

American Association of Physicists in Medicine

MedPhys Match: THE MEDICAL PHYSICS MATCHING PROGRAM

Program Instructions for Participating in the 2022 MedPhys Match

You must use the NMS Match System to enter and certify a Rank Order List of applicant choices for each program or track offered by your residency in the 2022 MedPhys Match by **11:59 p.m. Eastern Time on March 23, 2022**.

You must accept each applicant matched to your residency as stipulated in the Residency Agreement and MedPhys Match Rules.

A program that has no acceptable applicants to rank or is no longer offering any positions must use the NMS Match System to indicate the program will not be ranking any applicants for the MedPhys Match (see point #5 below).

1 Verify your residency and program information in the NMS Match System.

- The NMS Match System is accessible from the MedPhys Match website at natmatch.com/medphys.
[Log In to the NMS Match System >](#)
- You must offer through the MedPhys Match all positions that start training between June 1 and December 31, 2022.
- You can change your residency display name, program description(s), and/or add a new program to your residency online only until the system opens for rankings on March 7, 2022. After this date, you must contact NMS to make these types of changes. You should also communicate such changes directly to your applicants as soon as possible, to minimize confusion.

You can change your contact information, the number of positions offered in a program, or withdraw a program online at any time until the Rank Order List deadline on March 23, 2022.

[View the User Guide for Updating Residency and Program Information >](#)

2 Provide your applicants with information that will help them rank your program(s).

- Ensure you have provided complete and accurate information to applicants prior to the Rank Order List deadline concerning the position(s) you are offering in the MedPhys Match, including all institutional and residency policies related to eligibility requirements and terms of appointment. This is extremely important to avoid potential misunderstandings and to ensure that applicants have full information when creating their Rank Order Lists.
- You should provide the 5-digit Match Code Number for each program offered by your residency to the program's applicants, to ensure they can correctly identify the program on their Rank Order Lists. A match can occur only if you rank an applicant on a program's Rank Order List and that applicant ranks that same program on their Rank Order List. If an applicant ranks a program represented by one Code Number, but is ranked by a different program with a different Code Number, a match will not be made.
- Programs and applicants may not disclose or solicit any information regarding the positioning of any applicant or program on a Rank Order List. Voluntary disclosure by one party as to whether or not they intend to rank the other party is permitted, but neither party may solicit such information.

Programs and applicants may not make any commitments regarding offers of appointment to positions prior to the release of the MedPhys Match results.

Furthermore, you must recruit and interview in compliance with relevant institutional and statutory guidelines, which may include non-discriminatory practices.

[Review the Rules and Policies of the MedPhys Match >](#)

- Use the List of Registered Applicants accessible in the NMS Match System to confirm that each applicant you wish to rank is registered for the MedPhys Match, and to obtain the applicant's 5-digit Match Code Number. If an applicant is not on the list, encourage the applicant to register for the MedPhys Match as soon as possible.

If you use MP-RAP, the applicant Code Number is included as "NMS ID" within that system. MP-RAP lists only applicants who applied to your program, while the NMS Match System lists all applicants who have registered.

[Access the List of Registered Applicants >](#)

3 Determine your preferences for applicants for each program offered by your residency.

- You must prepare a separate Rank Order List for each program offered in the MedPhys Match. For each program, rank applicants according to your true preferences. Rank your most preferred applicant as #1, your next most preferred applicant as #2, and so on. Do not consider how any applicant might rank the program when ordering your choices.

For programs offering more than one position, you can rank your most preferred applicants, up to the number of positions to be filled, in any order as each of these applicants is effectively considered to be a first choice. For example, if a program has 3 positions, the specific order in which the top 3 applicants are ranked will not matter, as positions are available for all 3 of those applicants. However, the rank numbers you assign to your less preferred applicants (e.g., ranks 4 and onwards) are very significant as they indicate your order of preference for each of these applicants if the program cannot match with all of its most preferred applicants.

You should rank all applicants who are acceptable for the program. By including all acceptable applicants on your Rank Order List, you may increase the likelihood of filling all the positions in the program. The program will be matched with the most preferred applicants on the list that rank the program and do not match with programs that the applicants prefer.

Do not rank any applicant that you consider unacceptable. A program can only be matched with applicants that appear on the program's Rank Order List.

[Learn More About Ranking Strategy >](#)

- Residencies offering more than one program in the MedPhys Match may find it helpful to use the Reversion feature. A reversion allows you to move ("revert") one or more positions that are left unfilled during the match processing from one program to another, to increase the likelihood of filling all positions at the residency.

[View Information, Examples, and Instructions for Using Reversions >](#)

- Most programs will submit only one Rank Order List in order to match with the most desirable applicants. However, if a program has special requirements (e.g., a need to match with a particular mix or distribution of applicants with specific characteristics), those requirements may be satisfied by submitting multiple Rank Order Lists for a single program.

