These instructions detail the process for reviewing and making your selections for the Y4 scheduling lotteries. Each independent section will be its own distinct lottery. For the Part A Priority sections, and only for these priority sections, you will be contacted if your priority is not available—you will be given the opportunity to make an alternate selection before we move to the next lottery section.

In the sections below you will select (1) your priority rotations*, which may include Required courses (APC, RCC, or Req. Ambulatory), electives, or vacation, (2) any required courses not previously chosen as a priority, and (3) any electives not previously chosen as a priority. Lottery sections will be run in the order in which they appear in this list, namely Priority 1, Priority 2, Required Critical Care (RCC), Required Ambulatory Medicine, Advanced Patient Care (APC), and finally electives.

*NOTE: there is no guarantee that you will receive either of your top priority choices so choose them wisely; the use of strategically placing required courses as your priority courses may not be effective in all circumstances. In the Required Course (RCC, Req. Ambulatory, and APC) sections that follow the two Part A - Priorities, it is in your best interest to provide as many choices as possible.

If after your choices have been reviewed for availability without successfully enrolling you in a course, you will be moved to the bottom of the list to be randomized into an available section of that course. You will NOT be randomly assigned into an elective if your chosen electives are not available.

**Part A – Priority #1**

Please select your top priority as shown below:

1. Choose rotation (or vacation):

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Part A - Priority #1

Please select your top priority with regard to month and activity/course. You may select from required courses (APC, RCC, and Req. Ambulatory), electives, or vacation. NOTE: There is no guarantee that your top priority will be available; if not, you will be contacted in order for you to make an alternate selection.

