

Affiliation Agreement Upload Guide

Graduate Medical Education (GME), Undergraduate Medical Education (UME) and Graduate Dental Education (GDE)

Accessing the OAA Support Center:

- [OAA Support Center](#)– This link will take you to the OAA Support Center Login page. You must be VA staff and have permission to access this portal. If you do not already have access, it can be requested. Your VISN Director or facility management will have to give permission to view, update or add information to the database before OAA will allow you access.

ACADEMIC AFFILIATIONS
supportcenter

Log In Reports Get Started Support

OAA Office of Academic Affiliations
OFFICE OF ACADEMIC AFFILIATIONS supportcenter

Welcome to **Office of Academic Affiliations Support Center** for the reporting and accessing of data related to VAclinical trainees and affiliations.

Only staff **assigned** by the VISN Director or the Facility Director has authority to edit/add data within the OAA Support Center. In order to edit/add data, a user must have an **account** with the OAA Support Center.

Important Quick Links

Common Reports (no login required)

- Job Codes for Health Professions Trainees
- Facility-Locality-Based Per Annum STIPEND Rates (Associated Health & Nursing)

Please Login Now Or [Register](#)

Login with your Integrated Windows Account if you have approved access. Click Login Now below or Register.

Welcome: Christy Clary

[Login Now](#)

You must be VA staff and have received permission to view, update or add information in these databases from your VISN Director or from your facility management.

- Once you are logged into the OAA Support Center, you will enter the **Medical & Dental Affiliation Agreement Uploads** page.

Access

[Enter](#) → **Medical & Dental Affiliation Agreement Uploads**

Uploading Affiliation Agreements for Existing Sponsors:

Uploading Affiliation Agreements: If you are uploading an affiliation agreement with a *current affiliate*, click **VIEW/UPLOAD** beside the sponsoring institution that is being updated or added.

Active Affiliation Agreements		
	Sponsoring Institution	Affiliate
View/Upload	Mary Hitchcock Memorial Hospital	Geisel School of Medicine at Dartmouth
View/Upload	University of Vermont Medical Center	University of Vermont College of Medicine
View/Upload	University of New England College of Osteopathic Medicine	University of New England College of Osteopathic Medicine

- Click on the green **UPLOAD AGREEMENT** button.

Affiliation Agreement Details

Sponsoring Institution: Mary Hitchcock Memorial Hospital
Affiliate: Geisel School of Medicine at Dartmouth

Uploaded Agreements for this Affiliation

[Upload Agreement](#)

TITLE	Status	Comments	Active	Download
V01 Dartmouth College - VAMC White River Junction.pdf	OAA Signed		No	Download
V01 Dartmouth College - VAMC White River Junction 2012.pdf	OAA Signed		Yes	Download

Note that the affiliation agreement details screen displaying the sponsoring institution and affiliate information is locked and cannot be changed unless you contact gmehelp@va.gov.

- Before uploading your agreement, you will need to certify that there have been no changes made to the affiliation agreement. If there have been changes to the document, leave the box unchecked and provide brief comments referencing adjustments. Next click the **CHOOSE FILE** option to upload your agreement. Then click the **UPLOAD & CLOSE** once agreement has been selected.

Note: Please ensure there are **NO** amendments in your affiliation agreement, or the agreement will be returned. While you may have some minor edits, please understand that our affiliation agreements have already been reviewed and approved by all the accrediting bodies as well as by VHA's General Council. Any changes to the document are required to be sent through OAA and OGC and may greatly delay your timeline. (per policy 1400.06).

Upload New Agreement

Certification that NO changes have been made to the document:
If there are NO changes or additions to the document, check the following box. If there are changes, leave the box unchecked.
** NOTE: OAA will review and approve all agreements.

I certify that there have been NO changes to this Affiliation Agreement.

Your Name:

Phone Number:

Select File: No file chosen

File Name:

Comments:

AddAffiliationAgreement.aspx?affMSAA_ID=90

Once your affiliation agreement has been uploaded, you will receive a confirmation email. Our team will work to have your agreement signed within two weeks. You will receive a notice when it is ready and posted to the site.

If you have questions or need assistance, please email gmehelp@va.gov.

Uploading Affiliation Agreements for **NEW** Sponsors:

- **New Affiliate:** If you have established an affiliation agreement with a new sponsor (affiliate), to upload this agreement you must click on the **ADD NEW SPONSOR/AFFILIATE**. Our team will need to add the sponsor's data into the system before you can upload your agreement.