[View Information, Examples, and Instructions for Submitting Multiple Lists >](#)

- If your program has special requirements that you do not know how to address in the MedPhys Match, please contact NMS to discuss your situation as soon as possible before the Rank Order List deadline. Special requests that are not discussed with NMS until just before the Rank Order List deadline are more difficult to accommodate.

4 Enter and certify your Rank Order List(s) in the NMS Match System by 11:59 p.m. Eastern Time on March 23, 2022.

- The NMS Match System opens for the entry of rankings on March 7, 2022.
- In the Rankings section of the NMS Match System, search for and add applicants to each program's Rank Order List in order of your true preferences. Ensure that the applicant's name and 5-digit Code Number shown on the Rank Order List are correct for each applicant you rank.

If your program has a relatively long list of choices that can be provided in a comma-separated file (.csv), you may find it easier to import a file of rankings, rather than searching for and adding applicants individually.

[View the User Guide for Entering Your Rankings >](#)

- If an applicant you intend to rank is currently withdrawn, you should leave the withdrawn applicant on your Rank Order List. If the applicant is reinstated prior to the deadline, that ranking will be used in the match. If the applicant remains withdrawn, the Rank Order List will be processed as if you had not ranked the withdrawn applicant. If you need clarification regarding the status of any applicant in the MedPhys Match, contact the applicant directly.
- You must enter and certify each program's Rank Order List by 11:59 p.m. Eastern Time on March 23, 2022. You should enter and certify your Rank Order List(s) well before the Rank Order List deadline date to avoid potential problems near the deadline.

[View the User Guide for Certifying Your Rank Order List\(s\) >](#)

You can make changes to a list even after it is certified, until the Rank Order List deadline. If you change a list after it is certified, you simply have to certify the list again before the deadline in order for it to be used in the matching process.

You will not be able to access the NMS Match System to enter ranks, certify a Rank Order List, withdraw a program, or update any residency or program information after the Rank Order List deadline.

- You should print a copy of each program's final certified Rank Order List for your records, as this information will only be available online until 11:59 p.m. Eastern Time on April 3, 2022.

5 Programs with no applicants to rank and programs that no longer have positions available must use the NMS Match System to indicate they will not be ranking applicants for the MedPhys Match.

- If a program has no acceptable applicants to rank but has one or more positions available that you would like to fill, the program should remain active and you should certify a Rank Order List with no applicants so that the position(s) can be offered in the Post-Match Process.

[Learn More About Having No Applicants to Rank >](#)

- If a program no longer has any positions available to offer to applicants, you must withdraw the program from the MedPhys Match by 11:59 p.m. Eastern Time on March 23, 2022. Withdrawn programs are excluded from the Post-Match Process.

[Learn More About Withdrawing from the MedPhys Match >](#)

6 MedPhys Match results will be available on March 30, 2022.

- Your residency's MedPhys Match results will be available online in the NMS Match System starting at 12:00 p.m. noon Eastern Time on March 30, 2022. In addition, NMS will make one attempt to send the MedPhys Match results by email by 12:00 p.m. noon Eastern Time on March 30 to each residency that participated in the MedPhys Match. Result emails that are delayed or not delivered will not be resent, as the same information will be available in the NMS Match System.

[Learn More About Obtaining Your MedPhys Match Results >](#)

- You should contact the applicant(s) matched to your residency after 12:00 p.m. noon Eastern Time on March 30, 2022 to acknowledge the MedPhys Match result. No contact between applicants and residencies should take place on March 30 prior to 12:00 p.m. noon Eastern Time. You must send a letter of confirmation within 10 working days of the release of the MedPhys Match results to each applicant matched to your residency.
- The MedPhys Match results constitute binding commitments between matched applicants and residencies. If an applicant refuses to accept the MedPhys Match result, please report this immediately to either NMS, AAPM's MedPhys Match Executive Committee (MMX), or the chair of AAPM's Students and Trainees Subcommittee (STSC).

[Learn About Reporting A Potential Match Violation >](#)

7 If your residency has any unfilled positions after the MedPhys Match, you are free to contact and negotiate directly with applicants who did not obtain a position in the MedPhys Match, in order to fill available positions in the Post-Match Process.

- The Post-Match Process begins at 12:00 p.m. noon Eastern Time on March 30, 2022. No action to fill available positions may be taken prior to that time.
- Programs with available positions will have access in the NMS Match System to a list of applicants who certified a Rank Order List but were not matched to a position, or who withdrew but indicated they are still seeking a position. You may also fill positions in the Post-Match Process with applicants who did not register for the MedPhys Match.
- A list of programs with positions available in the Post-Match Process will be available to unmatched applicants in the NMS Match System on March 30, 2022, and will become publicly available on April 13, 2022.

[Learn More About the Post-Match Process >](#)

Contact NMS with any questions you have about the MedPhys Match.