FLOWCHART FOR REVIEW and APPROVAL of CLINICAL TRAINING AFFILIATION IMPLEMENTATION LETTER (IL) and CLINICAL TRAINING AFFILIATION AGREEMENT (CTAA)

PROCESS
Department provides brief explanation of the purpose of the medical student educational experience/contract in a memo to Robert M. Esterl, Jr., MD (Assoc Dean for UME, SOM) including the following: Department information (department name and contact name, title, address, email, phone), contract term date, benefits for UTHSCSA, financial obligations, and Facility information (facility name and contact name, title, address, email, phone number).

Department uses and completes standard IL/CTAA template (found at UME website)

Robert M. Esterl, Jr., MD
reviews and revises IL/CTAA

Department and UME Office agree on language of IL/CTAA
Department approves IL/CTAA with electronic approval

Nancy Rodriguez (Accounting Coordinator, Contracts, SOM) distributes IL/CTAA for review and approval

Hailey M. Mullican, JD (Office of Legal Affairs, UTHSCSA) reviews, revises and approves IL/CTAA with electronic signature

Robert M. Esterl, Jr., MD Reviews and approves IL/CTAA with electronic signature

Gabriel L. Hernandez, MBA, CPA (Senior Assoc Dean of Finance, SOM) Reviews and approves IL/CTAA with electronic signature

Nancy Rodriguez prepares 2 copies of IL/CTAA for VP and CFO approval

Andrea Marks, CPA, MBA
(Vice President and Chief Financial Officer, HSC) signs 2 original copies of IL/CTAA

Nancy Rodriguez sends 2 original copies of IL/CTAA by certified mail to Host Agency

Host Agency signs 2 original copies of IL/CTAA keeps 1 original copy of IL/CTAA and returns 1 original copy of IL/CTAA by certified mail to Nancy Rodriguez

Nancy Rodriguez distributes IL/CTAA to several sites

Electronic copy for Nancy Rodriguez’s files and OnBase

Electronic copy for department files

Original copy to Dr. Esterl