Reversions

Main Residency Match and Specialties Matching Service

Users:
- Institutional Officials (IOs)
- Institutional Administrators (IAs)
- Program Directors (PDs)
Note: This Reversions guide explains how to complete this task using a desktop computer. The menu options are the same whether using a mobile device or desktop.

What is a Reversion?
The NRMP offers institutions the option to revert, or donate, unfilled positions in one program to another during the matching process. If a donor program does not fill its quota, a designated number (equal to or less than the quota) of its unfilled positions can be added automatically to the quota of a receiver program. The reversion process is available for all Matches and offers a degree of protection against the possibility that positions at an institution will be unfilled.

Only the donor program can create the reversion, and ALL reversions must be approved by the NRMP institutional official.

Reminder:
• Programs CANNOT revert more positions than the current program quota.
• Reversions can be added, changed, or deleted but they MUST be finalized and approved by the Rank Order List (ROL) Deadline.
• NO Circular Reversions! Circular reversions in which two programs both donate and receive positions from each other cannot be accommodated.

For more information on reversions, visit www.nrmp.org.
Login:

1. Enter the **Username** and **Password** you created for accessing the Registration, Ranking, and Results (R3®) system.

2. Click **Login**.

Matches and Roles Page:

3. If your institution participates in more than one Match, the role and Match combinations for your account are displayed.

   - The yellow icon indicates Matches that have pending tasks requiring your attention.

4. Click on your **Role & Institution Name** for the Match that requires reversions.
The **Match Home Page** displays for the Match you selected. An example from both Matches is shown on this page.

**Main Residency Match Home Page:**

5. Your institution, role, username, and Match year display.

6. The programs for which you are registered will display, along with each program’s NRMP program code, status, director, reversions, and quota number.

7. Main Residency Match Event dates display.

**Fellowship Match Home Page:**

5. Your institution, role, username, Match year and appointment year display.

6. The programs for which you are registered will display, along with each program’s NRMP code, status, director, reversions, and quota number.

7. Fellowship Match event dates display.
Reversions:

1. Click the Program Description link for the program that will donate positions.

The View Program Details page displays.

2. Click the Reversions tab.
Positions can be donated to one or multiple receiver programs either at the same institution or to a different institution. Reversions can be created in the R3® system by:

- **Finding & Adding a Program** using the search function, or

- Using the **NRMP Program Code**, if known

**Reversions Using the Find & Add Program function:**

3. Review the information displayed on the **Reversions** tab, which includes:
   
a. The **Initial** and **Current Quota** available from the donor program that can be reverted.
   
b. The **Donating To** identifying the current positions donated. In this example, total positions donated is 0.

4. Click the **Find & Add Program** button above the **Donating to** table.

5. The **Find Match Program** search fields display. Enter program search criteria into the appropriate fields.

6. Click **Search**.
Reversions Using the Find & Add Program button, continued:

7. The **Search Results** display. Scroll through the list.
   a. Click the **Next** button at the bottom of the screen to view additional results.

8. Click the radio button in the **Select One** column to select the receiver program.

9. **Above the Search Results**, in option 2, enter the number of positions to donate to the selected receiver program. You cannot enter reversions for more positions than the current quota of the donor program.

10. Click the **Add Reversion** button.
Reversions Using the Find & Add Program button, continued:

11. Two confirmation notes display:
   a. The green note at the top of the screen will appear only for a few seconds.
   b. The yellow note indicates you have unsaved changes related to the reversion you just made.

12. The receiver program will display in the **Donating To** table with total positions donated shown.

13. Click **Save** above the **Donating To** table.

14. If you choose to cancel the reversion before saving, click the **Cancel Changes** button above the **Donating To** table.

   **NOTE:** The institutional official must approve the reversion before the Rank Order List Deadline. Refer to the **Change Approvals** guide to review those steps, if necessary. If the reversion is added by the institutional official, no approval is required.

15. The **View Program Details** screen displays and the **Reversions** tab will close after saving your Reversions.
Reversions Using the NRMP Program Code:

1. Enter the program’s NRMP code into the appropriate field.

2. Click Add.
   a. The green note at the top of the screen will appear only for a few seconds.
   b. The yellow note indicates you have unsaved changes related to the reversion.

3. If you are donating positions to more than one institution, repeat steps 1 and 2. The selected institutions will display in the Donating To table.

4. To change the order of the programs/institutions to which the positions will be donated when the algorithm is processed, click and hold the icon in the Drag & Drop column and drag the reversion to the position you desire.

5. The Order column identifies the order in which the positions are donated. All reversions are used in sequential order.

6. Click Save above the Donating To table.

7. The View Program Details screen displays and the Reversions tab will close after saving your Reversions.

   The institutional official must approve the reversion before the Rank Order List Deadline. Refer to the Change Approvals guide to review those steps, if necessary. If the reversion is added by the institutional official, no approval is required.

![Image of NRMP Program Code interface]

**1.** Enter the program’s NRMP code into the appropriate field.

**2.** Click Add.
   a. The green note at the top of the screen will appear only for a few seconds.
   b. The yellow note indicates you have unsaved changes related to the reversion.

**3.** If you are donating positions to more than one institution, repeat steps 1 and 2. The selected institutions will display in the Donating To table.

**4.** To change the order of the programs/institutions to which the positions will be donated when the algorithm is processed, click and hold the icon in the Drag & Drop column and drag the reversion to the position you desire.

**5.** The Order column identifies the order in which the positions are donated. All reversions are used in sequential order.

**6.** Click Save above the Donating To table.

**7.** The View Program Details screen displays and the Reversions tab will close after saving your Reversions.

   The institutional official must approve the reversion before the Rank Order List Deadline. Refer to the Change Approvals guide to review those steps, if necessary. If the reversion is added by the institutional official, no approval is required.

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Deleting a Reversion:

1. Click the **Program Description** link for the donating program that has a reversion to be deleted.

The **View Program Details** page displays.

2. Click the **Reversions** tab.
Deleting a Reversion:

The **Reversions** tab displays.

3. Review the information and click the **red X** in the **Remove** column.
   
a. If there is more than one reversion to be deleted, you must click the **red X** for each reversion to be deleted.

4. The **Please Confirm** pop-up displays.
   
a. Click **Yes** to continue deleting the reversion.

b. Click **No** to return to the Reversions tab details.
Deleting a Reversion, Continued:

5. Two confirmation notes display:
   a. The green note at the top of the screen will appear only for a few seconds.
   b. The yellow note indicates you have unsaved changes related to the reversion you just made.

6. Click **Save above** the Donating To table.

7. The **View Program Details** screen displays and the Reversions tab will close after saving your Reversions.

   The institution official must approve the deleted reversion before the Rank Order List Deadline. Refer to the **Change Approvals** guide to review those steps, if necessary. If the reversion is deleted by the institutional official, no approval is required.