

**Methodist Healthcare System Rotation Scheduling Chart Instructions**

- Please submit completed MHS rotation scheduling charts to: **Methodist Healthcare System GME Coordinator, Michelle LeJeune, via secure email or fax: 210-510-6890.**
- Please complete a MHS rotating scheduling chart for each program.
- **Please ensure the Program name is indicated at the top of each MHS rotating scheduling chart prior to sending.**
- Please submit each completed MHS rotating scheduling chart **at least one month (30 days) prior the rotation start date** (Example: Submit by Jan 1st for a rotation start date of Feb 1st); or **by June 1<sup>st</sup> of each program Academic Year (AY)** (Example: Submit by June 1<sup>st</sup> 2016 for Program AY 2016-2017 start date July 1 2016).
- Please ensure the MHS rotating scheduling chart is completely filled out. **Please do not leave any blank spaces.** Indicate **N/A** for items that are not applicable.
- Please list all residents anticipated to rotate (including returning residents). Failure to include a resident on a chart may result in a delayed rotation start date.
- Please indicate which residents/fellows (if any) will complete/graduate from the program at the end of the AY (by **font color** or **highlight**).
- Please submit an updated/revised MHS rotation scheduling chart if a resident has a schedule change or cancellation.
  - Please include the following on updated/revised MHS rotation scheduling chart prior to sending:
    - **Highlight change**
    - Include a **revision date** at the top of the chart
- Please **do not submit block schedules** to the GME Coordinator; the MHS GME Office **will only accept MHS rotation scheduling charts for scheduling purposes.**
- **Please direct all questions/concerns to:**

**Michelle LeJeune**

GME Coordinator

Methodist Healthcare System

Medical Staff Services

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