

Creating a Joint Advanced/Preliminary (A/P) Arrangement



Main Residency Match

Users:

- Institutional Officials (IOs)
- Program Directors (PDs)

The screenshot shows the THE MATCH web application interface. The top navigation bar includes the logo, a home icon, a switch icon, an options dropdown, and a user profile for Robin Scherbatsky. The main content area features a vertical navigation menu with the following items: Status, Quota, Change Requests & Approvals, Program Director/Coord, Public Contact, Reversions, and Joint A/P. Below the menu is a table with the following data:

Program Description/ Institution Name	Location	Status	NRMP Program Code	ACGME Program Code
Neurology/ Secondary Test Institution	Anytown, DC	ACTIVE	1894180A0	1803554667

Note: The *Creating a Joint Advanced/Preliminary (A/P) Arrangement* guide explains how to complete this task using a desktop computer. The menu options are the same whether using a desktop or mobile device.

In the Main Residency Match, an institution can link an advanced (A) program with a preliminary (P) program to create a full course of training for applicants interested in programs that begin training in the PGY-2 year. This arrangement is called Joint Advanced/Preliminary or “Joint A/P”.



- This feature limits the ranking of the preliminary program track to only those applicants who also ranked the advanced program.
- Only applicants who match to the advanced program can be matched to the preliminary program track, even though it is possible not all applicants who match to the advanced program will match to the preliminary program.
- Joint A/P arrangements **must** be entered into the Registration, Ranking, and Results (R3®) system prior to the opening of the rank order list function.

Creating a Joint A/P involves two phases:

1. The preliminary program that will be joined to the advanced program is created in the R3 system.
2. The advanced program will be joined to the preliminary program in R3 to create the Joint A/P arrangement. Only the advanced program has the ability to edit the Joint A/P status.

Login:

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

The screenshot shows the login page for 'THE MATCH NATIONAL RESIDENT MATCHING PROGRAM'. The page title is 'United States - Registration, Ranking, and Results (R3) (R)'. Below the header, there is a section titled 'All Returning Users' with a red asterisk and the word 'Required'. The text reads: '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.' There are two input fields: '* Username:' and '* Password:'. A red circle with the number '1' is around the Username field. Below the password field is a 'Login' button, which is also circled with a red circle and the number '2'.

Matches and Roles Page (program directors with programs in more than one Match):

NOTE: If your institution or program participates in only the Main Residency Match, the Match Home Page displays after login.

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 appropriate Match.

The screenshot shows the 'Matches & Roles' page. At the top, there is a yellow warning icon and the text: 'Indicates match has pending tasks requiring your attention. Place your mouse over any yellow icon for more info.' Below this, the text says: 'You currently have the capability to act in 2 role/match combinations as listed below.' and 'Click on your Role & Institution Name for the appropriate Match you wish to manage at this time.' There are two tables. The first table is titled 'Main Match' and has columns: Match, Match Status, Your Role & Institution Name, City, and State. The row shows 'Main Residency Match', 'REGISTRATION', 'Prog Director, Secondary, Inst Institutions', 'Anytown', and 'DC'. A red circle with the number '3' is around the table header, and a red circle with the number '4' is around the 'Your Role & Institution Name' cell. The second table is titled 'Delayed Matches' and has columns: Match, Match Status, Your Role & Institution Name, City, and State. The row shows 'Residency', 'MATCHING', 'Prog Director, Secondary, Inst Institutions', 'Anytown', and 'DC'.

The **Match Home Page** displays for the Match you selected.

