

**GRADUATE MEDICAL EDUCATION STARTUP BONUS PROGRAM  
INSTRUCTIONS FOR COMPLETING FORM B  
GENERAL/FAMILY PRACTICE ONLY**

**General**

To participate in the Graduate Medical Education Startup Bonus Program for increased General/Family Practice residency positions during State Fiscal Year (SFY) 2016-17 (July 1 through June 30), a hospital must have received an accreditation approval between January 1, 2013 and December 31, 2013 and had positions filled by July 1, 2015. The hospital must also provide verification for the approval of new resident positions in the specialty or subspecialty of General/Family Practice within an established accredited training program or a newly created accredited training program.

In accordance with House Bill 5001, Appropriation for SFY 2016-17, line 205, "One-time startup bonuses are provided to hospitals in Medicaid regions with an estimated Physician Gap divided by Supply in General / Family Practice between -50% to -100% in 2025, as projected by the Florida Statewide and Regional Physician Workforce Analysis published in 2015, and with 30 percent or greater Medicaid and charity care as reported by 2014 Florida Hospital Uniform Reporting System (FHURS), for General /Family Practice positions newly accredited in 2013 and filled by state fiscal year 2015-2016."

**In order to be considered for participation in the Graduate Medical Education Startup Program, please complete the Graduate Medical Education Startup Bonus Program Application Form B for General/Family Practice and submit it to the Agency for Health Care Administration via the email instructions below by 5:00 PM EST on March 1, 2017.**

Application Submission Instructions:

Please submit the completed Graduate Medical Education Startup Bonus Application in Excel only. All supporting documentation must be sent in PDF form. Application submissions should be emailed to [LIPProvidersReports@ahca.myflorida.com](mailto:LIPProvidersReports@ahca.myflorida.com).

The Graduate Medical Education Startup Bonus Program is authorized under Section 409.909(5) of the Florida Statutes, and Special Appropriation 205 – Graduate Medical Education of the General Appropriations Act for State Fiscal Year 2016-17. Copies of these laws are provided in Appendix A of these instructions.

**Section A**

Input the following information into Section A of the application:

- **Hospital Name:** Input hospital's name.
- **Hospital Medicaid Provider ID Number:** Input the hospital's Medicaid provider ID number.
- **Hospital County:** Input the county in which the hospital resides.
- **Hospital Contact Person First Name:** Input the first name of the individual that can answer any questions regarding the information contained in the application.
- **Hospital Contact Person Last Name:** Input the last name of the individual that can answer any questions regarding the information contained in the application.
- **Hospital Contact Person Email Address:** Input the email address of the individual that can answer any questions regarding the information contained in the application.
- **Hospital Contact Person Phone:** Input the phone number of the individual that can answer any questions regarding the information contained in the application.
- **Date This Application Was completed:** Input the date the application was completed.

**Section B**

Below you will find detailed instructions on how to input the number of new resident positions that were approved on or after January 1, 2013 through December 31, 2013. The new resident positions must be in the specialty or subspecialty of General/Family Practice Medicine. If the newly created and approved resident positions are not in the specialty or subspecialty of General/Family Practice, they will not be counted.

Each row on the application is based on **Date of Approval**. Therefore, if you have multiple dates of approval for positions within the same specialty or subspecialty, please input them on separate rows of the application.

Example: Hospital A received approval for 7 new resident positions for Family Medicine on August 12, 2013. Hospital A received approval for an additional 2 new resident positions in Family Medicine on November 15, 2013. The entry would be as follows:

Section B: HOLD CURSOR OVER COLUMN HEADINGS FOR INSTRUCTIONS

A	B	C	D	E	F	G	H	I	J
ROW	Choose IHS Code from Shortage Specialties Dropdown List (Both Adult and Pediatric)	Specialty Primary Description	Specialty Secondary Description	# of Approved FTE Positions in 2013 and filled by July 1, 2015	Approved FTEs (document on separate line if different approval dates for same residency)	Maximum Value of Startup Bonus for Shortage Specialties	Validating Document(s) Provided	Agency Use Only: Comments	Agency Use Only: Approved
1	050	FAMILY MEDICINE	GENERAL	7	8/12/2013	\$200,000	ACBME		
2	050	FAMILY MEDICINE	GENERAL	2	11/15/2013	\$200,000	ACBME		
3						\$0			

**Input Instructions for Section B:**

**Attention:** You are required to submit documentation verifying the new positions that you input into this section of the application. Verifying documentation must include an approval of the newly created positions from the Accreditation Council for Graduate Medical Education or the Osteopathic Postdoctoral Training Institution.