Select Facility:

This database is for all graduate and undergraduate medical and dental affiliation agreements. Please upload only new, signed agreements. Please ensure you can be located at: <https://www.va.gov/oa/agreements.asp>

If your VAMC is entering into a new affiliation not listed below in the grid, click the "Add New Affiliation" button. If you need to upload a new affiliation "View" link in the grid below.

Add New Sponsor/Affiliate 

Active Affiliation Agreements

	Sponsoring Institution	Affiliate
View/Upload	Mary Hitchcock Memorial Hospital	Geisel School of Medicine at Dartmouth
View/Upload	University of Vermont Medical Center	University of Vermont College of Medicine
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Office of Academic Affiliations | Questions, comments or enhancement suggestions: [Help Desk Support](#)

- An email will be prompted to request that the new sponsor (affiliate) when you click the **ADD NEW** button. You will need to provide the following information in your email:
 - The exact ACGME or AOA name for the **Sponsoring Institution**
 - The accrediting body
 - If ACGME, the sponsoring institutions 6-digit number (not the 10-digit affiliates #)
 - Affiliate name
 - Affiliation agreement number
 - VA Form number (located in the bottom left-hand corner of the form)

Send

Subject

Please provide the following information about the details of your new affiliation. Once approved, this will be added to the OAA database and affiliation agreement.

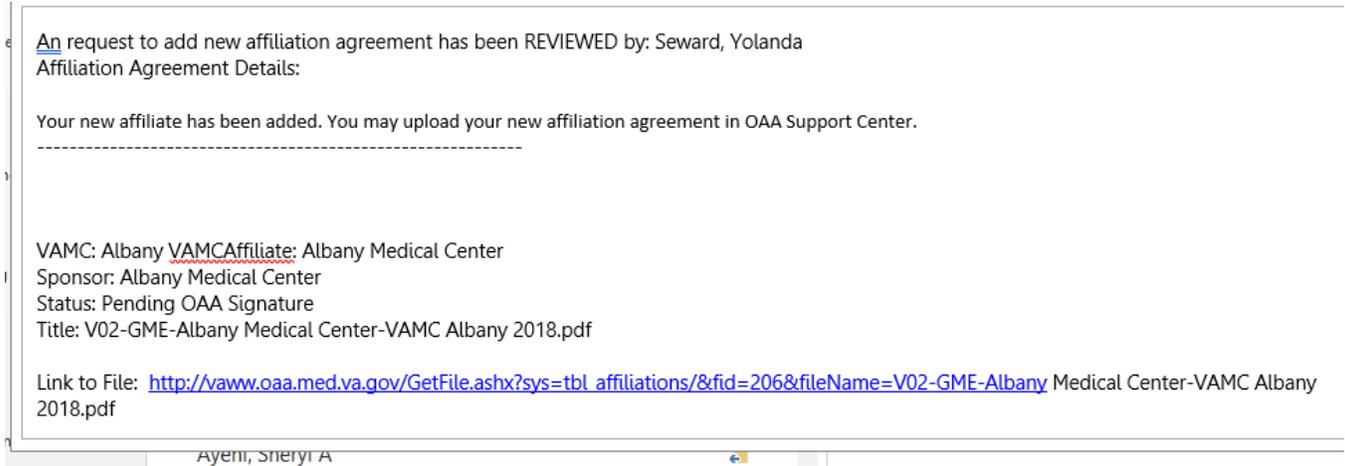
Sponsoring Institution Name:
 Accreditation Body (ie..AOA, ACGME, LCME):
 If ACGME, provide the accreditation number:

Affiliate Name: (may be the same or different than the SI)
 If applicable:
 Accreditation Body (ie..AOA, ACGME, LCME):
 If ACGME, provide the accreditation number:

Please enter the VA Form # for this agreement (i.e. 10-9055, 10-9054, 10-0094D, 10-0094E, 10-0094F):

Thank you, one of our staff will review and be in touch soon!

Once your email has been received by GMEhelp@va.gov, it will be reviewed, and you will receive an email response to your request letting you know that your new affiliation agreement can be uploaded.



Uploading a NEW Affiliation Agreement

- Once you have received your verification email, you may now upload your agreement. Using the link in the email, go back to the support center. Click on **MEDICAL & DENTAL AFFILIATION AGREEMENT UPLOADS** on the main page.
- Click on **VIEW/UPLOAD** next to the Sponsors name.

Medical & Dental Affiliation Agreement Uploads Home (Affiliation List) Instructions

Select Facility: White River Jct (VAMC) ▼

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- Click on **UPLOAD AGREEMENT**.

Affiliation Agreement Details

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Affiliate: Geisel School of Medicine at Dartmouth

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