Match Home Page:

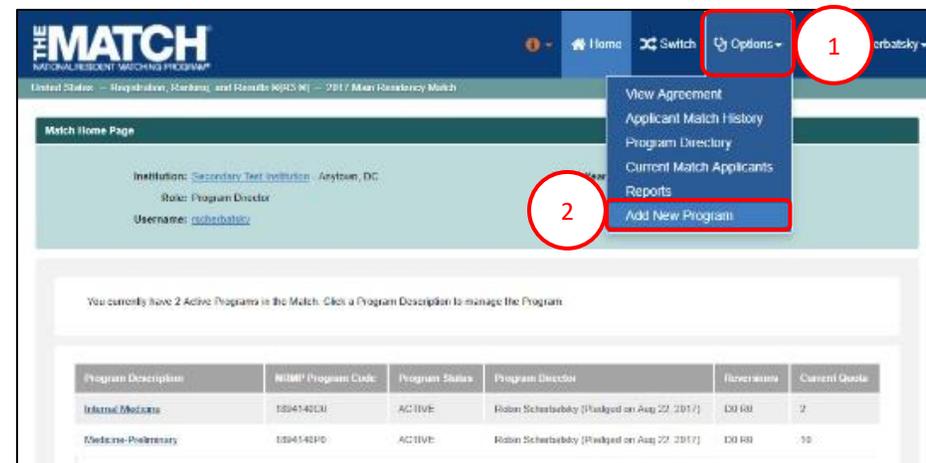
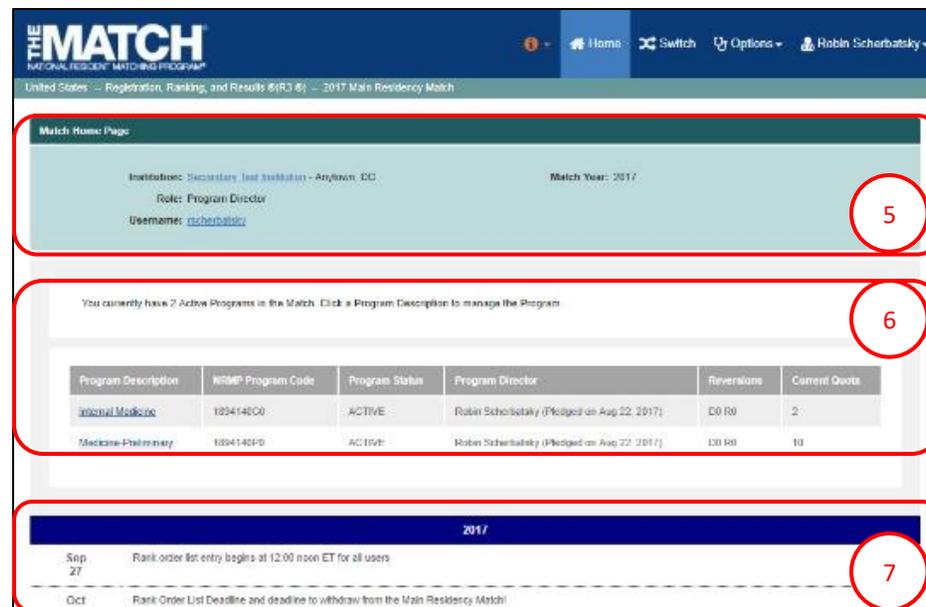
5. Your institution, role, username, and Match year display.
6. The programs for which you are registered will display, along with each program's NRMP program code, status, director, reversions, and quota details.
7. Main Residency Match Event dates display.



Note: The preliminary program director must create the new preliminary program track to be joined to the advanced program.

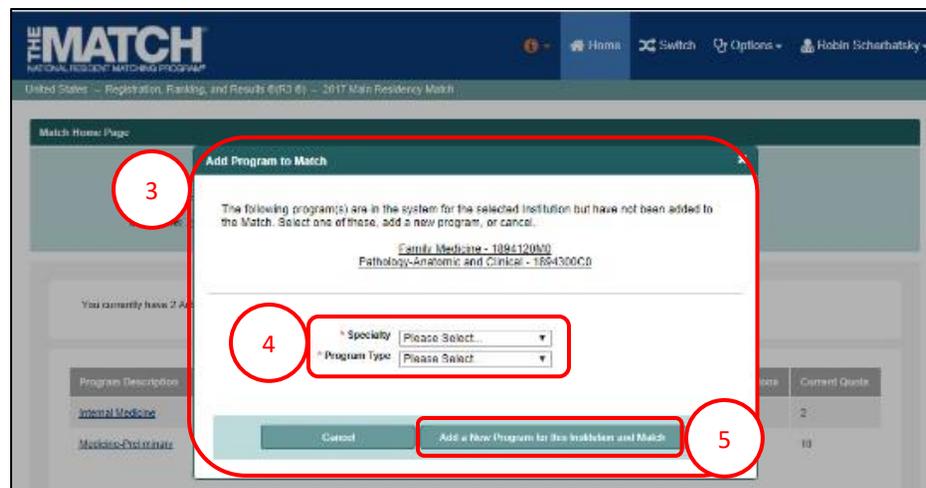
Creating the Preliminary Program Track:

