

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 <u>www.nrmp.org</u>.

Login:

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

ENTERCHIER DE CONTRACTOR DE CO	6 -	🔒 Login	🚑 Register
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 then	n here.	
- Password: Strattiny Journane or Personnol			
2 Logith			

CHESUENI MATCHING PHO	XGRAM [®]				
States – Registration, R	anking, and Resi	ults @(R3 @)			
Indicates match has p	ending tasks req	uiring your attention. Place	your mouse over any yellow icon for more info.		
	_	_		_	_
thes & Roles					
You currently have the	capability to act i	n 2 role/match combination	ns as listed below. 🚱		
		the appropriate Match vo	wwich to manage at this time		
Click on your Role & In	stitution Name to	the appropriate Match yo	a wish to manage at this time.		
Click on your Role & In	stitution Name fo	The appropriate match yo	o wish to manage at the line,		
Click on your Role & In:	stitution Name to	т те арлорнате мател уо	a visi to manage at uns time.		
Main Match	stitution Name to	пе аррорлате матол уо	a mon to manage at this whe.		
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Main Match	stitution Name to	Match Status @	Your Role & Institution Name		State
Main Match Main Residency I	stitution Name to	Match Status @	Your Role & Institution Name Prog Director Secondary Test Institution		State DC
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Main Match Main Residency I	Match	Match Status @ RANKING	Your Role & Institution Name Prog Director Secondary Test Institution	4	State DC
Main Match Main Residency I Fellowship Matches	Match	Match Status @ RANKING	Your Role & Institution Name Prog Director Secondary Test Institution	4	State DC
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Main Match Main Match Fellowship Matches Match	Match Sta	Match Status () RANKING	Your Role & Institution Name Prog Director Secondary Test Institution Your Role & Institution Name	4 con	State DC State

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.

N	lly Institution: <u>Secondary</u> Role: Program D Username: <u>filityick</u>	<u>Test Institution</u> - Anytown, i irector	DC	Match Year: 2017			
You curr	ently have 4 Active Progra	ums in the Match. Click a Pr	ogram Description to	manage the Program.			
Program	Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota	SOAP
Radiolog	y-Diagnostic	1894420A0	ACTIVE	Filius Filtwick (Pledged on May 26, 2017)	D0 R0	3	Pendir
Radiolog	y-Diagnostic - Research	1894420A1	ACTIVE	Filius Flitwick (Pledged on May 28, 2017)	D1 R0	2	Pendir
Radiolog	y-Diagnostic	1894420R0	ACTIVE	Filius Flitwick (Pledged on May 28, 2017)	D0 R0	3	P
Radiation	n Oncology	1894430A0	ACTIVE	Filius Fitwick (Pledged on May 28, 2017)	D0 R0	3	
				2017			
lun 11	Rank order list entry be	gins at 12:00 noon ET for a	Il users				
lug	Rank Order List Deadli Rank order lists must be	ne and deadline to withdra e certified no later than 9:00	w from the Main Resi) p.m. ET,	dency Match!			
30							

atch Home Page					
My Institution: <u>Secondary Test Institution</u> - Anytown, DC My Role: Program Director Username: <u>#litvick</u>			Match Year: Appointment Year:	2017 2018	5
You currently have 1 Ac	tive Program in the Match.	Click a Program Descripti	on to manage the Program.		
Program Description	NRMP Program Code	Program Status	Program Director	Reversi	ons Current
Breast Imaging	1894R02F0	ACTIVE	Filius Filtwick (Pledged on May 2	6, 2017) D0 R0	2 0
latch Event	Start	Date		End Date	
Register	22 M	r 2017 12:00 PM EDT 31 Mi		31 May 2017 09:00 PM EDT	
Rank	28 M	ay 2017 12:00 PM EDT		31 May 2017 09:00 PM EDT	
Match Computation	31 M	ay 2017 09:00 PM EDT		14 Jun 2017 12:00 PM EDT	\sim
				14 Dec 2017 12:00 AM EST	
Match Results	14 Ju	in 2017 12:00 PM EDT		14 Dec 2017 12:00 AM EST	

