

GRADUATE MEDICAL EDUCATION STARTUP BONUS PROGRAM
INSTRUCTIONS FOR COMPLETING **FORM A**

General

To participate in the Graduate Medical Education Startup Bonus Program during state fiscal year 2015-16 (July 1 through June 30), a hospital must have received approval on or after July 1, 2015, and must provide verification of that approval of new resident positions in the qualifying specialties or subspecialties listed below within an established accredited training program, or a newly created accredited training program.

Qualifying Specialties or Subspecialties (Adult or Pediatric)

Allergy or Immunology	Oncology
Anesthesiology	Ophthalmology
Cardiology	Orthopedic Surgery
Endocrinology	Otolaryngology
Family Medicine	Psychiatry
General Surgery	Pulmonary
Hematology	Radiology
Infectious Diseases	Rheumatology
Nephrology	Thoracic Surgery
Neurology	Urology
Obstetrics/Gynecology	

In order to be considered for participation in the Graduate Medical Education Startup Program, please complete the Graduate Medical Education Startup Bonus Program Application Form A and submit it to the Agency for Health Care Administration via the email instructions below by 5:00 PM EST March 1, 2016.

Application Submission Instructions:

Please submit the completed Graduate Medical Education Startup Bonus Application in Excel only. All supporting documentation must be sent in PDF form. Application submissions should be emailed to LIPProvidersReports@ahca.myflorida.com.

The Graduate Medical Education Startup Bonus Program is authorized under Section 409.909(5) of the Florida Statutes, and Special Appropriation 200 – Graduate Medical Education of the General Appropriations Act for state fiscal year 2015-16. Copies of these Laws are provided in Appendix A of these instructions.

Section A

Input the following information into Section A of the application:

- **Hospital Name:** Input hospital's name.
- **Hospital Medicaid Provider ID Number:** Input the hospital's Medicaid provider ID number.
- **Hospital County:** Input the county in which the hospital resides.
- **Hospital Contact Person First Name:** Input the first name of the individual that can field questions regarding the information contained in the application.
- **Hospital Contact Person Last Name:** Input the last name of the individual that can field questions regarding the information contained in the application.
- **Hospital Contact Person Email Address:** Input the email address of the individual that can field questions regarding the information contained in the application.
- **Hospital Contact Person Phone:** Input the phone number of the individual that can field questions regarding the information contained in the application.
- **Date This Application Was completed:** Input the date that the application was completed.

Section B

Below you will find detailed instruction on how to input the number of new resident positions that were approved on or after July 1, 2015. The new resident positions must be within the specialties or subspecialties that are listed above in the General section of these instructions. If the resident positions are not in in the specialties or subspecialties identified in the General section of these instructions, they will not be counted.

Each row on the application is based on **Date of Approval**. Therefore, if you have multiple dates of approval for positions within the same specialty or subspecialty, please input them on separate rows of the application.

Example: Hospital A received approval for 7 new resident positions in the Allergy specialty on August 12, 2015. Hospital A received approval for an additional 2 new resident positions in the Allergy specialty on January 15, 2016. The entry would be as follows:

Section B:									
A	B	C	D	E	F	G	H	I	J
ROW	Shortage Specialty (subspecialty, adult and pediatric) IRIS CODE	Specialty Primary Description	Specialty Secondary Description	# of Approved FTE Positions on or after July 1, 2015 through March 1, 2016	Approval Date of Newly Approved FTEs (document on separate line if different approval dates for same residency specialty)	Maximum Value of Startup Bonus for Shortage Specialties	Validating Document(s) Provided	Agency Use: Comments	Agency Use: Approved ?
1	1000	ALLERGY & IMMUNOLOGY	GENERAL	7	8/12/15	\$700,000	ACCOMF		
2	1000	ALLERGY & IMMUNOLOGY	GENERAL	2	1/15/16	\$200,000	ACCOMF		

Input Instructions for Section B:

Attention: You are required to submit documentation verifying the new positions that you input into this section of the application. Verifying documentation must include an approval of the newly created positions from the Accreditation Council for Graduate Medical Education or Osteopathic Postdoctoral Training Institution.