- **Column A (Row #):** No input necessary.
- **Column B (IRIS CODE):** Using the dropdown list, select the appropriate IRIS code that corresponds to the newly approved resident position full-time equivalencies (FTEs) for the specialty or subspecialty of General/Family Practice that received approval from the Accreditation Council for Graduate Medical Education or Osteopathic Postdoctoral Training Institution, on or after January 1, 2013 through December 31, 2013.
- **Column C (Specialty Primary Description):** No input necessary. This column will auto-populate based on the IRIS code you have selected in column B.
- **Column D (Specialty Secondary Description):** No input necessary. This column will auto-populate based on the IRIS code you have selected in column B.
- **Column E (Number of Approved FTE Positions on or after January 1, 2013 through December 31, 2013):** Based on the IRIS code you selected from Column B, input the number of newly approved position FTEs that received approval from the Accreditation Council for Graduate Medical Education or Osteopathic Postdoctoral Training Institution, on or after January 1, 2013 through December 31, 2013.

Example: If your hospital received approval of 7 new resident positions in Family Medicine on August 12, 2013, then input “7” into this cell.

In addition to providing the approval documentation for the number of new positions input into this cell, the hospital may validate the change in the number of residents by comparing the total number of residents within the selected specialty or subspecialty (based on Column B) programs prior to January 1, 2013, to the total number of residents within the selected specialty or subspecialty (based on Column B) on or after January 1, 2013.

- **Column F (Approval Date of Newly Approved FTEs):** Input the Approval Date of the newly approved position FTEs for the IRIS code selected in Column B. Each row on the application is based on **Date of Approval**. Therefore, if you have multiple dates of approval for positions within the same specialty or subspecialties, please input them on separate rows of the application.

Example: Hospital A received approval for seven new resident positions in the Family Medicine specialty on August 12, 2013. Hospital A received approval for an additional two new resident positions in the Family Medicine specialty on November 15, 2016. The entry would appear as follows:

Section B: HOLD CURSOR OVER COLUMN HEADINGS FOR INSTRUCTIONS

A	B	C	D	E	F	G	H	I	J
ROW	Choose IRIS Code from Shortage Specialties Dropdown List (Both Adult and Pediatric)	Specialty Primary Description	Specialty Secondary Description	# of Approved FTE Positions in 2013 and filled by July 1, 2015	Approval date of newly Approved FTEs (document on separate line if different approval dates for same residency)	Maximum Value of Startup Bonus for Shortage Specialties	Validating Document(s) Provided	Agency Use Only: Comments	Agency Use Only: Approved
1	1390	FAMILY MEDICINE	GENERAL	7	8/12/2013	\$200,000	ACCOMF		
2	1390	FAMILY MEDICINE	GENERAL	2	11/15/2016	\$200,000	ACCOMF		
3						\$0			

- **Column G (Maximum Value of Startup Bonus for Shortage Specialties):** No input necessary. This cell will be calculated for you. This is the maximum amount of startup bonus funding that you could receive for these positions. Section 409.909(5), F.S. allows the Agency to reduce this amount on a pro rata basis if funding is not sufficient for all qualifying newly created positions. The final amount will be determined once the Agency has calculated all of the applications submitted to the program.
- **Column H (Validating Document(s) Provided):** Select the type of documentation provided with your application that is associated with the number of approved FTEs input into Column E.