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.

tes – Registration Ranking :	and Results @(R3 @) - 2017	7 Main Residency Mate	-h			
ica – regiananon, renneng, r		want was acred to a				
Home Page						
My Institution: <u>Seco</u> Role: Prog Username: <u>Mitwi</u>	indary Test Institution - Anyto ram Director <u>ck</u>	wn, DC	Match Year: 2017			
You currently have 4 Active	Programs in the Match, Click	a Program Descriptio	n to manage the Program			
You currently have 4 Active	Programs in the Match. Click	a Program Descriptio	n to manage the Program.			
You currently have 4 Active	Programs in the Match. Click	: a Program Descriptio	n to manage the Program.			
You currently have 4 Active Program Description	Programs in the Match. Click NRMIP Program Code	a Program Descriptio Program Status	n to manage the Program. Program Director	Reversions	Current Quota	SOAP
You currently have 4 Active Program Description Radiology-Diagnostic	Programs in the Match. Click NRMP Program Code 1894420A0	a Program Descriptio	n to manage the Program. Program Director Filius Filivick (Pledged on May 26, 2017)	Reversions D0 R1	Current Quota 3	SOAP @
You currently have 4 Active Program Description Radiology-Diagnostic Radiology-Diagnostic - Research	Programs in the Match. Click NRMP Program Code 1894420A0 1894420A1	a Program Descriptio	n to manage the Program. Program Director Fillus Filtvick (Pledged on May 26, 2017) Fillus Filtvick (Pledged on May 26, 2017)	Reversions D0 R1 D1 R0	Current Quota 3 2	SOAP Pending Pending
You currently have 4 Active Program Description Radiology-Disensetic Research Radiology-Disensetic	Programs in the Match. Click NRMP Program Code 1894420A0 1894420A0 1894420A0	A Program Description Program Status ACTIVE ACTIVE ACTIVE	I to manage the Program.	Reversions D0 R1 D1 R0 D0 R0	Current Quota 3 2 3	SOAP Pending Pending Pending

View Program Details	
My Institution: Secondary Test Institution - Anytown, DC	Match Year: 2017
My Role: Program Director	NRMP Institution Code: 1894
Username: ffitwick	ACGME Inst Code: 1001
Institution Status: ACTIVE	NRMP Program Code: <u>1894420A1</u>
Program Name: Radiology-Diagnostic - Research	ACGME Program Code: 4201678923
Program Type: Advanced	
Status	
Quota	
Change Requests & Approvals	
Program Director/Coord	
Public Contact	
Reversions	

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.

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eversions							~
	3a m	tial Quota: 1 Current (Quota: 3				
If known, enter NRMP or click the "Find & Adr	Program Code below to donate positions to Programs" button to find programs to whic	other Programs h to donate positions.					
	4 Find & Add P	ograms • O Cancel	Changes	Save►			
	\bigcirc						
Donating To		-00 - 10				Total Positions	Donated: 0
Drag & Order Drop	Program Description / Institution Name	Location Status	NRMP Progr Code	am AC Co	GME Program de	Decision	Remove
NRMP Program Code		1				Add	

				0 -	삼 Home	X Switch	및 Options +	🌡 Filius Flitwick →
Public Contact Reversions Fied Match Programs	State Speciatly Program Type Program Code Institution Name NRMP Program Code ACGME Program Code	Please Select. Please Select. Please Select.			Y Y			ř
Joint A/P	_	©Reset	© Cancel	Search +	- (6 			v

Reversions Using the Find & Add Program button, continued:

- 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. <u>Above</u> 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.

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10. Click the Add Reversion button.

