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 1st of each program Academic Year (AY) (Example: Submit by June 1st 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
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  Medical Staff Services
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