</td>
<td>5 days per VA budgeted FTE (see page 16)</td>
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<tr>
<td>Example: Otolaryngology: 1.75 FTEs x 5 days = 8.75 days</td>
<td>Spread across all of the HOs that rotate to the VA, a maximum of 8.50 days may be listed as conference leave for participating in a local, regional or national meeting while on a VA service.</td>
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</table>
| In-service/Training Examination  | Step 1: # of VA Budgeted FTEs  
Step 2: # of days need for an HO to take the In-service/Training examination  
Step 3: #1 x #2 |
| Example: Otolaryngology: 1.75 FTEs x 1 day = 1.75 days | |
| Licensing Examination  | Step 1: # of VA Budgeted FTEs  
Step 2: # of days need for an HO to take the USMLE/COMLEX examination  
Step 3: #1 x #2 |
<p>| Example: Otolaryngology: 1.75 FTEs x 2 days = 3.50 days | |</p>
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<thead>
<tr>
<th>Specialty Certifying Board Examinations</th>
<th>Calculation &amp; Notes</th>
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| **Examples**                            | Step 1: # of HOs in the program that will take the national certifying Board during the academic year  
Step 2: #1 / total number of HOs in the training program  
Step 3: #2 x VA proportional share |

**Example:**  
**IM: Cardiology**  
3-year training program, with 7 HOs per year  
Total complement = 21 FTEs  
VA budgeted FTEs = 4.0  
VA proportional share = 4 / 21 = .19 or 19%  

Annually, the 1st year fellows take the IM certifying Board = 7 FTEs  
7 FTEs x .19 = 1.33 FTEs  
The VA will fund the Certifying Board examination days for 1 FTE.

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<tr>
<th>Life Support Training Course (ACLS or BLS)</th>
<th>Calculation &amp; Notes</th>
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| **Example:**  
**Otolaryngology:**  
1.75 FTEs x 1 day = 1.75 days |

**FTE Rounding - used to help determine entry (either half or full day activity) in MedHub for billing the VA:**  
- MedHub captures activity in full or half-day increments.  
- To ensure UMH does not overbill the VA, the standard practice is to round down. Therefore, calculations may result in the following:  
  
  .01 -.49 = 0 days or 0 FTE (do NOT attribute any activity for VA billing)  
  .51 -.99 = ½ day or .50 FTE (enter ½ day “clinic” activity for VA billing)

**VA Outpatient Clinics and Tenths:**  
At the VA, outpatient clinics are referred to in half-day increments. There are 10 half-days in a week (Monday – Friday), therefore each half-day is equal to 1/10 (tenths).  

Example #1:  
An HO is assigned VA outpatient clinic all day Monday, all day Tuesday and ½ a day Thursday = 5/10  

Example #2:  
An HO is assigned VA outpatient clinical ½ a day Tuesday and ½ a day Friday = 2/10

**VA Administrative Work:**  
Source: Dr. Craig Jaffe, VA Associate Chief of Staff for Education.  
- Minimum of 4, ½ days would allow for 1, ½ day of VA administrative work (e.g. charting).  
- During the ½ day of administrative time the House Officer may not be doing work for another institution.  
- The administrative work should be done onsite at the VA in order to include that as VA time.
HO Weekend (Saturday or Sunday) Call Coverage at UMH or Other Outside Institution:

- When an HO is assigned to a Full VA rotation and does not work a full day onsite at the VA on a weekend day, but provides call coverage (of any type) to UMH or other outside institution, that weekend day must *not* be billed to the VA.
- Should the call coverage cross over into both weekend days, and the House Officer did not work a full day onsite at the VA for either day, then both days must *not* be billed to the VA.
  
  Example: An HO has no onsite VA responsibilities on Saturday or Sunday, but is scheduled for UMH call from 8pm-8am on Saturday. Both Saturday and Sunday would not be billed to the VA.
- MedHub shift/call or Continuity Clinics/Alternate activities scheduling functionality must be used to capture the supplemental activities.
- To determine the best method to record non-billable call coverage in MedHub, please contact your GME Financial Specialist.