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9	Search Results 1. Sei 2. En 3. Cliv	lect one program below. The program must be in active status ter number of positions to donate here. 1 dx "Add Reversion" to add the Reversion: + Add Reversion	s to participate in a	reversion.		
1	There were 1	6 programs found. Click any column header to sort by that colu	mn.			
	Select One	Program Description / Institution Name	Location	Status	NRMP Program Code	ACGME Program Code
	۲	Radiology-Diagnostic Secondary Test Institution	Washington, DC	ACTIVE	1894420R0	4208965441
	0	Pediatrics Secondary Test Institution	Anytown, DC	ACTIVE	1894320M0	3205698566
	0	Internal Medicine - TEST Secondary Test Institution	any, DC	ACTIVE	1894140P0	1401111111
	0	Radiation Oncology Secondary Test Institution	Anytown, DC	ACTIVE	1894430A0	4306985989
	0	8 Vascular Surgery Secondary Test Institution	Anytown, DC	ACTIVE	1894451P0	4514736763
	0	Surgery-Preliminary Secondary Test Institution	Anytown, DC	ACTIVE	1894440P0	4406547899
	0	Internal Medicine - TEST Secondary Test Institution	adfs, GA	ACTIVE	1894140P2	1402266778
	0	Interventional Radiology (Integrated) Secondary Test Institution	Washington, DC	ACTIVE	1894416A0	4164567777
	0	Internal Medicine/Family Medicine Secondary Test Institution	Anytown, DC	ACTIVE	1894740P0	7405639652
	0	Radiology-Diagnostic Secondary Test Institution	Washington, DC	ACTIVE	1894420A0	4201678923
	0	Internal Medicine - TEST Secondary Test Institution	Anytown, AL	ACTIVE	189 <mark>4</mark> 140C0	1401111111
	0	Plastic Surgery Secondary Test Institution	Anytown, DC	ACTIVE	1894360A0	3608956823
	0	Dermatology Secondary Test Institution	Anytown, DC	ACTIVE	1894080C0	0809659696
	0	Dermatology Secondary Test Institution	Anytown, DC	ACTIVE	1894080P0	0809867453
	0	Neurology Secondary Test Institution	Anytown, DC	ACTIVE	1894180A0	1803554667
		Internal Medicine - TEST Secondary Test Institution	qny, CA	WITHDRAWN	1894140P1	1401123333
1	-		of 16 rows			
		China (Press 73		Next 1	Let	1.2

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

		To save your o	The Reversion changes, click the	s List has been "Save" button a	a updated. at the bottom of this p	age.		
Reversions	8							
		Ir	nitial Quota: 1	Current Qu	iota: 3			
If known or click	n, enter NRMP P the "Find & Add	rogram Code below to donate positions t Programs" button to find programs to whi	o other Programs ich to donate posit	ions.				
		Find & Add	14	⊘ Cancel Cł	nanges Sav	13)	
			\smile			\cup		
1b	You have unsave	d changes! Click *Save* to maintain the c	urrent reversions of	der.				
1b Conating	You have unsave To	d changes! Click "Save" to maintain the c	urrent reversions of	der.			Total Position	is Donated: 1
1b Donating Drag & Drop	You have unsave	d changes! Click "Save" to maintain the ci Program Description / Institution Name	ument reversions or Location	oler: Status:	NRMP Program Code	ACGME Program Code	Total Position Decision	te Donated: 1 Remove
1b Donating 2	You have unsave	d changes! Click "Save" to maintain the ci Program Description / Institution Name Radiology-Diagnostic Secondary Test Institution	Location Washington, DC	Status O	NRMP Program Code 1894420A0	ACCME Program Code 4201676923	Total Position Decision PENDING_ADD	e Doneted: 1 Remove X

Status	*
Quota	~
Change Requests & Approvals	~
Program Director/Coord	×
Public Contact	
Reversions	15
Joint A/P	ý.

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. 7



The Reversions List has been undated 2a To save your changes, click the "Save" button at the bottom of this page 2b A You have unsaved changes! Click "Save" to maintain the PENDING ADD Radiation On logy Secondary Test Institution 18944304 3 Radiology-Diagnostic Secondary Test Institution ACTIVE 1894420A0 4201678923 PENDING_ADD 5 1

Status	~
Quota	~
Change Requests & Approvals	~
Program Director/Coord	~
Public Contact	~
Reversions	~
Inint A/P	

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.