1. Click the **Options** menu.
2. Click **Add New Program**.



Creating the Preliminary Program Track, Continued:

3. The **Add Program to Match** pop-up displays.
4. Using the drop-down menus, select:
 - a. **Specialty:** Internal Medicine, Surgery-General, Pediatrics, or Transitional Year.
 - b. **Program Type:** Preliminary.
5. Click the **Add a New Program for this Institution and Match** button.

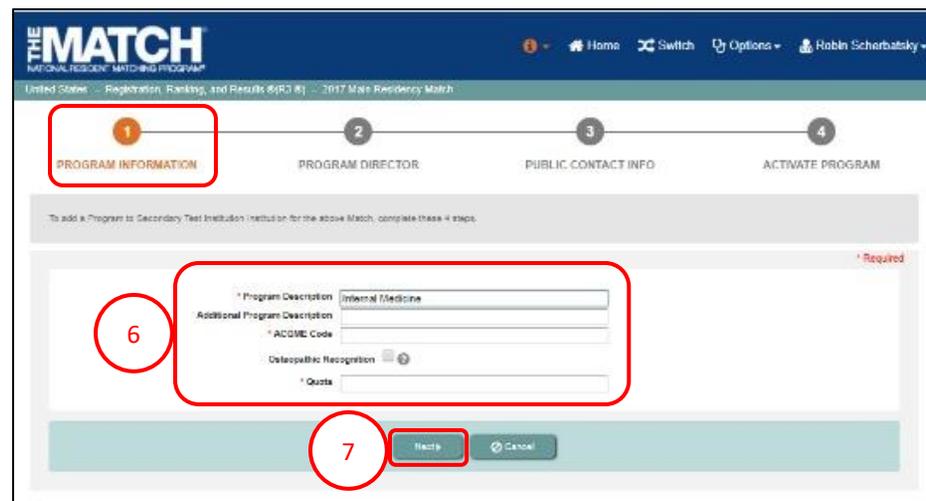


Step 1: Program Information

6. Enter the program information, including:
 - a. **ACGME Code**
 - b. **Additional Program Description**, if needed. NOTE: NRMP staff may edit the program description for consistency and length.
 - c. **Quota** number. The quota is the number of positions you want to fill in the Match for this preliminary program track.

Fields with a * are required.

7. Click **Next**.



Step 2: Program Director

- Review the names in the **Institutional Official** and **Program Director** fields. The program director listed should be your name.
- Click **Next**.

The screenshot shows the 'PROGRAM DIRECTOR' step in the registration process. The progress bar at the top indicates that 'PROGRAM DIRECTOR' is the current step, with 'PROGRAM INFORMATION' completed and 'PUBLIC CONTACT INFO' and 'ACTIVATE PROGRAM' pending. Below the progress bar, there are two input fields: 'Institutional Official' with the value 'Julia Adams' and 'Program Director' with the value 'Robin Scherbatsky'. A red circle with the number 8 is around the 'Institutional Official' field, and a red circle with the number 9 is around the 'Next' button at the bottom right.

