Creating a Supplemental Rank Order List

Main Residency Match

Users: Main Residency Match Applicants
Note: This Creating a Supplemental Rank Order List (ROL) guide explains how to complete this task using a mobile device. The menu options are the same whether using a mobile device or desktop.

Guidelines for Creating a Supplemental ROL:

Supplemental rank order lists are used ONLY for applicants ranking advanced programs ("A" positions that begin in the year after the Match) on the primary rank order list and who also wish to match to a compatible preliminary or transitional first-year program ("P" position) for the first year of training.

- For each PGY-2 (advanced "A") program placed on the primary rank order list, a number of PGY-1 (preliminary or transitional) programs that correspond to that advanced program may be placed on a supplemental rank order list.

- Although not a requirement, applicants generally consider geographic location in developing supplemental rank order lists for specific advanced programs. Therefore, multiple supplemental rank order lists can be created (up to 16) and linked to different advanced programs. The supplemental rank order lists will be marked as A, B, C, etc.

- A supplemental rank order list is used when the matching algorithm is processed only if the applicant matches to an advanced program on the primary rank order list. During the matching process, the matching algorithm first looks at an applicant's primary rank order list and attempts to make a match. If the applicant is matched to an advanced program, the matching algorithm will then seek to match the applicant to a preliminary position from the supplemental rank order list that is linked to that advanced program.

- If the applicant does not match to a first-year program, the applicant is still committed to the advanced program match, and the applicant must seek a PGY-1 position during the Match Week Supplemental Offer and Acceptance Program or after Match Week concludes.

- Applicants ranking programs as part of a couple and who list the same advanced program more than once on the primary rank order list, must have the same supplemental list or no supplemental list attached to each instance of the advanced program.

Joint Advanced/Preliminary Programs:
In joint advanced/preliminary programs (Joint “A/P”), a preliminary program is “restricted” because it is linked to a specific advanced program. Only applicants who rank the advanced program can rank the joined preliminary program in a Joint A/P arrangement, and only applicants who match to the advanced program can match to the preliminary program.

If you choose to rank the preliminary program linked in a joint arrangement, the associated advanced program must have a unique supplemental rank order list of preliminary programs assigned. Other preliminary programs can be added to the list; however, that list can only be linked to the associated advanced program.
Login:
1. Enter the **Username** and **Password** you created for accessing the R3® system.
2. Click **Login**.

Create a Supplemental ROL:
To create a supplemental rank order list, you must first place an advanced program on your primary rank order list. The same supplemental list can be attached to multiple advanced programs, or multiple supplemental lists can be created and then attached to each advanced program on the primary rank order list. Refer to the **Entering and Certifying a Rank Order List (MRM)** guide to create your primary rank order list.

3. The **Match Home Page** displays for your registered Match. Note the Applicant Status is **RANKING** because a primary rank order list already has been created.
4. Click the **Menu** in the top right corner.
5. Click **ROL**.
Create a Supplemental ROL, continued:

The Applicant Rank Order List page displays. Scroll to view your rank order list.

6. When an advanced program is added to the primary ROL, a Suppl ROL column appears with a drop-down box enabling you to create a new supplemental list or to link an existing supplemental list to that advanced program. This column is blank for programs that are not advanced.

7. Find an advanced program on your primary rank order list for which you wish to create and link a supplemental ROL. Note there are seven advanced programs listed on the example ROL.
Create a Supplemental ROL, continued:

8. Click the drop-down arrow in the Suppl ROL column and then select <Add New…>.

9. The Supplemental ROLs tab opens. This tab displays when you first choose to create a supplemental ROL.

10. Each unique supplemental list will be assigned a letter. For example, the first list will be “A-Supplemental ROL”. You may edit the suffix name of the supplemental ROL.

11. In the example, the supplemental list is named “A-Tennessee.” Click Update to save the name change.
Create a Supplemental ROL, continued:

12. Enter appropriate program codes for your supplemental rank order list using either direct code entry or **Find & Add Program**.

**NOTE:** The process for entering ranks on a supplemental rank order list is the same as entering them on your primary rank order list, except that only preliminary programs may be added to supplemental ROLs. Refer to the **Entering and Certifying a Rank Order List (MRM)** guide, if needed.

13. **Note:** if using the **Find & Add Programs** search option, ensure the correct ROL displays in the **Select Rank Order List to add programs to** field.
Create a Supplemental ROL, continued:

14. Add the programs to the supplemental list. After each addition, the green note displays at the top of the screen indicating your rank order list has been saved.

15. Scroll to view the supplement A list. Continue to add and edit this supplemental list, as needed. To review the steps for editing a rank order list, refer to the Entering and Certifying a Rank Order List (MRM) guide.

16. From the Primary Rank Order List tab, the Suppl ROL column displays the newly created supplemental list, “A-Tennessee”.
Create a Supplemental ROL, continued:

17. Before creating additional supplement rank order lists, attach the first supplemental list to the advanced program(s) on your primary list that you wish to link.

18. A green note displays indicating a change has been made to the list.
   a. The yellow note provides a reminder to save the changes.
Create a Supplemental ROL, continued:

19. Continue to create additional supplemental lists as needed. The example displays supplemental list “B-Virginia”.

20. The example displays supplemental list “C-Washington, DC”.

If desired, you may edit the suffix name of the Supplemental ROL name here.
Create a Supplemental ROL, continued:

21. The primary rank order list example shows all but one of the supplemental rank order lists have been assigned to the appropriate advanced programs.

   NOTE: In the example, the #10 rank will link to a supplemental ROL that includes a Joint A/P program. See page 12 in this guide to review those steps.

Edit a Supplemental ROL:

22. Click the Supplemental ROLs tab.

23. Select the list to edit from the Rank Order List shown below: drop-down.

24. Edit the list as necessary. To review the steps for editing a rank order list, refer to the Entering and Certifying a Rank Order List (MRM) guide.
Joint A/P and Supplemental ROLs:

For a Joint A/P pair, the first program added to the supplemental list must be the linked preliminary program. After adding the linked preliminary program to the list, you can add other preliminary programs and re-order the list to reflect your preferred order.

1. Create a new supplemental list with the first rank listing the Joint AP program.
   a. In the example, the title is “D-Wash, DC, Joint A/P”.

2. The primary rank order list example shows all of the supplemental rank order lists have been assigned to the appropriate advanced programs.
Joint A/P and Supplemental ROLs, continued:

3. If you try to link the Joint A/P supplemental list to another advanced program, the **An Error Has Occurred** pop-up displays. Click **Ok** to close the pop-up. Correct the linked supplemental list.