United	d States – Registration, Ranking, a	nd Results ©(R3 ©) – 2017	Main Residency Mate	h	-		
Ma	atch Home Page						
	My Institution: Second	ndary Test Institution - Anyto	wn DC	Match Year: 2017			
	Role: Progr	am Director		maton four 2011			
	Username: fflitwic	<u>:k</u>					
	You currently have 4 Active F	Programs in the Match. Click	a Program Description	n to manage the Program.			
	Program Description	NRMP Program Code	Program Status	Program Director	Reversions	Current Quota	SOAP
1	Radiology-Diagnostic	1894420A0	ACTIVE	Filius Flitwick (Pledged on May 26,	D0 R1	3	Pending
\checkmark		701111-001		2017)			
	<u>Radiology-Diagnostic -</u> <u>Research</u>	1894420A1	ACTIVE	Filius Flitwick (Pledged on May 26, 2017)	D1 R0	2	Pending
	Radiology-Diagnostic	1894420R0	ACTIVE	Filius Filitwick (Pledged on May 26, 2017)	D0 R0	3	Pending
	Radiation Oncology	1894430A0	ACTIVE	Filius Flitwick (Pledged on May 26,	D0 R0	3	Pending
				2017)			
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NATIO	NAL RESIDENT MATCHING PROGRAM			🚺 👻 🐴 Home	X Switch	ଫୁ Options -	🔏 Filius I
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	W Program Type: Adv Institution: Second My Institution: Second My Role: Progra Username: Thirds Username: Thirds Username: Thirds Program Name: Radio Program Type: Adva Program Status: ACTIV	ndary Test Institution - Anyto am Director <u>k</u> Æ Jogy-Diagnostic - Research noed Æ	vn, DC	Match Year: 2017 NRMP Institution Code: 1894 ACGME Inst Code: 1001 NRMP Program Code: 18944200 ACGME Program Code: 42016785	X Switch	Qr Options +	& Filius I
VI	AVLIESCENT MICHING FROGRAM ex Program Details My Institution: Secon My Role: Progr. Username: Mink Institution Status: ACTIN Program Name: Radio Program Status: ACTIN Status	idary Test Institution - Anyto am Director <u>k</u> /E logy-Diagnostic - Research need /E	vn, DC	€ ► Hone Match Year: 2017 NRMP Institution Code: 1894 ACGME Inst Code: 1001 NRMP Program Code: 1894420/ ACGME Program Code: 42016783	X Switch	Qr Options +	& Filius I
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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.

ersions								2
		Ini	tial Quota: 1	Current Q	uota: 3			
If known, or click th	enter NRMP P he "Find & Add	rogram Code below to donate positions to Programs" button to find programs to whic	other Program h to donate pos	is sitions.				
		Find & Add P	rograms⊁	O Cancel C	Changes Sa	e)		
							(3
Donating T	ō						Total Positions	
Drag & Drop	Order	Program Description / Institution Name	Location	Status 🕜	NRMP Program Code	ACGME Program Code	Decision	Remove
≡	1	Radiation Oncology Secondary Test Institution	Anytown DC	ACTIVE	1894430A0	4306985989	PENDING_ADD	x
\equiv	2	Radiology-Diagnostic Secondary Test Institution	Anytown DC	RANKING	1894420A0	4201678923	PENDING_ADD	x

 Reversions

- 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.

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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 <u>above</u> 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.

Reversions								
			Initial Quota: 1	Current Q	uota: 3			
If known or click t	If known, enter NRMP Program Code below to donate positions to other Programs or click the "Find & Add Programs" button to find programs to which to donate positions.							
	Find & Add Programs > @ Cancel Changes Save > 6							
		Find & .	Add Programs >	⊘ Cancel C	hanges Sa	/e▶ 6)	
		Find &	Add Programs ►	⊘ Cancel C	hanges Sa	/e> 6)	
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