## **Appendix A**

The General Appropriations Act House Bill 5001, Fiscal Year 2016-17

205	SPECIAL CATEGORIES	
	GRADUATE MEDICAL EDUCATION	
	FROM GENERAL REVENUE FUND . . . . .	31,192,000
	FROM GRANTS AND DONATIONS TRUST	
	FUND . . . . .	38,990,000
	FROM MEDICAL CARE TRUST FUND . . . . .	109,818,000

From the funds in Specific Appropriation 205, \$31,192,000 from the General Revenue Fund and \$38,990,000 from the Grants and Donations Trust Fund and \$109,818,000 from the Medical Care Trust Fund are provided to fund the Statewide Medicaid Residency Program and the Graduate Medical Education Startup Bonus Program. Of these funds \$80,000,000 shall be used to fund the Statewide Medicaid Residency Program in accordance with section 409.909(3), Florida Statutes. Of these funds, \$42,262,976 shall be distributed to the two hospitals with the largest number of graduate medical residents in statewide supply/demand deficit. The remaining funds shall be used to fund the Graduate Medical Education Startup Bonus Program in accordance with section 409.909(5), Florida Statutes, and are provided for the following physician specialties and subspecialties, both adult and pediatric, that are in statewide supply/demand deficit: allergy or immunology; anesthesiology; cardiology; endocrinology; family medicine; general surgery; hematology; oncology; infectious diseases; nephrology; neurology; obstetrics/gynecology; ophthalmology; orthopedic surgery; otolaryngology; psychiatry; pulmonary; radiology; rheumatology; thoracic surgery; and urology. Of these funds, \$800,000 is provided for eight positions in place during state fiscal year 2016-2017 at Federally Qualified Health Centers that hold institutional accreditation from the Accreditation Council for Graduate Medical Education, which have had those positions for a period of one year. One-time startup bonuses are provided to hospitals in Medicaid regions with an estimated Physician Gap divided by Supply in General / Family Practice between -50% to -100% in 2025, as projected by the Florida Statewide and Regional Physician Workforce Analysis published in 2015, and with 30 percent or greater Medicaid and charity care as reported by 2014 Florida Hospital Uniform Reporting System (FHURS), for General / Family Practice positions newly accredited in 2013 and filled by state fiscal year 2015-2016 however, these positions shall not be eligible for funding under section 409.909(5)(b), Florida Statutes. Funding for the Graduate Medical Education Startup Bonus Program is contingent on the nonfederal share being provided through intergovernmental transfers in the Grants and Donations Trust Fund.

Section 409.909(5) of the SFY 16-17 Florida Statutes

(5) The Graduate Medical Education Startup Bonus Program is established to provide resources for the education and training of physicians in specialties which are in a statewide supply-and-demand deficit. Hospitals eligible for participation in subsection (1) are eligible to participate in the Graduate Medical Education Startup Bonus Program established under this subsection. Notwithstanding subsection (4) or an FTE's residency period, and in any state fiscal year in which funds are appropriated for the startup bonus program, the agency shall allocate a \$100,000 startup bonus for each newly created resident position that is authorized by the Accreditation Council for Graduate Medical Education or Osteopathic Postdoctoral Training Institution in an initial or established accredited training program that is in a physician specialty in statewide supply-and-demand deficit. In any year in which funding is not sufficient to provide \$100,000 for each newly created resident position, funding shall be reduced pro rata across all newly created resident positions in physician specialties in statewide supply-and-demand deficit.

(a) Hospitals applying for a startup bonus must submit to the agency by March 1 their Accreditation Council for Graduate Medical Education or Osteopathic Postdoctoral Training Institution approval validating the new resident positions approved on or after March 2 of the prior fiscal year through March 1 of the current fiscal year for the physician specialties identified in a statewide supply-and-demand deficit as provided in the current fiscal year's General Appropriations Act. An applicant hospital may validate a change in the number of residents by comparing the number in the prior period Accreditation Council for Graduate Medical Education or Osteopathic Postdoctoral Training Institution approval to the number in the current year.

(b) Any unobligated startup bonus funds on April 15 of each fiscal year shall be proportionally allocated to hospitals participating under subsection (3) for existing FTE residents in the physician specialties in statewide supply-and-demand deficit. This nonrecurring allocation shall be in addition to the funds allocated in subsection (4). Notwithstanding subsection (4), the allocation under this subsection may not exceed \$100,000 per FTE resident.

(c) For purposes of this subsection, physician specialties and subspecialties, both adult and pediatric, in statewide supply-and-demand deficit are those identified in the General Appropriations Act.

(d) The agency shall distribute all funds authorized under the Graduate Medical Education Startup Bonus Program on or before the final business day of the fourth quarter of a state fiscal year.