Import data from ERAS into New Innovations

Please note: New Innovations works with ERAS to provide the data import, but we cannot answer questions about how the ERAS site is structured or maintained. If you have multiple tracks in your program, such as a prelim or categorical, it is best to do two separate imports: one for people in the prelim/categorical track and one for all others.

- *Questions about ERAS? - please contact **DK Sujlana** at dksujlana@aamc.org.*
- *For technical assistance or to provide feedback about the ERAS website - please contact **ERAS Support team** at erashelp@aamc.org or **202-828-0413**.*

Step 1:

1. **Don't import prior to noon ET on Match Day -** *Otherwise, learners might get an email from New Innovations before they get their official match email. Wait to let their official notice come first.*

2. Go to **Personnel** > Under Tools: **Import ERAS Data**

3. Choose the appropriate program from the dropdown box. The accreditation code must match the program or the button to make the connection to ERAS will not work.

4. Residency programs that can be considered an initial residency program (IRP) have a check box to indicate that. If the program is not considered an IRP, uncheck the box.

Program	Family Medicine ▼
	☑ Initial Program

Step 2:

1. The status type is entered for you based on the program status mapping.

2. The start date is entered for you based on the advancement section in the program.

3. The Post Graduate Year defaults to 1. Leave it at 1 if most people you're importing have that PGY.

4. Select the employer from the dropdown list.

5. Select a Compensation Status.

6. Enter the start/hire date (Optional).

7. If you use SSO to log learners in, uncheck **Generate Usernames and Passwords on import.**

8. If you **don't** use SSO, keep this box checked instead.

9. At this point, choose the type of import to perform, **Connect to API** or **Upload Data** file.

ERAS API

Connect to the secure ERAS API service and retrieve your data.

Connect to API

Accrediting Body   ACGME
Accreditation #   1839487499

OR

Upload ERAS file

Choose the file exported from the AAMC (PDWS).

[ ]   Select   Clear

Upload Data

Step 3 - Connect to API:
New Innovations works with ERAS to provide a direct import of information from them to our software.

    a. Your DIO or DME needs to approve this transfer of data once, then year after year you import ERAS data via API. *You can see whether DIO or DME authorization has been recorded by checking in the Program Director Work Station (PDWS).*

    b. The Accrediting Body and Accreditation # should be populated based on the program you selected when you set import values.

    c. Click **Connect to API**

    d. Click **Continue**

    e. The names of the people you selected from ERAS appear on this page.

    f. Reconcile any discrepancies.

    g. Click **Continue**

Step 4 - Upload Data:
    a. Download the **Will Start** file from the ERAS website. A separate ERAS text file is required for each program. We recommend including all available fields from ERAS since any data not used in the software will not be imported. IRIS: Compare the ERAS field name for both Web-Based (API) and Desktop import with the corresponding New Innovations field in the Personnel module.

        - Click [here](#) for a list of fields that can be imported.

    b. Click Select to browse for the **Will Start** txt file.

    c. Find the **Will Start** file on your computer.

    d. Double-click on the file and it will automatically populate the ERAS File field.

    e. Click on Import ERAS File at the bottom of the screen.

    f. Match medical school names:

    Medical School names must match exactly. If ERAS Medical Schools do not match exactly to a medical school in the RMS medical school list, the person will still be imported, and a Training Record for their Residency/Fellowship will be created. However, the Education record listing the Medical School will not be created for that person. To match the Medical Schools during the process:

        I. Select the appropriate medical school from the dropdown lists.
        II. Click on Match Medical Schools at the bottom of the page.
        III. Check the box for all those people to import. Check for possible duplicate at the bottom of this screen. See notes below.
        IV. Click Continue to import the data to the Personnel module.

Things to remember when creating this data:

1. First/Last Name Requirement
If both names are not present, this error message appears. Enter the names and try again.

Import ERAS Data

The person with the last name of ErasTester needs a first name.

2. **Duplicate Records**

    At the bottom of the screen, there may be names listed of people who already exist in the system. This can happen if you have medical students who are already in your database and are now returning as a resident in one of your programs. Create a new record for them as a resident and archive the older medical student record.

    When checking for duplicate records, the software looks at the following fields:
    -   Last name (case-insensitive)
    -   Email address (case-insensitive)
    -   Date of birth
    -   Gender

    Note: If there is no gender or options that do not match M, F, Male, Female, Man or Woman, the check will pass. If there is a gender specified, it will check that they match these values.

3. **Corrections to ERAS Data**

    The software will assign a unique ID (RMS ID) to each individual as they are imported. If an individual corrected a mistake in their data in ERAS, such as an address, test score, or birth date, you cannot correct the data in RMS by simply re-importing the corrected ERAS file. You would first have to delete the record from New Innovations and then re-import the corrected ERAS file.

4. **IRIS Fields**

    The Employer field is only required by programs and institutions that use the IRIS module. The Employer value will default to the Institution/Location that owns the selected training program, if that relationship has been established in the Administration module. You can override the default with another Employer or select the '---' option to bypass this altogether.

5. **Checklists**

    If you have checklists that are be distributed when a person's profile is entered in Personnel, a message appears with a list of those checklists. Check to box to distribute. If you have questions, please contract your GME office.

    Note: NI only imports text fields. Attachments, folders, or files are not imported. That can be done manually. Photos are not able to be imported.

Error 400
If you get an ***Error 400*** for a program with a prelim track (such as Internal Medicine), this is what is happening:

The AAMC stores the tracks separately using multiple internal institution IDs with the same ACGME number. In New Innovations, they are considered a single program (because they have the same ACGME number).The ID numbers are proprietary to AAMC so NI has not separated them.

Solution: For programs with different tracks, it is best to download the will start files separately as .txt and use the import tool to upload the individual files for each track.