Administrative Process for
Educational Experience Affiliation Agreements (AA) or Program Agreements (PA)
Involving Medical Students at Educational Sites (Facility)

All AAs/PAs involving medical student educational experiences must be executed by either Andrea M. Marks, Vice President and Chief Financial Officer at the University of Texas Health Science Center at San Antonio (UTHSCSA), or her alternate (Michael E. Black, Senior Vice President and Chief Operating Officer), in order for them to be official and legal.

Step 1 – Memo to explain purpose of medical student educational experience between the department and the facility.
In memo format the department provides a brief explanation of the purpose of the medical student educational experience to Robert M. Esterl, Jr., MD, Associate Dean for Undergraduate Medical Education in the SOM at ESTERL@UTHSCSA.EDU. This memo should include:

1. Department information
   a. department name
   b. department contact name, title, address, email, phone number
2. Facility information
   a. facility name
   b. facility address
   c. facility contact name, title, address, email, phone number
3. Benefits of medical student educational experience for SOM/UTHSCSA
4. Any financial obligations
5. Contract term dates

Step 2 – Completion of the standard AA/PA by the department.
The department uses and completes the standard AA/PA template (found on UME website). Dr. Esterl and the department agree on language in the AA/PA that is LCME compliant.

Step 3 – Approval of the AA/PA by the department.
The department sends an email to Nancy Rodriguez Accounting Coordinator for Contracts in the SOM at SOM-Contracts@UTHSCSA.edu which includes:

1. A statement of departmental approval of the AA/PA
2. A copy of the AA/PA
3. The memo sent to Dr. Esterl providing a brief explanation of the purpose of the medical student educational experience.
Step 4 – Approval of the AA/PA legal terms by UTHSCSA Office of Legal Affairs.
If the AA/PA require changes due to legal language, Legal Affairs will detail the corrections/changes and will notify the department to send proposed changes to the facility. If the facility will not accept the changes from Legal Affairs, the department should contact Legal Affairs directly for further instructions. Once Nancy Rodriguez receives revised AA/PA containing proposed changes, the process begins again at Step 3.

Step 5 – Approval of the AA/PA by the SOM senior leadership.
Dr. Esterl approves the medical student AA/PA by electronic signature. Gabriel Hernandez, Senior Associate Dean for Finance approves the AA/PA by electronic signature.

Step 6 – Signature of the AA/PA by the VP and CFO.
Nancy Rodriguez sends two paper copies to Andrea Marks for original signature. Once original copies are returned to Nancy Rodriguez, she sends the signed original AA/PA to the facility by certified mail for its original signatures.

Step 7 – Signature of the AA/PA by the facility.
The facility signs both original copies, keeps one original copy for its records and returns one original copy to Nancy Rodriguez by certified mail for final processing.

Step 8 – Archiving of AA/PA.
Nancy Rodriguez archives an electronic copy of the AA/PA in her files and in ImageNow. She sends an electronic copy of the AA/PA to the department. She sends the original copy to Dr. Esterl to be archived by Normal Fox Administrative Assistant in the Office of UME.

If you have any questions about the AA/PA process, please contact Dr. Esterl at ESTERL@UTHSCSA.EDU or Nancy Rodriguez at SOM-Contracts@UTHSCSA.edu