Step 3: Public Contact Information

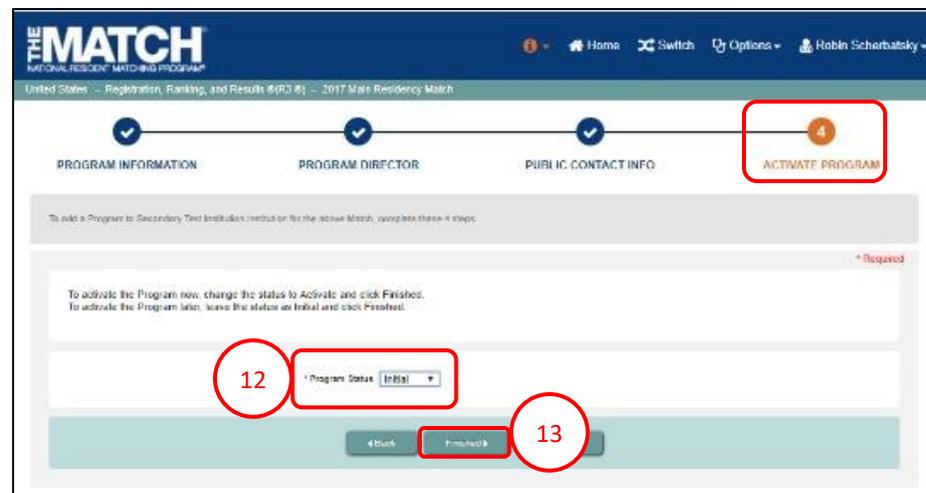
- Enter the **Program Address** and **Program Contact Information** in the appropriate fields.
- Click **Next**.

The screenshot shows the 'PUBLIC CONTACT INFO' step in the registration process. The progress bar at the top indicates that 'PUBLIC CONTACT INFO' is the current step, with 'PROGRAM INFORMATION' and 'PROGRAM DIRECTOR' completed and 'ACTIVATE PROGRAM' pending. Below the progress bar, there are two main sections: 'Program Address' and 'Program Contact Information'. The 'Program Address' section includes a note: 'Note: This information may no longer be updated. Please contact the NRMP with any issues.' and fields for Country (United States), Street Address Line 1, Street Address Line 2, Street Address Line 3, City/Town, State (Please Select...), and Zip/Postal Code. The 'Program Contact Information' section includes fields for Public Phone Number, Public Fax Number, Public Email Address, Program Coordinator Email Address, and Program URL. A red circle with the number 10 is around the 'Program Address' section, and a red circle with the number 11 is around the 'Next' button at the bottom right.

Step 4: Activate Program

12. As a program director, you cannot activate the program. Choose **Initial** from the **Program Status** drop-down menu.

13. Click **Finished**.



14. The **My Programs** screen displays and the green note confirms you have successfully created the new program track. Notify your institutional official to activate the program for Match participation.



a. Note: If you choose **Activate** from the drop-down menu, you will receive an error message. Return to step 12 above to finish adding the program to the Match.





Note: The advanced program director must join the preliminary program track to the advanced program.

Joining the Preliminary Program Track to the Advanced Program:

1. From the **Match Home Page**, click the advanced **Program** link.

Match Home Page

Institution: [Secondary Test Institution - Anytown, DC](#) Match Year: 2017

Role: Program Director

Username: [test@](#)

You currently have 1 Active Program in the Match. Click a Program Description to manage the Program.

Program Description	NRMP Program Code	Program Status	Program Director	Username	Current Quota
Neurology	100410000	ACTIVE	Liby Akron (Pledged on Aug 22, 2017)	DO RD	8

2017

Sep 27 Rank order list entry begins at 12:00 noon ET for all users

Oct 27 Rank Order List Deadline and deadline to withdraw from the Main Residency Match! Rank order lists must be certified no later than 11:34 a.m. ET.