- **Column A (Row #):** No input necessary.
- **Column B (IRIS CODE):** Using the dropdown list, select the appropriate IRIS code that corresponds to the newly approved resident positions (FTEs) for the specialty or subspecialty that received approval from the Accreditation Council for Graduate Medical Education or Osteopathic Postdoctoral Training Institution, on or after July 1, 2015 through March 1, 2016.
- **Column C (Specialty Primary Description):** No input necessary. This column will auto-populate based on the IRIS code you have selected in column B.
- **Column D (Specialty Secondary Description):** No input necessary. This column will auto-populate based on the IRIS code you have selected in column B.
- **Column E (# of Approved FTE Positions on or after July 1, 2015 through March 1, 2016):** Based on the IRIS code you selected from Column B, input the number of newly approved positions (FTEs) that received approval from the Accreditation Council for Graduate Medical Education or Osteopathic Postdoctoral Training Institution, on or after July 1, 2015 through March 1, 2016.

Example: If your hospital received approval of 7 new resident positions in Anesthesiology on August 12, 2015, then input “7” into this cell.

In addition to providing the approval documentation for the number of new positions input into this cell, the hospital can validate the change in the number of residents by comparing the total number of residents within the selected specialty or subspecialty (based on Column B) programs prior to July 1, 2015, to the total number of residents within the selected specialty or subspecialty (based on Column B) on or after July 1, 2015.

- **Column F (Approval Date of Newly Approved FTEs):** Input the Approval Date of the newly approved positions (FTEs) for the IRIS code selected in Column B. Each row on the application is based on **Date of Approval**. Therefore, if you have multiple dates of approval for positions within the same specialty or subspecialties, please input them on separate rows of the application.

Example: Hospital A received approval for 7 new resident positions in the Allergy specialty on August 12, 2015. Hospital A received approval for an additional 2 new resident positions in the Allergy specialty on January 15, 2016. The entry would appear as follows:

Section B:									
A	B	C	D	E	F	G	H	I	J
ROW	Shortage Specialty (subspecialty, adult and pediatric) IRIS CODE	Specialty Primary Description	Specialty Secondary Description	# of Approved FTE Positions on or after July 1, 2015 through March 1, 2016	Approval Date of Newly Approved FTEs (document on separate line if different approval dates for same residency specialty)	Maximum Value of Startup Bonus for Shortage Specialties	Validating Document(s) Provided	Agency Use: Comments	Agency Use: Approved ?
1	1050	ALLERGY & IMMUNOLOGY	GENERAL	7	8/12/15	\$700,000	ACDME		
2	1050	ALLERGY & IMMUNOLOGY	GENERAL	2	1/15/16	\$200,000	ACDME		

- **Column G (Maximum Value of Startup Bonus for Shortage Specialties):** No input necessary. This cell will be calculated for you. This is the maximum amount of startup bonus funding that you could receive for these positions. (Section 409.909(5) F. S. allows the Agency to reduce this amount on a pro rata basis if funding is not sufficient for all qualifying newly created positions). The final amount will be determined once the Agency has tallied all the application submitted to the program.
- **Column H (Validating Document(s) Provided):** Select the type of documentation that you are providing with your application that is associated with the number of approved FTEs that you input into Column E.

