

Updating Unfilled Positions

Main Residency Match



Users:

- Institutional Officials (IOs)
- Institutional Administrators (IAs)
- Program Directors (PDs)
- Program Coordinators (PCs)

The screenshot displays the 'View Program Details' page for a program at West Tennessee Univ-TN - Memphis, TN. The page includes a navigation bar with 'THE MATCH' logo and user options. The program details are as follows:

Institution: West Tennessee Univ-TN - Memphis, TN	Match Year: 2017
Role: Program Director	NRMP Institution Code: 2066
Username: rfitzhuoh	ACGME Inst Code: 140999
Institution Status: ACTIVE	NRMP Program Code: 2066120C1
Program Name: Family Med/Rural	ACGME Program Code: 1209966331
Program Type: Categorical	SOAP Participation: Yes
Program Status: CERTIFIED	

Below the details is a 'Rank Order List' section and an 'Update Unfilled' form. The form asks 'Did My Program Fill?' with a dropdown set to 'UNFILLED'. A message states: 'Your Program currently has 3 unfilled positions. Update the number of unfilled positions shown to the Public.' The 'Current Unfilled' field contains the number '3'. At the bottom of the form are 'Cancel' and 'Set Current Unfilled' buttons.

Note: This Updating Unfilled Positions guide explains how to complete this task using a desktop computer. The menu options are the same whether using a mobile device or desktop.



When the Supplemental Offer and Acceptance Program® (SOAP®) concludes, programs can update the number of remaining unfilled positions on the *List of Unfilled Programs*. Following a brief period for program updates, the dynamic *List of Unfilled Programs* is released to all unmatched applicants. See the published Match Week and SOAP schedule on the NRMP website for specific dates and times. If your program still has positions remaining at the conclusion of SOAP or if your unfilled program did not participate in SOAP, you should update your **Unfilled Status** in the Registration, Ranking, and Results® (R3®) system as positions are filled. The *List of Unfilled Programs* remains available to applicants until May 1.

Login:

1. Enter the **Username** and **Password** you created for accessing the R3® system.
2. Click **Login**.

THE MATCH
NATIONAL RESIDENT MATCHING PROGRAM®
United States - Registration, Ranking, and Results @ (R3 @)
All Returning Users * Required
Applicants and Staff from Institutions, Hospitals, Programs, or Schools. If you have already created a Username and Password for a current Match, enter them here.
* Username:
* Password: [Forgot my Username or Password](#)
Login

Matches & Roles
You currently have the capability to act in 2 role/match combinations as listed below. Click on your Role & Institution Name for the appropriate Match you wish to manage at this time.
Main Match
Match Match Status Your Role & Institution Name State
Main Residency Match RESULTS [Prog Director West Tennessee Univ-TN](#) TN
Fellowship Matches
Match Match Status Your Role & Institution Name City State
Thoracic Surgery RESULTS [Prog Director West Tennessee Univ-TN](#) Memphis TN

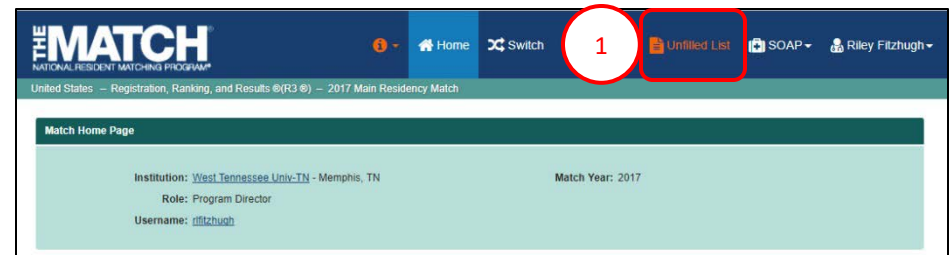
Matches and Roles Page:

3. If your institution or program participates in more than one Match, the role and Match combinations for your account are displayed.
4. Click on your **Role & Institution Name** for the Main Residency Match.

Viewing Unfilled List Details:

Note: Institution and program users whose program(s) filled do not have access to the Unfilled List.

1. From the **Match Home Page**, click **Unfilled List**.
2. A summary of all unfilled programs by specialty displays.



The screenshot shows the Unfilled List page with a table of specialties and unfilled positions. A red circle highlights the table with the number 2. A warning message at the top states: "Reproduction is prohibited without the written consent of the NRMPP®".

Specialty	Unfilled Programs	Unfilled Positions
Anesthesiology - A	11	24
Anesthesiology - C	16	56
Anesthesiology - R	13	14
Child Neurology - A	2	2
Child Neurology - C	8	9
Child Neurology - R	13	14
Dermatology - A	7	8
Dermatology - B	1	1
Emergency Medicine - C	4	6
Family Medicine - C	67	141
Internal Medicine - C	38	132
Internal Medicine - P	32	72
Internal Medicine/Anesthesiology - C	2	2

Updating Unfilled Positions:

If your program has any remaining unfilled positions, it will be listed on the **List of Unfilled Programs**. As you fill positions after SOAP has concluded, you can update the number of positions remaining to be filled.

