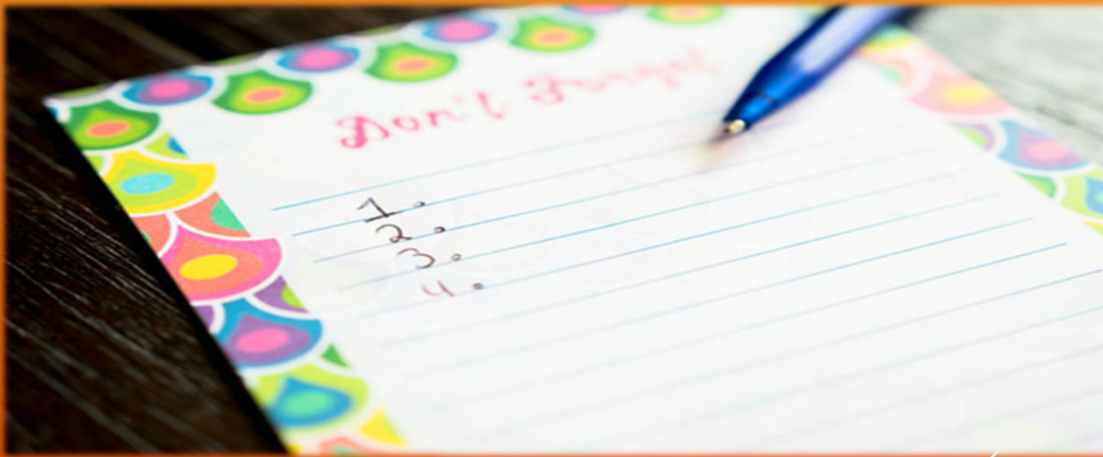


TOP 5 (OR 10) THINGS TO KNOW ABOUT PLAS AND RAS (PROGRAM LETTER OF AGREEMENT AND ROTATION AGREEMENTS)



PLAs and Rotation Agreements are for the following purposes:

- ▶ Accreditation - Education, Evaluation, Supervision
- ▶ Liability coverage during listed dates on agreement forms
- ▶ CMS reporting/reimbursement (audits could result in fines if fraudulent filings are found)
- ▶ Note: If the agreement is not fully executed, the rotation cannot begin



START EARLY!

Please allow a **minimum of 30 days** for UF templates **without** any changes

- Sites with a Master Affiliation Agreement (Template A on PLA web site)



Please allow a **minimum of 60-90 days** for UF templates **with changes** or **non-UF** forms

Please allow a **minimum of 90 days** for rotations that require **out of state licenses**

If the PLA is for an **international rotation**, please check with the GME office before proceeding.

IF ROTATION DATES CHANGE – WE MUST KNOW IMMEDIATELY!

This may require an amendment to the original agreement if already fully executed.

For liability insurance coverage – dates must match what's on agreement = when rotation actually occurs

Rotation dates in New Innovations *MUST* be accurately reflected on the NI schedule = this has Medicare Cost Report implications, if an away rotation is not captured correctly

Always be sure to check GME Website for the most up-to-date agreements before submitting

A. UF residents/fellows rotating at sites WITH a Master Affiliation Agreement (PLAs)

****NEW **** 12/23/2022 — *There are 2 templates to use for any participating site with which the University of Florida has a master affiliation agreement. If you have UF resident/fellow rotations at the sites with a MAA listed below in Section A, use these templates:*

- [MAA PLA Template](#) (all MAA sites EXCEPT VA)
- [VA MAA PLA Template](#) (only NF/SG VA)

NOTE: Please be sure to forward both the PLA draft (including goals and objectives) and all email addresses for everyone required to sign the PLA to the GME Office so that the GME Office may route the PLA via DocuSign for signatures.

Always be sure to check GME Website for the most up-to-date agreements before submitting

B. UF residents/fellows rotating at sites WITHOUT a Master Affiliation Agreement (RAs)

Please use the following templates:

- PLA External Rotation Agreement for One-UF Resident
- PLA External Rotation Agreement for Multiple UF Residents (Note: 10 year contract)

Be sure to request their W9 form to obtain legal name and address.

If the PLA is for an *international rotation*, please check with the GME office before proceeding.

NOTE: UF housestaff rotating at an external site may be required to use the external site's paperwork. Ask the external site if you can use our form or if they require their form to be used before beginning any paperwork.

Always be sure to check GME Website for the most up-to-date agreements before submitting

C. NON-UF/Visiting Residents/Fellows experiences/rotations at programs sponsored through the University of Florida College of Medicine – Gainesville, FL: (RAs)

please use the following templates:

- Short Term Rotation Agreement for One External Resident at UF
- Long Term Rotation Agreement for Multiple External Residents at UF (Note: 1 year contract)

Be sure to request their W9 form to obtain legal name and address.

Note: They must use UF form or cannot rotate here.

- ❖ All PLAs must have rotation goals and objectives attached using this Rotation Goal and Objective Template. (on GME PLA website)
 - Goals and Objectives must be finalized (not in process) **before** being submitted.

- ❖ Request external institution's W-9 form to ensure we use their exact legal business name and address on the agreement

- ❖ Provide ALL information asked for on PLA portal (through the GME PLA website) such as signatory names, official titles AND email addresses. This is necessary for routing for signatures via DocuSign.

ALL AGREEMENTS must be submitted to legal for review whether using a UF form or an external form



- ❖ If an external resident requests to rotate at UF = **MUST** use UF form.
 - ❖ **Note:** Their legal department may have suggested edits to the form. Do not route for signatures until both sites have reached an agreement.
- ❖ If a UF resident/fellow requests to rotate at an external facility, we may be asked to use an outside party form – our legal department must review and their legal department will need to review suggested edits prior to obtaining any signatures
 - ❖ **TIP: Wait** before purchasing plane tickets or paying for an out of state license to make sure both parties can come to an agreement

There is a lot of back and forth
between legal, SIP, outside party's
legal and their liability office, etc.
so the moral of the story is.....

**PLAN ACCORDINGLY AND
START EARLY!!!**

At least 90 days

Entering an Away Rotation in New Innovations

All programs **must** use the “**GME: Outside Elective/Rotation**”

- All coordinators have access to add it to their favorites list
- Allows us to generate a report of all housestaff on external away rotations for CMS billing purposes
- Able to enter specifics about external rotation (Institution, rotation name, housestaff name, program, supervisor etc. through the “**Notes**” field)

Start Date: 3/27/2023

End Date: 4/9/2023

Person Status: PRG 2

Rotation Department: Rotation Favorites

Rotation: *CM:GME:Outside Elective/Rotation

Primary:

Work Load: 100

Compensation Status: CS-4

Home Department: Department of Pediatrics/PEDS-Child Neurology

Program: PEDS: Child Neurology

Post Graduate Year: 4

Person Pager: N/A

Rotation Pager: ...

Notes: Johns Hopkins for a Movement Disorder rotation

Remaining Characters: 500