Appendix A

The General Appropriations Act SB2500-A ; Fiscal Year 2015-16

200	SPECIAL CATEGORIES	
	GRADUATE MEDICAL EDUCATION	
	FROM GENERAL REVENUE FUND	31,584,356
	FROM GRANTS AND DONATIONS TRUST	
	FUND	39,641,644
	FROM MEDICAL CARE TRUST FUND	108,774,000
<p>Funds in Specific Appropriation 200 are contingent on SB 2508-A, including the document incorporated by reference therein in its entirety, and Specific Appropriations 194, 201, 202, 203, and 206, including all proviso language applicable to each specific</p>		
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<p>ENROLLED 2015-A LEGISLATURE SB 2500-A, FIRST ENGROSSED</p>		
<p>SECTION 3 - HUMAN SERVICES</p>		
<p>appropriation, becoming law.</p>		
<p>From the funds in Specific Appropriation 200, \$31,584,356 from General Revenue Fund and \$39,641,644 from Grants and Donations Trust Fund and \$108,774,000 from the Medical Care Trust Fund are provided to fund the Statewide Medicaid Residency Program and the Graduate Medical Education Startup Bonus Program. Of these funds \$80,000,000 shall be used to fund the Statewide Medicaid Residency Program in accordance with section 409.909(3), Florida Statutes. Of these funds, \$42,812,976 shall be distributed to the two hospitals with the largest number of graduate medical residents in statewide supply/demand deficit. The remaining funds shall be used to fund the Graduate Medical Education Startup Bonus Program in accordance with section 409.909(5), Florida Statutes, and are provided for the following physician specialties and subspecialties, both adult and pediatric, that are in statewide supply/demand deficit: allergy or immunology; anesthesiology; cardiology; endocrinology; family medicine; general surgery; hematology; oncology; infectious diseases; nephrology; neurology; obstetrics/gynecology; ophthalmology; orthopedic surgery; otolaryngology; psychiatry; pulmonary; radiology; rheumatology; thoracic surgery; and urology. One-time startup bonuses are also provided for internal medicine residency positions at hospitals with twenty-five percent or greater Medicaid and charity care for positions in place during state fiscal years 2014-2015 and 2015-2016; however, these hospitals shall not be eligible for funding under section 409.909(5)(b), Florida Statutes, for internal medicine positions. Funding for the Graduate Medical Education Startup Bonus Program is contingent on the nonfederal share being provided through intergovernmental transfers in the Grants and Donations Trust Fund.</p>		

Section 409.909(5) of the Florida Statutes

(5) The Graduate Medical Education Startup Bonus Program is established to provide resources for the education and training of physicians in specialties which are in a statewide supply-and-demand deficit. Hospitals eligible for participation in subsection (1) are eligible to participate in the Graduate Medical Education Startup Bonus Program established under this subsection. Notwithstanding subsection (4) or an FTE's residency period, and in any state fiscal year in which funds are appropriated for the startup bonus program, the agency shall allocate a \$100,000 startup bonus for each newly created resident position that is authorized by the Accreditation Council for Graduate Medical Education or Osteopathic Postdoctoral Training Institution in an initial or established accredited training program that is in a physician specialty in statewide supply-and-demand deficit. In any year in which funding is not sufficient to provide \$100,000 for each newly created resident position, funding shall be reduced pro rata across all newly created resident positions in physician specialties in statewide supply-and-demand deficit.

(a) Hospitals applying for a startup bonus must submit to the agency by March 1 their Accreditation Council for Graduate Medical Education or Osteopathic Postdoctoral Training Institution approval validating the new resident positions approved in physician specialties in statewide supply-and-demand deficit in the current fiscal year. An applicant hospital may validate a change in the number of residents by comparing the number in the prior period Accreditation Council for Graduate Medical Education or Osteopathic Postdoctoral Training Institution approval to the number in the current year.

(b) Any unobligated startup bonus funds on April 15 of each fiscal year shall be proportionally allocated to hospitals participating under subsection (3) for existing FTE residents in the physician specialties in statewide supply-and-demand deficit. This nonrecurring allocation shall be in addition to the funds allocated in subsection (4). Notwithstanding subsection (4), the allocation under this subsection may not exceed \$100,000 per FTE resident.

(c) For purposes of this subsection, physician specialties and subspecialties, both adult and pediatric, in statewide supply-and-demand deficit are those identified in the General Appropriations Act.

(d) The agency shall distribute all funds authorized under the Graduate Medical Education Startup Bonus Program on or before the final business day of the fourth quarter of a state fiscal year.