

October 5, 2007

Dear Residency Training Program Director,

In order to receive reimbursement for the cost of the residents and fellows who train at their facilities, The Johns Hopkins Hospital ("JHH") and Johns Hopkins Bayview Medical Center ("JHBMC") each must file an annual Graduate Medical Education ("GME") Full-Time Equivalent ("FTE") count and its indirect medical education costs with the Centers for Medicare & Medicaid Services. Reporting incorrect information could cause JHH and JHBMC to be out of compliance with Medicare and Medicaid reimbursement requirements related to their direct and indirect medical education payments and result in HSCRC rates that are higher or lower than those to which they are entitled. (Hospitals throughout the country have had their GME programs audited.)

As a result, we are stressing the importance of accurately reporting the rotation assignments and related dates for all residents and fellows, and improving the reporting by Departments of GME FTE counts. To facilitate this process, in the next few days, your department will be receiving a template with detailed instructions to be used by all the departments and submitted monthly to Mary Foy (Associate Dean/Registrar, School of Medicine, 147 Broadway Research Building) on or before the 10th working day of the month following the month for which the report is being submitted. Additionally, you will need to retain the underlying data as permanent departmental records for seven years because this detailed data will be subjected to external audit. This departmental data includes rotation schedules and any other specific data source that was utilized to prepare the template.

Because of the potential civil and criminal penalties for inaccurate reporting, it is critical that this process be given the attention that it deserves. Accurate GME reporting will be included among the certifications that you make with respect to annual financial statement preparation.

Your cooperation is appreciated.

Edward D. Miller, M.D.
Dean and CEO, Johns Hopkins Medicine

Ronald R. Peterson
President, Johns Hopkins Health System
