

SF Match

CAS Instruction Manual Orthopaedic Trauma Fellowship

Introduction to CAS	Page
• Summary CAS Service	1
• The Applicant's Responsibility	1
• Processing Time of CAS	2
• Orthopaedic Trauma CAS Target Date	2
• Programs' Deadlines	2
Steps	
• Step I : Filling Out Your CAS Application Form	2
• Step II: Required Support Documents	3
• Step III: Selecting Programs for Distribution	3
• Step IV: Mailing Your Complete CAS Package	3
Missing Documents	4
CAS Distribution Forms and Fees	4
• Adding Program	4
• Filling Out the CAS Distribution Forms	4
Confirming Receipt and Distribution of Your CAS Application	5
Contact CAS	5

INTRODUCTION TO CAS

Summary CAS Service

The Central Application Service (CAS) is a service provided through the San Francisco Matching Program (SFMatch) that distributes applications to training programs. Applicants pay an additional fee for this service. The use of CAS assures that applications are both uniform, complete and distributed in an orderly fashion.

We provide free storage for original application documents for one year only. **Paper documents will be destroyed after one year.** Applicants are strongly encouraged to fill out a "Return of CAS Document Form" after the match has concluded for the return of original documents. There is a \$20 fee for this service (letters of reference are only returned if access is retained).

CAS is only a distribution service. We do not evaluate your credentials nor do we determine your eligibility to apply to any of the participating programs.

The Applicant's Responsibility

The CAS procedure makes you (the applicant) responsible for assembling ALL support documents. You are **REQUIRED** to submit the following documents to consider your application COMPLETE:

- Completed and signed CAS Application Forms
- CAS Distribution List and Payment (submit online)
- Updated CV
- Three letters of reference from full-time faculty members or physicians who have knowledge of your clinical ability.

Once the necessary documents have been gathered, send all documents to us in ONE PACKAGE. We then process and distribute your application to the programs listed on your CAS Distribution List. You must mail all your documents in ONE PACKAGE to:

SF Match
Orthopaedic Trauma CAS
655 Beach Street
San Francisco, CA 94109

Phone: 415.447.0350 ext. 0 (info required for overnight mailing)

NOTE: FAXed documents will not be accepted

Processing Time for CAS

The CAS processing and distribution of your application takes time. At peak processing times, it takes up to three (3) weeks for your documents to be processed and shipped to the programs. COMPLETE applications will be processed and distributed in the order in which they are received. INCOMPLETE applications will be held until they are completed.

Orthopaedic Trauma CAS target date

CAS does not set deadlines. We will process and distribute your application up until the Rank List deadline. We do suggest, however, that you submit your application to our office before the TARGET date: **Friday, August 1, 2008.**

Again, the TARGET date is NOT DEADLINE. Submitting your CAS application to our office by the suggested target date does not guarantee that you will meet all of the individual deadlines set by each of the programs. We recommend the target date so that you may easily assess when to submit your application in order to meet **MOST** of the program's deadlines. Check the online directory for deadlines or call the individual program if information is not made available in the directory.

Programs Deadlines

It is your responsibility to contact each program for individual deadline dates and to have your application submitted to us three (3) weeks prior to whichever deadline you would like to meet. CAS does not stop processing applications once a program's deadline has passed; we will distribute your file to whichever programs you request no matter how late it arrives. It is important to note, however, that applications that arrive to the programs after their deadline may not receive the same attention from the programs' review committees as applications received on time. Some programs choose to list their deadlines in the online directory listing. If a program's deadline is not listed, please call the program directly.

STEPS

STEP I: Filling out your CAS Application Form

You will need to have the free Adobe Reader version 7.0 or higher to download and fill out the CAS application. Please note that you can only save the application to your computer and edit it offline if you have the full version of Adobe Acrobat installed on your computer. Most applicants with the free Adobe Reader prefer to print a blank application to work on and go online to fill out all information at once. We suggest that you print each finished page as you go in case you lose connection or have problems with your computer.

STEP II: Required support documents

- CV
Provide a copy of your updated CV. There is no suggested format.
- LETTERS OF REFERENCE
You must provide three (3) ORIGINAL letters of reference from full-time faculty members or physicians who have knowledge of your clinical ability. If you have requested a confidential letter, please indicate so on your CAS application and ask the author to return the letter to you in a sealed envelope. **DO NOT** open the sealed envelopes. Non-confidential letters can be included in your application open faced. **Please note that additional letters will not be distributed.**

NOTE: Letter writers can address their letters to either “Dear Program Director” or “Dear Review Committee”.

STEP III: Selecting your programs

Login to the online directory to view the list of available programs and make your selection. Once you have decided which programs you wish to apply to, go to www.sfmach.org to download, fill out and submit your distribution list online. You will receive email confirmation within 2 business days after you submit your distribution list. The email will contain links to payment options (check or Visa/MasterCard). If you are paying by check, be sure to mail your check with the payment coupon (link provided on email). You may send your distribution list ahead of time or after we receive your application, however, please note that your application is only considered complete for processing once you have completed all the steps.

STEP V: Mailing your complete CAS package

Before mailing your CAS package, be sure that you have completed the following REQUIRED items:

- Completed and signed CAS Application Forms
- Initial Distribution List Form and payment
- CV
- Three (3) letters of reference

MISSING DOCUMENTS

If you are unable to provide a document, state the reason on a separate and include your full name and match registration number. Without this note, your file is INCOMPLETE and will NOT BE DISTRIBUTED. This statement of explanation will be included in the distribution of your file to the

training programs. There should be a separate explanation note for each missing document.

All materials received by CAS are processed in the order in which they are received. Processing of a supplemental document may take up to three weeks to be processed. We strongly encourage you to submit a COMPLETE application to be processed to avoid delays. Some programs may not be able to review your file until all documents are received.

CAS DISTRIBUTION FORMS AND FEES

With your completed application materials, you must submit your online distribution list and the appropriate distribution fee. Distribution fees increase progressively as follows:

# of Distributions	Fees
1-10	\$60 total
10-20	\$10 per program
20-30	\$15 per program
30-40	\$20 per program
41+	\$35 per program

Adding Programs

If you wish to apply to more programs after your initial CAS distribution, you must check the Supplemental List box on the top-right hand corner of the Distribution form and pay \$35 per program. **It is therefore to your advantage not to submit your list in stages.** Please be sure to use to check the SUPPLEMENTAL CAS DISTRIBUTION box on the form when adding programs to your existing distribution. Our system is set up to only accept one Initial Distribution List per applicant. Subsequent Initial Distribution Lists are automatically rejected by our system.

Filling Out CAS Distribution List

You must have Adobe Reader or Adobe Acrobat 7.0 or higher to download the CAS distribution form. Fees can be paid by check (personal check, cashier's check, money order) or by credit card (Visa or MasterCard **only**). Links to payment options will be sent you within 2 days after submitting your Distribution form online.

CONFIRMING RECEIPT AND DISTRIBUTION OF YOUR CAS APPLICATION PACKAGE

You will receive email confirmation when we receive and identify that a package from you has arrived. A second email confirmation will be sent to notify you that your application has been distributed to your selected programs.

QUESTIONS?

CONTACT CAS

Email: help@sfmatch.org

Phone: 415.447.0350

Fax: 415.561.8535

CONCERNS REGARDING MATCH PROCESS

Lisa Cannada

OTA Fellowship Committee Chair

Website: www.ota.org