2. The **View Program Details** page displays.
3. Click the **Joint A/P** tab.

View Program Details

Institution: [Secondary Test Institution - Anytown, DC](#) Match Year: 2017

Role: Program Director

Username: [test@](#)

Institution Status: ACTIVE

Program Name: Neurology

Program Type: Advanced

Program Status: ACTIVE

NRMP Institution Code: 1004

ACGME Inst Code: 1001

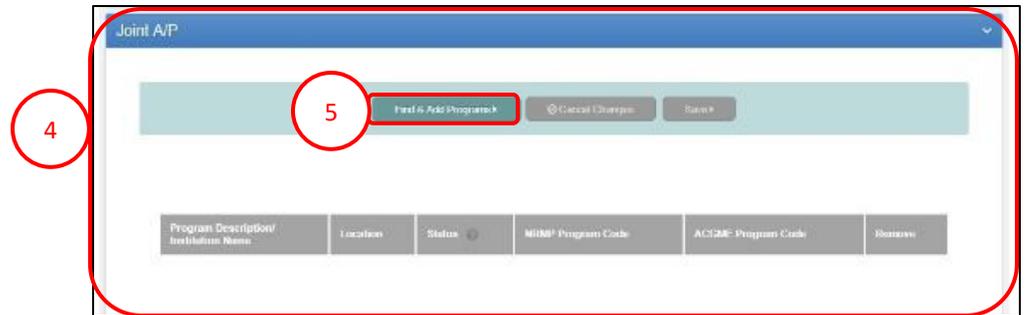
NRMP Program Code: 100410000

ACGME Program Code: 1000554007

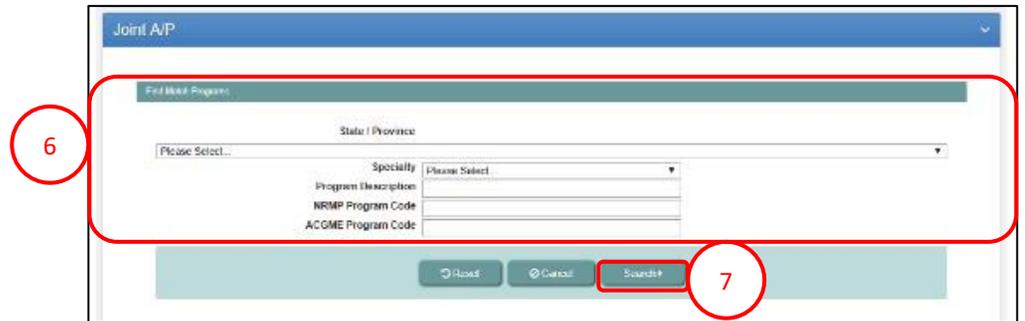
- Status
- Quota
- Change Requests & Approvals
- Program Director/Coord
- Public Contact
- Reversions
- Joint A/P**

Joint A/P tab:

- 4. The **Joint A/P** tab opens.
- 5. Click **Find & Add Programs**.

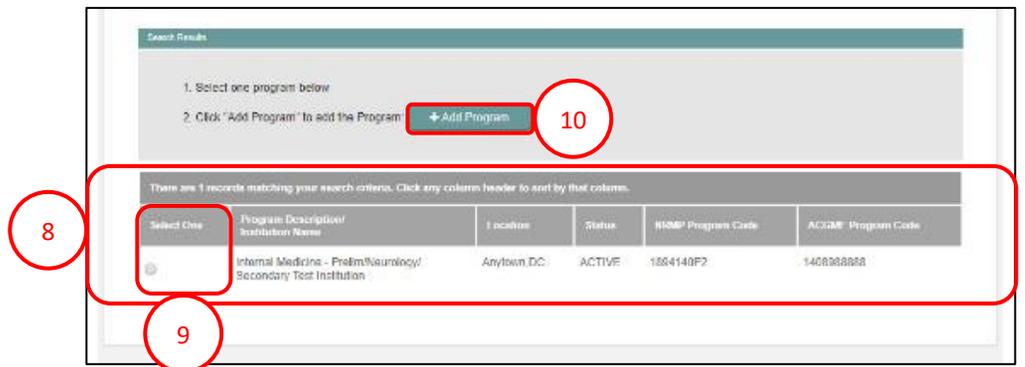


- 6. The **Find Match Programs** page displays. Enter applicable search criteria.
NOTE: State and/or Specialty must be selected before you execute your search.