HO Weekday (Monday-Friday) OR Weekend (Saturday-Sunday) Call Coverage at UMH or Other Outside Institution:


- When an HO works a full workday at the VA and then provides call coverage at UMH, or other outside institution, that day may be billed to the VA.
- If the HO is assigned to VA but unable to work at the VA following UMH night, or other outside institution, coverage because of work hour restrictions the “off” time should be assigned to UMH, or the other outside institution.
- MedHub shift/call scheduling or Continuity Clinics/Alternate activities functionality must be used to capture the supplemental activities.
- To determine the best method to record non-billable activities in MedHub, please contact your GME Financial Specialists.

HO Weekend Call Coverage Simultaneously at VA and UMH (Shared Call):


- VA refers to this as “shared call”.
- Regardless of the primary work site, programs that cover call at VA and UMH must use MedHub shift/call scheduling to properly account for the call coverage.
- UMH would be listed as the work site for the weekend days (Saturday/Sunday), unless the HO physically goes to the VA on one of those days. Then the site can be listed as the VA.
  
  - 1-2 hours = not billable
  - 3-6 hours = ½ day
  - 7-24 hours = full day
- Responding to phone calls does *not* allow VA to be listed as the site.

Vacation:


- At the VA this is referred to as “annual leave”.
- The VA is never billed for HO vacation days (see “Vacation Factor” below for additional clarification).
If a vacation is scheduled Monday-Friday during a VA rotation block, only 1 Saturday & Sunday, either preceding or following, may be billed to the VA. The only way both a weekend preceding and following a 5 day Monday-Friday vacation would be billable to the VA is if documented VA clinical activity is scheduled on both weekends preceding and following the 5 days of vacation.

**VA Federal Holidays:**

- If the HO was assigned to the VA and a VA federal holiday occurred during that time and the VA service is closed on that holiday, the holiday may be billed to the VA.
- If a VA service does not close on a federal holiday, the HO is expected to report for duty. If the HO was scheduled to report and does not report for duty, that day may not be billed.

**Sick Days:**

- Sick Days, which at the VA includes maternity, parental, bereavement, or family leave, is no longer reimbursable to UMH by the VA.
  
  **Rationale:** The Standard Operating Procedure, page 15, states “The number of days of sick leave allowed is based on the affiliate’s sick leave policy (up to a maximum of 15 days).” The UM | HOA Collective Bargaining Agreement does not provide a defined number of sick days.
- If an HO is pulled to the VA to cover a "missing" (presumably sick) HO, the work site for the pulled HO can be listed as VA.

**Off-Site Educational (Didactics) Activity:**

VA may reimburse the following:
- Didactic sessions if (1) activities are specified in advance on HO’s schedule, (2) necessary for the HO’s to perform their VA duties and (3) required of all HO’s (or all HOs of the same level) in the program.
  - UMH didactic time must be prospectively approved by the VA for the training program prior to billing this time to the VA.
  - Location of didactics should be listed in the VA Ann Arbor House Officer Rotations form.
  - Virtual transmission of didactic sessions to the VA should be considered as the first option when technically feasible and when the didactic session is conducive to virtual transmission.

**Life Support Training Courses:**
Source: Verified by F. Johnson, OAA Health System Specialist, email 07/29/2022.

- When an HO is assigned to a VA rotation and participates in a BLS or ACLS course that time is allowable and may be billed to the VA.
- Prospective approval by the Site Director is required.
- Not to exceed the number of VA allocated FTEs (example: the training program is allocated 3.0 FTEs. Assuming ACLS training is 1-day, the VA will reimburse a maximum of 3 days (3.0 FTEs x 1 day = 3 days)).
When an HO is assigned to a VA rotation and participates in PALS, ATLS and/or NRP that time may *not* be billed to the VA as those life support training courses are not required for the care of Veterans.
  - Best practice is to use MedHub Alternate Activity functionality and assign the HO to this activity for the half or full day.

**In-Service Training Examinations:**

- VA may reimburse time for in-service examinations, including time for travel to and from.
- Prospective approval by the Site Director is required.
- The House Officer must be on a VA assigned rotation.
- Not to exceed proportional share (see “Proportional Share” above).

