



SUBJECT IRIS Report	POLICY NUMBER 100.003	PAGE 1 of 3
SOURCE Academic Affairs - Administration	ORIGINATION OR LAST REVISION DATE 9/18/07	EFFECTIVE DATE 11/16/07

I. POLICY

It is the policy of St. Joseph's Hospital and Medical Center (SJHMC) Academic Affairs that the Intern and Resident Information Report (IRIS) contain accurate and verifiable data, which is consistent with Center for Medicare and Medicaid Services rules.

II. PROCEDURE

A. Residency Program Duties:

1. Maintain current up-to-date resident block schedules.
2. Prepare and submit an accurate resident block schedule for the given academic year to the Department of Academic Affairs.
3. Prepare and submit a rotation schedule key that describes each rotation and where the rotation is located.
4. Outline any research rotation requirements, including any clinical time that occurs. For IRIS report purposes, Research activity receives 0% Indirect Medical Education funding.
5. Maintain current available written rules for each PGY level regarding continuity clinic requirements.
6. Provide current Educational Commission for Foreign Medical Graduates certificates for all residents who are foreign medical graduates.
7. Provide a listing of all resident vacations, leave of absences, any time away, and didactic activities that are 1 day or longer in length.
8. Must ensure that there are current off-site and preceptor agreements, and provide these to Academic Affairs. Preceptor agreements must include compensation for teaching activities.



9. Must submit monthly offsite preceptor rotator form to Academic Affairs
- B. Office of Academic Affairs Duties:
1. Maintain accurate and current inter-institutional agreements
 2. Obtain accurate block rotation schedules, continuity clinic requirements and ECFMG certificates (if applicable) for rotating residents.
 3. Obtain RRC certification letters from outside programs that rotate to St. Joseph's Hospital.
 4. Obtain confirmation letters from outside programs that rotate to St. Joseph's verifying the percentage of time residents spend at St. Joseph's Hospital.
 5. Enter accurate resident identifying data and rotation information into IRIS database.
 6. Submit IRIS report and all substantiating documentation to Finance in a timely manner.
 7. Collaborate with finance department on accuracy of IRIS data submission and compliance with CMS rules.
 8. Maintain accurate and complete rotator files to include face sheet and ECFMG certificate (if applicable)
- C. Finance Department Duties:
1. Review and verify accuracy of the IRIS report and substantiating documentation.
 2. Provide ongoing communication to Department of Academic Affairs on CMS regulations, CHW policy and St. Joseph's policy pertaining to IRIS/Medicare Cost Report.
 3. Maintain liaison with fiscal intermediary, contacting them as necessary for clarification and questions regarding IRIS.
 4. Calculating preceptor payments based on new Medicare Regulation Reform Requirements

REVIEWED AND IN COMPLIANCE WITH:	DATE
ACGME	09/18/07
CHW	09/18/07
JCAHO	09/18/07
RISK/LEGAL	09/18/07
HUMAN RESOURCES	09/18/07
REVISED & APPROVED BY	
Policy/Procedure Committee	09/18/07
Organized Medical Staff	09/18/07
GMEC	11/16/07