

HOW IT WORKS



You're only a few quick steps away from inspiring the next generation of healthcare professionals.



STEP 1

Going Live

After finalizing your contract and program details, AMO begins building your program on our trainee-facing platform.

Once your program is live, you will be assigned a designated AMO program coordinator who will:

- 🩺 Assist in setting up your manager account
- 🩺 Provide details on receiving payments through Stripe
- 🩺 Manage your availability for vacations and other schedule changes
- 🩺 Keep you in the loop with AMO opportunities

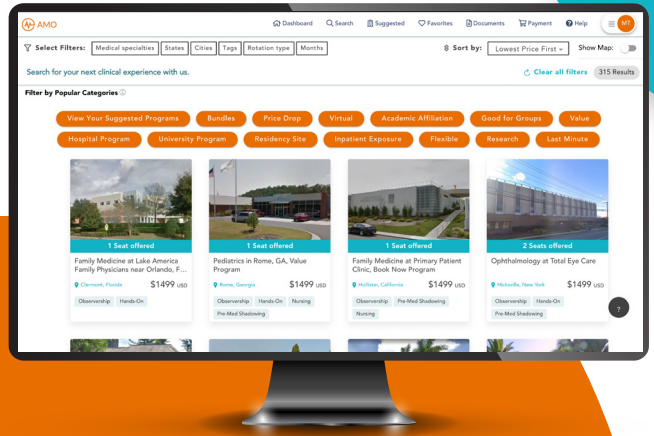
Still need to submit your program details? You can [submit yours here!](#)





STEP 2

Reserving Your Program



SEARCH PLATFORM

Once your program is live on the AMO platform, trainees can find and reserve your program through search filter categories such as specialty, location, experience type, and more.

RESERVATIONS

A trainee is considered reserved when their application has been approved by the AMO team, in accordance with your guidelines, and they have submitted their deposit. At this point you will receive an email from AMO with the trainee’s CV and basic information.

SCHOOL CREDIT

Trainees who are seeking school credit may request you to complete an additional form verifying your program meets the school’s requirements. This request will come directly from your coordinator. Responses should be returned within 48 hours to accommodate the trainee and school.

PROGRAM AVAILABILITY

Trainees can reserve your program up to two years in advance, making it important to keep your availability with AMO as current as possible.





STEP 3

Trainees Prepare to Rotate

Once trainees reserve their spot in your program, they begin making travel arrangements.

Some trainees may begin planning their travel arrangements three-plus months before their rotation, organizing visas, flights, housing, and transportation.

PRO TIP

Communicating any schedule or availability changes to your AMO coordinator ensures trainee travel arrangements are not interrupted.



STEP 4

During and After the Rotation

Throughout the rotation, your coordinator will be your main point of contact for any trainee issues or concerns.

Trainees also have a designated AMO contact to help with logistics before, during, and after their rotation.

Stipend payments are sent out post-rotation, typically within the first week of the following month via direct deposit through Stripe.

For any trainees who have requested an LoR, please ensure these are written and returned in the timeline agreed upon with the trainee.

For credit-seeking trainees, please ensure reviews are returned to the school or AMO in a timely manner.