

GME Producer Checklist



Suggested Steps for Successful GME Cases

Timing	Action
November-December	<ul style="list-style-type: none"> Send initial communications to residents and fellows who graduate in spring to introduce yourself and the GME Offer, and invite them to upcoming seminars. If you haven't yet, sharpen your eApp skills by asking The Standard for a refresher course.
January-March	<ul style="list-style-type: none"> Make appointments with residents and fellows. Continue to educate on GME needs and opportunity.
January-June	<ul style="list-style-type: none"> Send mailings, postcards, emails and other communications. Tell them how easy the process is with eApp. Meet with residents and fellows (and their spouses or partners).
February-March	<ul style="list-style-type: none"> All residents should now have employment contracts. Follow-up on one-step opportunities.
May	<ul style="list-style-type: none"> Send follow-up letters and increase notices to enrollees from earlier years. Please note, The Standard sends increase notices approximately 60 days before each option date. Help policyowners complete increase applications. Partner with your institution so you can participate in orientation, discuss financial security, and raise awareness of your program and ease of application. Confirm all new chief residents and program coordinators.
May-July	<ul style="list-style-type: none"> Attend or participate in department meetings and online conferences to gain visibility and give presentations about your offering. Host informational meetings and webinars for residents and fellows (and their spouses or partners).

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Common Steps in Successful GME Cases (continued)

Timing	Action
June	<ul style="list-style-type: none">• Coordinate with administration on enrollment, materials and communications:<ul style="list-style-type: none">– Share materials and communications for feedback.– Coordinate communication efforts with them. Ask to be featured in institution communications, such as newsletters or emails.– Schedule events and webinars for the spring.– Introduce yourself to prospects with a personal communication.• Send last-chance communications to residents and fellows who are completing their programs.• Start taking applications for new residents and new fellows of your program.
July-August	<ul style="list-style-type: none">• Finalize placement of applicants.• Through Aug. 31, continue to enroll eligible residents and fellows who have finished their programs.• Follow up with recent enrollees to capture their new contact information.• Follow up with policyowners who have moved from residency to fellowship. Discuss if they want to increase coverage.
September	<ul style="list-style-type: none">• Prepare for the next year:<ul style="list-style-type: none">– Work with institution administration to collect census data for residents and fellows.– Request letter of recommendation or introductory emails to department heads.