**Specialty Board Examinations:**

- VA may reimburse time to take specialty board certification examinations.
- Prospective approval by the Site Director is required.
- The House Officer must be on a VA assigned rotation.
- Not to exceed proportional share (see “Proportional Share” above).

**Licensing Examinations:**

- VA may reimburse time to take licensing examinations (USMLE/COMLEX).
- Prospective approval by the VA Site Director is required.
- The House Officer must be on a VA assigned rotation.
- Not to exceed proportional share (see “Proportional Share” above).

**Local, Regional, or National Educational Conferences**

- If the HO will be away for a local, regional, or national educational conference, the Site Director must be aware in advance and provide written approval.
  - The Site Director’s written approval is emailed to the VA Education Office at VAAAHOschedule@va.gov
  - The Program Director, Program Administrator or Site Director can send the email, however all individuals previously stated should be copied on the email for awareness.
- The time is limited to < 5 days per year, per VA budgeted FTE (see “Proportional Share” above).

**Incoming House Officer VA Orientation:**
- During an incoming House Officer’s orientation, if a ½ or full day is spent onsite at the VA that time should be billed to the VA.

Should House Officers need to go to the VA prior to the start of their rotation for orientation/onboarding activities then either a ½ or full day can be billed to the VA if the time spent at the VA meets the following requirements:
1-2 hours = not billable
3-6 hours = ½ day
7-24 hours = full day

Name of MedHub Service = VAOrient

**Telehealth:**

- Telehealth activity must be identified on the *VA Ann Arbor House Officer Rotations* form.
- The *VA Ann Arbor House Officer Rotations* form must have been prospectively submitted as indicated on page 3 of this resource prior to telehealth activity being billed to the VA.

**Research:**
For a training program to report a House Officer’s research activity as VA time, a VA approved *Description of Proposed Research* form must be provided to the program’s GME Financial Specialist. Approved forms are valid for only the “Trainee’s year of postgraduate training” indicated on the form. Should the research activity continue into the next training year, a new approved form will be required.

Programs are unable to retrospectively alter MedHub schedule data to reflect an approved VA research experience. Therefore, it is encouraged that requests are submitted to the VA at least 2-months prior to the start of the research activity.

Please see the *Guidelines for VA Funding for Trainee Research* located on the GME Office website for the VA requirements and the *Description of Proposed Research* form.

**Reporting VA Research in MedHub:**
Training programs must schedule their House Officers for VA research time in order to bill for a ½ or full day. Adding up hours over the course of the month and randomly assigning to a day that the House Officer is scheduled off will not be permitted.
- The VA Education Office will provide the VA Timekeeper with the approved *Guidelines for VA Funding for Trainee Research/Description of Proposed Research* forms.
- Program Administrators should email HO research schedules or communication (showing dates/times scheduled for VA research activity) to the VA Education Office at VAAAHOschedule@va.gov

**The Vacation Factor:**
As a federal agency, the VA has a *Disbursement Agreement* for GME related payments to which all institutions that partner with the VA for GME educational experiences must adhere. The VA allows (and assumes) that vacation time is taken, the *Disbursement Agreement* requires that all vacation days be removed from the invoices sent monthly by GME. However, the VA does reimburse UMH for vacation days because vacation days are built into the daily billed rate that is charged per resident/fellow. This is what is referred to as the “vacation factor”—the VA allows/assumes that there are 28 days (or .08 FTE) of vacation taken for every 1 FTE of allocated/budgeted rotations at the VA.

Following the *Disbursement Agreement* guidelines, monthly the GME Office produces an invoice based on MedHub data to collect payment from the VA for the days the UMH residents/fellows worked at the VA for that month, excluding any recorded vacation days. Considering the VA vacation factor, there are two ways a training program may use to manage their VA budgeted FTEs. The option used by the training program must be used consistently throughout the academic year.
Training programs must calculate the maximum number of resident/fellow clinical and vacation days they are able to assign to the VA based on their budgeted VA FTE. The following calculation is completed to determine the maximum number of VA vacation days.