1. _choose rotation_ —
   - APC SUB-ACUTE FOR ENTRIC PSYCHIATRY
   - APC ADULT INPATIENT PSYCHIATRY
   - APC CARDIOTHORACIC & VASCULAR SURGERY - MH
   - APC GENERAL SURGERY - MOODY
   - APC INPATIENT GENERAL SURGERY AT LB
   - APC ORAL & MAXillofacial Surgery
   - APC GENERAL SURGERY - DUDRECK
   - APC TRAUMA SURGERY
   - APC NEUROSURGERY
   - APC UROLOGY
   - APC ORTHOPEDIC SURGERY
   - APC PLASTIC SURGERY
   - APC EMERGENCY MEDICINE
   - APC OTOLARYNGOLOGY - HEAD NECK SURGERY
```
2. Choose the appropriate month and click “OK”:

Part A - Priority #1

Please select your top priority with regard to month and activity/course. You may select from required courses (APC, RCC, and Req. Ambulatory), electives, or vacation. NOTE: There is no guarantee that your top priority will be available; if not, you will be contacted in order for you to make an alternate selection.

1. APC 4062 - APC/INPATIENT GENEF

Choose date(s):

1. Sep 1 2016 - Sep 30 2016

Part A - Priority #1

Please select your second highest priority with regard to month and activity/course. You may select from required courses (APC, RCC, and Req. Ambulatory), electives, or vacation. NOTE: There is no guarantee that your top priority will be available; if not, you will be contacted in order for you to make an alternate selection.

1. APC 4062 - APC/INPATIENT GENEF

Part A - Priority #2

The process of selecting a rotation and month is the same as making your selection for Part A – Priority #1, and results in the selection of a single rotation with only one month as an option.

Part A - Priority #2

Please select your second highest priority with regard to month and activity/course. You may select from required courses (APC, RCC, and Req. Ambulatory), electives, or vacation. NOTE: There is no guarantee that your second highest priority will be available; if not, you will be contacted in order for you to make an alternate selection.

1. ANES 4001 - ANESTHESIOLOGY
Part B – Required Critical Care

If you did not include Required Critical Care as one of your priorities, please make your selection in this section. You may choose up to five periods, and it is in your best interest to do so – if the system cannot enroll you in a course based on your selections you will be moved to the bottom of the randomized list and enrolled in a period which is still available on your schedule and available for the course.

1. Begin making your selections:

Required Critical Care

If you chose to include Required Critical Care as one of your top priorities it is not necessary to make a selection in this section. If you did not prioritize RCC, please indicate the month(s) in which you would like to complete this course--it is in your best interest to rank five choices in order of preference.

1. -- Choose --
2. -- Choose --
3. Jul 1 2016 - Jul 31 2016 (1)
4. Aug 1 2016 - Aug 31 2016 (1)
5. Sep 1 2016 - Sep 30 2016 (1)
6. Oct 1 2016 - Oct 31 2016 (1)
7. Nov 1 2016 - Nov 30 2016 (1)
8. Dec 1 2016 - Dec 31 2016 (1)
9. Jan 1 2017 - Jan 31 2017 (1)
10. Feb 1 2017 - Feb 28 2017 (1)
11. Mar 1 2017 - Mar 31 2017 (1)
12. Apr 1 2017 - Apr 30 2017 (1)

2. Continue making as many selections as you deem necessary (the more the better):

Required Critical Care

If you chose to include Required Critical Care as one of your top priorities it is not necessary to make a selection in this section. If you did not prioritize RCC, please indicate the month(s) in which you would like to complete this course--it is in your best interest to rank five choices in order of preference.

1. Oct 1 2016 - Oct 31 2016 (1)
2. Nov 1 2016 - Nov 30 2016 (1)
3. Feb 1 2017 - Feb 28 2017 (1)
4. Apr 1 2017 - Apr 30 2017 (1)
5. Jan 1 2017 - Jan 31 2017 (1)
Part B – Required Ambulatory Medicine

If you did not include a choice for Required Ambulatory Medicine as one of your priorities, please make your selection in this section. You may choose up to three specialties and as many month choices for each as you deem necessary. Again, it is in your best interest to do so – if the system cannot enroll you in a course based on your selections you will be moved to the bottom of the randomized list and enrolled in a period which is still available on your schedule and available for the course.

1. Begin making your selection by choosing a specialty:

Required Ambulatory Medicine

If you chose to include a Required Ambulatory Medicine choice as one of your top priorities it is not necessary to make a selection in this section. If you did not prioritize Required Ambulatory Medicine, please indicate the specialty(ies) and month(s) in which you would like to complete this course--it is in your best interest to rank as many choices as you deem appropriate.

1. -- clear choice --

Rotations

FAMD 4000 - REQ AMBULATORY MEDICINE
INTM 4000 - REQ AMBULATORY MEDICINE
PED 4000 - REQ AMBULATORY MEDICINE

2. Edit the dates to make your selection:

Required Ambulatory Medicine

If you chose to include a Required Ambulatory Medicine choice as one of your top priorities it is not necessary to make a selection in this section. If you did not prioritize Required Ambulatory Medicine, please indicate the specialty(ies) and month(s) in which you would like to complete this course--it is in your best interest to rank as many choices as you deem appropriate.

1. PED 4000 - REQ AMBULATORY MEC
   Any available date
   edit dates

2. -- choose rotation --

3. -- choose rotation --
3. Continue making your choices until you are satisfied:

**Required Ambulatory Medicine**

If you chose to include a Required Ambulatory Medicine choice as one of your top priorities it is not necessary to make a selection in this section. If you did not prioritize Required Ambulatory Medicine, please indicate the specialty(ies) and month(s) in which you would like to complete this course--it is in your best interest to rank as many choices as you deem appropriate.

1. **FED 4000 - REQ AMBULATORY MED**
   - c. Feb 1 2017 - Feb 28 2017

2. **FAMD 4000 - REQ AMBULATORY ME**

3. **INTM 4000 - REQ AMBULATORY ME**
   - c. Feb 1 2017 - Feb 28 2017
**Part B – Advanced Patient Care**

Unlike the Required Critical Care and Required Ambulatory Medicine sections where you must have a selection on your schedule at the end of the lottery, you will NOT be randomly assigned to an available Advanced Patient Care selective if your preferences are not available. The process of making your selections is similar to previous sections. Note that in the second selection I indicated “All remaining dates” which will randomly select an available period for that particular APC selection.

**Advanced Patient Care**

If you chose to include an Advanced Patient Care choice as one of your top priorities it is not necessary to make a selection in this section. If you did not prioritize an Advanced Patient Care selective, please indicate the APC(s) and month(s) in which you would like to complete this course—it is in your best interest to rank as many choices as you deem appropriate.

1. **APC 4010 - APC/IM ACTING INTER**
   - b. Apr 1 2017 - Apr 30 2017
   - c. Feb 1 2017 - Feb 28 2017

   edit preferred dates

2. **APC 4012 - APC/Nephrology CLI**
   - b. All remaining dates

   edit preferred dates
Electives

In the remaining section of the lottery, you may choose up to four electives (with multiple time periods for each) in order to complete the process. Please note that the AWAAAs in the example have sequence numbers which are necessary for you to be enrolled in more than one medical school affiliated externship. As in earlier sections of the lottery you will choose your preferred course and the time period(s) in which you would like to take that course.

**Electives**

Please choose up to four electives to round out your schedule. In order to include more than one externship at an LCME accredited medical school program (AWAA) please include choices with an appropriate sequence number, e.g., AWAA (1), AWAA (2), etc...

1. **AWAA 4001 (1) - ELECTIVE MS HO**
   - Nov 1 2016 - Nov 30 2016
   - [edit preferred dates](#)

2. **AWAA 4001 (2) - ELECTIVE MS HO**
   - Dec 1 2016 - Dec 31 2016
   - [edit preferred dates](#)

3. **FAMD 4028 - PREVENTIVE MEDICINE**
   - Jan 1 2017 - Jan 31 2017
   - [edit preferred dates](#)

4. **AWAD 4001 - ELECTIVE NON-US**
   - Apr 1 2017 - Apr 30 2017
   - [edit preferred dates](#)