



ORTHOPAEDIC
— TRAUMA —
ASSOCIATION

To: Fellowship Program Director/Fellowship Program Coordinator:

The program director and the program coordinator have administrative rights to their Fellowship Program Profile, the profile is the information about the fellowship that is available to anyone who logs onto the OTA website. The full fellowship program directory lists all the OTA/ACGME trauma fellowship programs that take part in the Match. It is available on the [Fellowship tab](#) of the OTA website.

We would like to ask that each Fellowship program take some time to look over the information and attributes listed in your Fellowship Program Directory and make sure that the data is the most current and up to date. As the most recent post-Match survey indicated applicants say that 85% of the information they obtain on trauma programs is through the OTA website. Please take time to review the case log numbers that are posted for your program. Those numbers should reflect the cases done by the previous year's fellow, or an average for multi fellow programs.

If you follow the instructions below, you can access and edit your Fellowship Program Profile.

1. Log into the database through the [OTA website](#)-click the my account button on top right side.
2. If you need your login information, please email connell@ota.org or call 847.698.1631 and any member of the OTA staff can give you that information.
3. Once logged in, you will see a menu page of options, there you should go to **Fellowship Information**, click on that.
4. Next click on Fellowship Program Profile
5. All the attributes for your Fellowship Program will be listed there, so please read that information carefully.
6. Make any changes by clicking on the **EDIT** button at the top of the page.
7. Make sure that you save any changes by clicking on the **SAVE** button on the bottom of the page.

Please reach out to connell@ota.org or ota@ota.org if you need any assistance.