**Example:**
Elbow Fellowship is allocated 2.75 FTEs from the VA.
Elbow Fellowship’s budgeted VA FTE is 2.50.

**Complete Review by Days:**
2.50 x 365 days in a year = 912.50 days
2.50 x 28 days of vacation (annual leave) = 70 days of vacation in total that can be used by Elbow Fellows over 1 year at VA
912.50 days – 70 vacation days = 845.50 maximum number of days that can be billed to the VA as clinical days

*The 70 vacation days cannot be scheduled as clinical days, or the training program will exceed their FTE allotment.

**Complete Review by FTE:**
2.50 FTE / 1.08 (vacation factor) = 2.315 FTE
2.315 FTE = maximum FTE that can be billed to the VA as clinical days
2.50 FTE – 2.315 FTE = 0.185 FTE = maximum FTE that can be schedule for vacation during a VA rotation over 1 year at VA

Due to the vacation factor, if additional allocated FTEs are needed, the Program Director would discuss this request with the VA Associate Chief of Staff for Education.

**MedHub Reports:**
- At any time, programs can request a MedHub Billing Report from their GME Financial Specialist or the GME Billing Specialist to calculate their year-to-date VA utilization.

  - **MedHub Billing Report:** To calculate the year-to-date VA utilization, multiply the “Billed Days” column x 1.08 = VA FTE utilization for the reporting period. *MedHub billed days may differ from VA final billed days, since VA has final determination of billable time.

**MedHub Access to VA Personnel:**
The MedHub rotation schedules are the data source used for the VA activity report and final invoice.

Programs can share a public link to the MedHub rotation schedule for VA personnel to access the read-only schedule.

**Steps for Sharing a MedHub Rotation Schedule link for public (view only) access:**
- From the MedHub home page, center section under Site Management, select “Program Settings”
- Select the Schedules tab
Scroll to the bottom of the page to enable the public view.

- Only the schedules for programs with this setting enabled in their program settings are available for public viewing. Once enabled, all schedules defined and all academic years for a program are available to view publicly for anyone who has the link.

The public schedule link for all programs is listed on the right side of the screen. The program specific link displays underneath. Program Administrators will need to share the link with any individuals who need to view their program’s schedule.

**Additional Resources (available on GME Office website):**

- Job Aid: Split Rotation Weekend Calculation - by individual House Officer
- Job Aid: VA Proportional and Cost Shared Reference Worksheet and Vacation Factor Calculations
- GME Foundations: Resource Guide, GME Funding, Budgets, Billing and Variances, GME Definitions for Finance Terminology
- Job Aid: Defining Off-Cycle and Overstay House Officers
VA Billing Workflow

VA Education Office = VAAAHOSchedule@va.gov

Prior to the start of the academic year, each program sends their program’s block schedule to the VA Education Office, VA Timekeeper and VA Site Director.

At least 30 days prior to the start of the rotation/block, the Program Administrator provides the VA Education Office, VA Timekeeper and VA Site Director with a copy of the HO's VA rotation/call schedule for the approaching month/block.

As changes are made the VA Site Director/Timekeeper is provided with an updated schedule.

1st week of month: GME Financial Assistant emails previous month’s VA invoice to the Program Directors and Program Administrators for review and to make MedHub corrections if needed.
- The VA Education Office will be copied on the email.

Prior to the 15th of each month, the Program Director and/or Program Administrator ensures MedHub data is accurate updated for the previous month.

15th of each month: MedHub locks for the previous month.

Before the end of the month: The GME Financial Assistant sends the MedHub invoice for the previous month to VA for review.

VA Education Office reviews MedHub invoice and identifies discrepancies with VA EARs (Educational Activity Records), indicating excluded days and proportional weekend days for split rotations.

If a correction to MedHub is needed following the lockout:

The Program Administrator or VA Education Office notifies the GME Office of the request for a MedHub unlock.
- If GME is contacted by the Program Administrator the VA Education Office must verify the need for the unlock.

The VA Education Office will cc the GME Financial Assistant on all email correspondence with the Program Administrators regarding discrepancies.

Once all data has been reviewed, the VA Education Office notifies the GME Financial Assistant and a final invoice is generated.