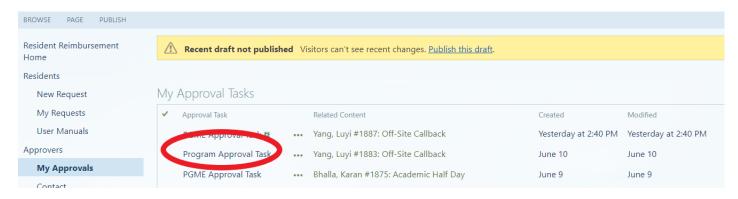
## **Resident Reimbursement Site Quick Reference (Program Approvers)**

#### 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.



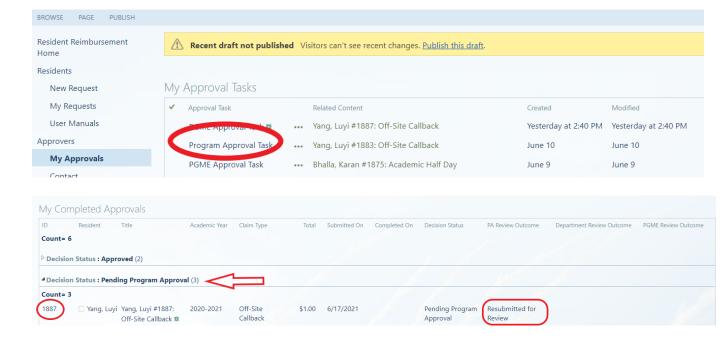
Scroll down to the bottom of the page, click on **Resubmit for Review** and leave an **instruction** in the **comment**. Resubmit for review will notify the resident that an update is required, complete this task, and assign you a new one. Please work with the resident to make changes and complete the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

## Program Approval Task Request Information Claim ID 1887 Resident Yang, Luyi Payee Off-Site Callback 123456 Claim Type Employee ID Program Approver Yang, Luyi Pending Program Approval Days Open Status Recent Approval History PGME Office (6/18/2021, Yang, Luyi) - Resubmit for Review: return to program for tesing 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: tesing to return to resident New Request (6/17/2021, Yang, Luyi) - Submit: Sign Off Decision O Resubmit for Review Approve Reject ○ 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.

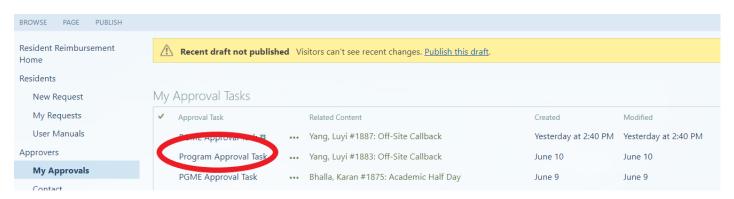
The status of the returned form will change to "Resubmitted For Review" in the PA Review Outcome column. Resubmit for review will notify the resident that an update is required. Please send a reminder to the resident if you see the form is outstanding for a while.

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.



### **Approve form:**

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



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
Recent Approval History			
PGME Office (6/18/2021, Yang, Luyi) - Resubmit for Review: return to program for tesing			
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: tesing to return to resident			
New Request (6/17/2021, Yang, Luyi) - Submit:			
Sign Off			
Decision	○ Approve ○ Reject	O 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			