

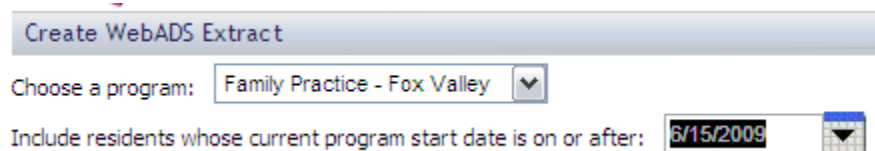
WebADS Export

Each year, the Accreditation Council for Graduate Medical Education (ACGME) requires that all accredited training programs enter demographic information about their new Residents into the ACGME's web-based Accreditation Data System (ADS).

Programs can submit resident demographic information in electronic file format by using New Innovations to generate to export data and then import the information through the ACGME WebADS site.

Create a WebADs File

1. Select **Main > Personnel Data**.
2. Select **Tools > Extract Data > WebADS**.
3. Select a Program from the drop-down box and enter a Program Start Date in the **date** box. The Program Start Date is entered in the Basic Information section of each Resident's Demographics Record.



Create WebADS Extract

Choose a program: Family Practice - Fox Valley

Include residents whose current program start date is on or after: 6/15/2009

4. Select an option to be used to derive each Resident's Program Year; then, click the **Display People** link.

Select the value you would like to use as default for the 'Year Resident is in Current Program':

- Year One
- Use the Post Graduate Year (PGY)
- Use the current status type (for example, year 2 will be entered for PGY-2)

[Display People](#)

- Verify the list of records for complete data. If needed, enter missing data before proceeding. If any required data is missing, the selection checkbox will be disabled the data file cannot be generated.

[All](#) | [None](#) | [Invert](#)

	ACGME ID	First Name	MI	Last Name	SSN	DOB	Start Date	End Date	Program Year	Med School Code	Graduation Date
<input type="checkbox"/>	1205631368	Tiffany	Jo	Glasel	[REDACTED]	[REDACTED]	6/29/2009	6/30/2012	1	05575	5/1/2009
<input type="checkbox"/>	1205631368	Lachin		Hajhosseini	[REDACTED]	[REDACTED]	6/29/2009	6/30/2012	1	99999	7/1/2004
<input type="checkbox"/>	1205631368	Elizabeth	A	Larson	[REDACTED]	[REDACTED]	6/29/2009	6/30/2012	1	05605	5/1/2009
<input type="checkbox"/>	1205631368	Elizabeth		Rollmann Menzel	[REDACTED]	[REDACTED]	6/29/2009	6/30/2012	1	02608	5/1/2009
<input type="checkbox"/>	1205631368	Shu	James	Muramoto	[REDACTED]	[REDACTED]	6/29/2009	6/30/2012	1	01601	6/1/2009
<input type="checkbox"/>	1205631368	Michael	Scott	Nirenstein	[REDACTED]	[REDACTED]	6/29/2009	6/30/2012	1	99999	8/1/2002

[Create WebADS File](#)

- Check the box to the left of each person to include their data in the WebADS file and click the **Create WebADS File** link. Then, click the **Open** file to view the data or the **Save** button to save the file to your hard drive or network.

The checkbox will be disabled if data is still missing.

*Medical School Code - Ensure that a Matching ACGME School has been selected for each school that could be included in the export. If a matching ACGME school has not been selected, an ACGME Medical School Code will be missing from the data set. Then navigate to the Education History category of the Personnel Data Module for each individual and ensure that a school with an associated code was selected from the School drop-down Box.

*The resident file submission should be sent as one file. The program identifier must be included to load the data. Once your data has been loaded you will be contacted via email and you must verify the information as part of the annual update process. Send the file to WebADS@acgme.org

WebADS Field Reference Guide

WebADS Field	RMS Field	RMS Locations	Required
ACGME ID	ACGME ID	Administration » Global Setup » Programs	Yes
First Name	First Name	Demographics » Basic Information	Yes
MI	Middle Name	Demographics » Basic Information	No
Last Name	Last Name	Demographics » Basic Information	Yes
SSN	SSN/SIN	Demographics » Sensitive Information	Yes
DOB	Date of Birth	Demographics » Sensitive Information	Yes
Start Date	Program Start Date	Demographics » Basic Information	Yes
End Date	Program End Date	Demographics » Basic Information	Yes
Program Year		Based on selection: Current Status, PGY, or 'One'	Yes
Med School Code		Administration » Global Setup » RMS Schools see Medical School Code* below	Yes
Graduation Date	(only the end date is required)	Personnel » Education History	Yes