- 7. Click **Search**.

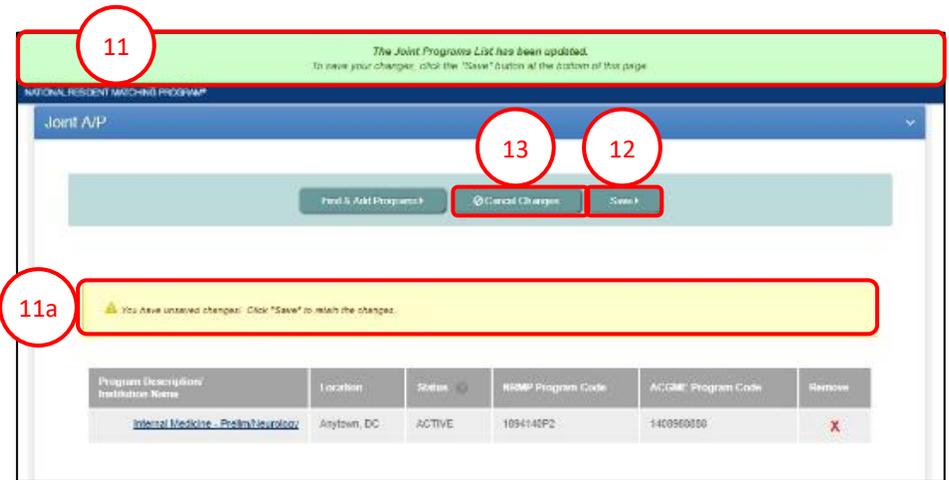
- 8. Search results display.
NOTE: If many programs display in the results, scroll to find the program.



- 9. Click the radio button in the **Select One** column next to the preliminary program you want to add to a Joint A/P arrangement.

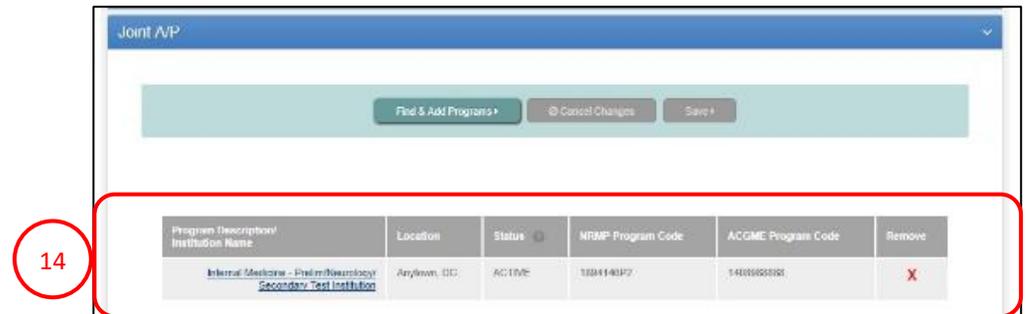
- 10. Click **+Add Program** above the search results.

11. A green note displays indicating the Joint Program has been updated.
 - a. The yellow note is a reminder to save the changes.
12. Click the **Save** button to save the Joint A/P arrangement.
13. Click **Cancel Changes** to remove the Joint A/P arrangement.



Joint A/P Finalized

14. The Joint A/P tab for the advanced program displays the joined preliminary program details.
15. The Joint A/P tab for the preliminary program track displays the joined advanced program details.



Remove a Joint A/P Arrangement:

1. To remove the Joint A/P arrangement, the program director for the advanced program must click the **red X** in the **Remove** column.
2. The **Please Confirm** pop-up displays.
 - a. Click **No** to maintain the Joint A/P arrangement.
 - b. Click **Yes** to remove the Joint A/P arrangement.
3. If you removed the Joint A/P arrangement, a green note displays indicating the Joint Program has been updated.
 - a. The yellow note provides a reminder to save the changes.
4. Click the **Save** button to remove the Joint A/P arrangement.
5. Click **Cancel Changes** to maintain the Joint A/P arrangement.