1. From the **Match Home Page**, click the **Program Description** link for the program that is to be updated.

The screenshot shows the Match Home Page with the Program Description link highlighted in a red circle with the number 1. Below the Match Home Page, a message states: "You currently have 1 Active Program in the Match. Click a Program Description to manage the Program." Below this message is a table of programs.

Program Description	NRMPP Program Code	Reversions	Program Status	Did My Program Fill?	Post Match Quota	Filled in Match	Original Unfilled	Current Unfilled	SOAP	Results
Family Med/Rural	2066120C1	D0 R0	CERTIFIED	UNFILLED	4	1	3	3	Yes	View Report

Updating Unfilled Positions, Continued:

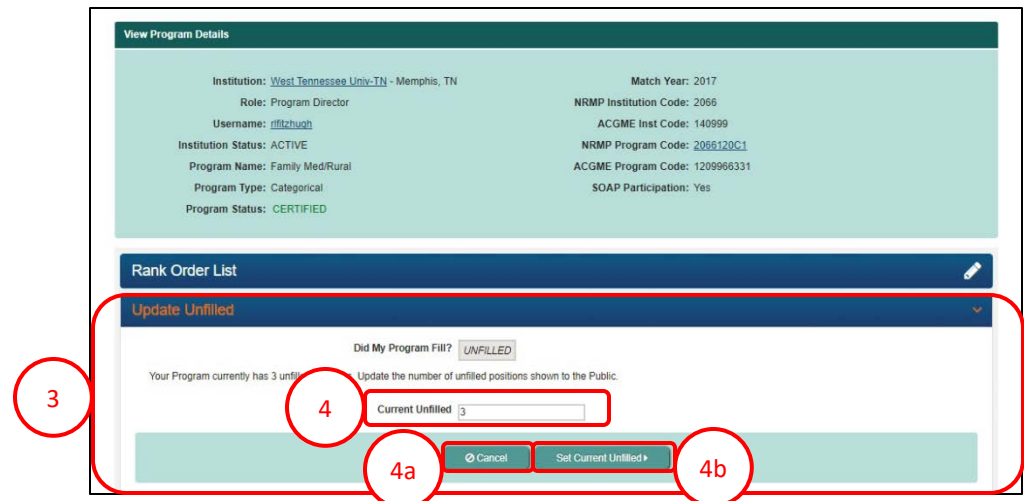
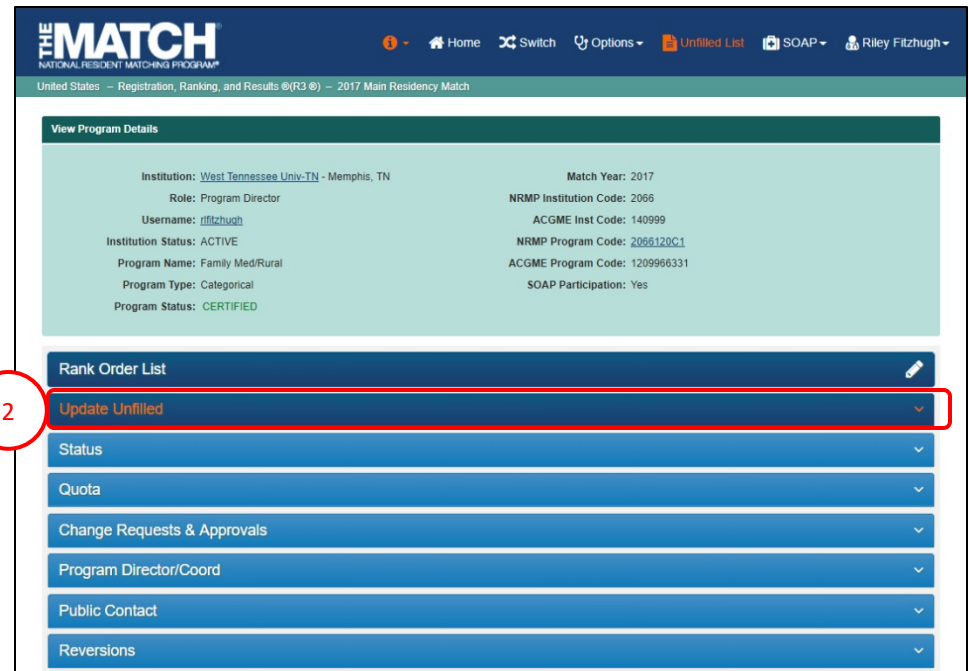
The **View Program Details** page displays.

2. Click the **Update Unfilled** tab.

3. The **Update Unfilled** details display. The initial **Current Unfilled** number is the number of positions available after SOAP.

4. Update the number in the **Current Unfilled** as positions are filled after SOAP concludes. Set the **Current Unfilled** number to zero to remove your program from the Unfilled List. Changes are updated within a few minutes, and unmatched applicants will view the most current number of available positions in the program.

- a. Click **Cancel** to cancel any changes.
- b. Click **Set Current Unfilled** to update the status.



Updating Unfilled Positions, Continued:

5. A green note displays indicating the program unfilled status was updated successfully.
6. Once the unfilled status is set to zero, clicking the Unfilled List button displays the **Information** pop-up indicating that access to the Unfilled Programs information is not available.

