

## Resident Reimbursement Site Quick Reference (Program Approvers)

### Resubmit to residents to review

Program Approvers can return claim forms to residents to add missing information. When forms are returned by Program Approvers, residents will receive an email message indicating which form is required attention.

#### Resubmit forms to residents to review

- ▶▶ In **My Approval** page, under **My Approval Task**, click on the **Program Approval Task**.

The screenshot shows a web application interface for 'My Approval Tasks'. At the top, there are navigation links: BROWSE, PAGE, and PUBLISH. Below this is a yellow warning banner: 'Recent draft not published. Visitors can't see recent changes. [Publish this draft.](#)'

The left sidebar contains a menu with the following items: Resident Reimbursement Home, Residents (New Request, My Requests, User Manuals), Approvers (My Approvals - highlighted), and Contact.

The main content area is titled 'My Approval Tasks' and contains a table with the following data:

Approval Task	Related Content	Created	Modified
✓ Approval Task			
PGME Approval Task #	••• Yang, Luyi #1887: Off-Site Callback	Yesterday at 2:40 PM	Yesterday at 2:40 PM
<b>Program Approval Task</b>	••• Yang, Luyi #1883: Off-Site Callback	June 10	June 10
PGME Approval Task	••• Bhalla, Karan #1875: Academic Half Day	June 9	June 9

- ▶▶ Scroll down to the bottom of the page, click on **Resubmit for Review** and leave an **instruction** in the **comment**. Resubmit for review will notify the resident that an update is required, complete this task, and assign you a new one. Please work with the resident to make changes and complete the new task to finish your review and approval.

# Program Approval Task

## Request Information

Claim ID 1887

Resident Yang, Luyi

Payee

Claim Type Off-Site Callback

Employee ID 123456

Program

Approver Yang, Luyi

Status Pending Program Approval

Days Open 0

### Recent Approval History

PGME Office (6/18/2021, Yang, Luyi) - Resubmit for Review: return to program for testing

Program Admin (6/17/2021, Yang, Luyi) - Approved:

PGME Office (6/17/2021, Yang, Luyi) - Resubmit for Review: return to program for testing

Program Admin (6/17/2021, Yang, Luyi) - Approved:

Program Admin (6/17/2021, Yang, Luyi) - Resubmit for Review: testing to return to resident

New Request (6/17/2021, Yang, Luyi) - Submit:

## Sign Off

Decision  Approve  Reject  Resubmit for Review  Cancel

Program Approvers: Re-submit for review will notify the resident that an update is required, complete this task, and assign you a new one. Please work with the resident to make changes and complete the new task to finish your review.

Comment



- ▶ After the form is returned to resident, a new task will be assigned to you under **My Approval Task**. **\*\*Do not approve the form until the resident has finished the editing\*\***. Scroll down to the bottom of the page, expand the list **Decision Status: Pending Program Approval**.

The status of the returned form will change to **“Resubmitted For Review”** in the PA Review Outcome column. Resubmit for review will notify the resident that an update is required. Please send a reminder to the resident if you see the form is outstanding for a while.

Resident should email Program Approver to approve the form when they finish editing. Step-by-step instruction on how to edit a form is also available on PGME website.

BROWSE PAGE PUBLISH


Resident Reimbursement Home

Residents

- New Request
- My Requests
- User Manuals

Approvers

- My Approvals**
- Contact

 **Recent draft not published** Visitors can't see recent changes. [Publish this draft.](#)

### My Approval Tasks

Approval Task	Related Content	Created	Modified
<input checked="" type="checkbox"/> PGME Approval Task #	Yang, Luyi #1887: Off-Site Callback	Yesterday at 2:40 PM	Yesterday at 2:40 PM
<input checked="" type="checkbox"/> <b>Program Approval Task</b>	Yang, Luyi #1883: Off-Site Callback	June 10	June 10
<input checked="" type="checkbox"/> PGME Approval Task	Bhalla, Karan #1875: Academic Half Day	June 9	June 9

### My Completed Approvals

ID	Resident	Title	Academic Year	Claim Type	Total	Submitted On	Completed On	Decision Status	PA Review Outcome	Department Review Outcome	PGME Review Outcome
<b>Count= 6</b>											
▶ <b>Decision Status : Approved (2)</b>											
▲ <b>Decision Status : Pending Program Approval (3)</b> ←											
<b>Count= 3</b>											
1887	<input type="checkbox"/> Yang, Luyi	Yang, Luyi #1887: Off-Site Callback	2020-2021	Off-Site Callback	\$1.00	6/17/2021		Pending Program Approval	Resubmitted for Review		

**Approve form:**

▶▶ In **My Approval** page, under **My Approval Task**, click on the **Program Approval Task**.

BROWSE PAGE PUBLISH

Resident Reimbursement Home

Residents

- New Request
- My Requests
- User Manuals

Approvers

- My Approvals**
- Contact

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### My Approval Tasks

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✓ Approval Task			
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PGME Approval Task	... Bhalla, Karan #1875: Academic Half Day	June 9	June 9

▶ Click **Approve**. The form is now submitted to next level approver.

## Program Approval Task

### Request Information

Claim ID 1887

Resident	Yang, Luyi	Payee	
Claim Type	Off-Site Callback	Employee ID	123456
Program	Internal Medicine	Approver	Yang, Luyi
Status	Pending Program Approval	Days Open	0

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Program Admin (6/17/2021, Yang, Luyi) - Approved:

PGME Office (6/17/2021, Yang, Luyi) - Resubmit for Review: return to program for testing

Program Admin (6/17/2021, Yang, Luyi) - Approved:

Program Admin (6/17/2021, Yang, Luyi) - Resubmit for Review: testing to return to resident

New Request (6/17/2021, Yang, Luyi) - Submit:

### Sign Off

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Program Approvers: Re-submit for review will notify the resident that an update is required, complete this task, and assign you a new one. Please work with the resident to make changes and complete the new task to finish your review.

Comment