

American Society of Health-System Pharmacists

RESIDENT MATCHING PROGRAM

Applicant Instructions for Participating in Phase I of the 2024 ASHP Match

Every applicant who registers for the ASHP Match must use the NMS Match System to enter and certify a Rank Order List of program choices for Phase I of the Match, or to withdraw from Phase I, by **11:59 p.m. Eastern Time on March 1, 2024**.

If you are matched to a position, you must accept your Match result and attend the program, as stipulated in the ASHP Match Rules and Applicant Agreement.

Applicants who withdraw from Phase I of the Match are permitted to participate in Phase II (see point #4 below).

1 Log in to the NMS Match System and ensure your personal information is up to date.

- Confirm that you can log in to the NMS Match System, which is accessible from the ASHP Match website at natmatch.com/ashprmp. If you do not know your NMS Match System password, use the Forgot Password link on the login page to update your Match account.

[Log In to the NMS Match System >](#)

- Your personal information for the ASHP Match (excluding your email address and password) is transferred to NMS from PhORCAS, and can be viewed in the Profile section of the NMS Match System. Updates to your personal information must be made in [PhORCAS](#); the changes will be reflected in the NMS Match System within 24 hours. The last day you can update personal information for Phase I of the Match is February 29, 2024.
- You must use the NMS Match System to submit your rankings of programs or withdraw from the Match, and to access your Match result.

[View the NMS Match System Guides for Applicants >](#)

2 Determine your preferences for the programs to which you have applied.

- Rank programs in order of your true preferences, with your most preferred program as rank #1, your next most preferred program as rank #2, and so on. Do not consider how any program might rank you when ordering your choices.

Rank all programs at the residencies where you applied that you would find acceptable. By including more programs on your Rank Order List, you may increase the likelihood of being matched. You will be matched to the most preferred program on your list that ranks you and does not fill all its positions with applicants it prefers.

Do not rank any program that you consider unacceptable and would not want to be matched with under any circumstances. You can only be matched to a program that appears on your Rank Order List.

[Learn More About Ranking Strategy >](#)

- Some residencies participating in the ASHP Match offer more than one program, as shown in the List of Participating Programs on the ASHP Match website. Be sure you know which of the residency's programs you want to rank. You may rank some or all of the programs offered by a residency, and each program needs to be ranked separately on your Rank Order List.

[View the List of Participating Programs >](#)

- Programs may voluntarily inform you as to whether or not you remain under consideration for admission, but are not obliged to do so. You must never request ranking information from a program, and programs must never request ranking information from you. Prior to the release of the Phase II Match results, neither you nor any program may disclose to the other party any information regarding the positioning of any applicant or program on a Rank Order List.

If you match to a program, you must accept the position where you matched as stipulated in the ASHP Match Rules and Applicant Agreement.

[Review the ASHP Match Rules >](#)

- Two applicants who are participating in Phase I of the Match and who wish to coordinate their matches (e.g., obtain positions in the same geographic location) may participate in the Match as a Couple.

[Learn More About Participating as a Couple >](#)

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Enter and certify your Rank Order List in the NMS Match System by 11:59 p.m. Eastern Time on March 1, 2024.

- The NMS Match System opens for the entry of rankings on February 12, 2024. All Rank Order Lists must be submitted to NMS online using the NMS Match System.
- Each program offered in the Match is represented by a unique 6-digit Match Code Number as shown in the [List of Participating Programs](#) on the Match website. Note that the 6-digit Match Code Number assigned to each program by NMS is different from the 5-digit ASHP Code assigned to each residency by the ASHP.

As the match is processed using the Match Code Numbers, make sure the correct Match Code Number for each program you want to rank appears on your Rank Order List. If you rank a program represented by one Code Number but are ranked by the residency for a different program with a different Code Number, a match will not be made. If you need clarification regarding the Code Number to be used for any program, contact the residency's Program Director directly.

- In the Rankings section of the NMS Match System, search for and add programs to your Rank Order List in rank number sequence. You can search for programs by Code Number, residency name, Program Director name, location or program description.

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

- Your Rank Order List for Phase I of the Match must be entered and certified by 11:59 p.m. Eastern Time on March 1, 2024. You should enter and certify your Rank Order List well before the deadline date to avoid potential problems near the deadline.

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

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

You will not be able to use the NMS Match System to enter or certify rankings, withdraw, or change any of your information for Phase I after the Phase I Rank Order List deadline.

- You should print a copy of your final certified Phase I Rank Order List for your records, as this information will only be available until 11:59 p.m. Eastern Time on March 14, 2024.

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If you decide not to submit a Rank Order List for Phase I of the ASHP Match for any reason, you must withdraw from the Match using the NMS Match System by 11:59 p.m. Eastern Time on March 1, 2024.

- When you withdraw, you will be asked to select a reason from a pre-defined list of choices. Some of the choices specify you are withdrawing from Phase I only (and plan to participate in Phase II); other choices specify you are withdrawing from both Phase I and Phase II.

If you withdraw from Phase I only, you will be reinstated automatically as active again for Phase II. You will have to either enter a Rank Order List for Phase II or withdraw again before the Phase II Rank Order List deadline.

If you withdraw from both Phase I and Phase II, you will remain withdrawn in Phase II. If you do not wish to participate in Phase II, there is nothing further you need to do. However, you can reinstate yourself to participate in Phase II at a later date if desired.

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

- Applicants who withdraw from Phase II of the Match are permitted to participate in the Post-Match Process to obtain positions that remain available after Phase II.

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Phase I Match results will be available on March 13, 2024.

- Your Phase I Match result will be available in the NMS Match System beginning at 12:00 p.m. noon Eastern Time on March 13, 2024. In addition, NMS will make one attempt to send the Match result by email, by 12:00 p.m. noon Eastern Time on March 13, 2024, to each applicant who certified a Rank Order List and did not withdraw from Phase I of the 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 Match Result >](#)

- If you match, you and the residency where you matched are encouraged to contact each other to acknowledge the Match result after 12:00 p.m. noon Eastern Time on March 13. No contact between applicants and residencies should take place on March 13 prior to 12:00 p.m. noon Eastern Time.
- Results of the ASHP Match constitute binding commitments between applicants and residency programs. If a program fails to honor its Match obligation, please report this immediately to NMS or ASHP.

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If you do not match in Phase I, you may participate in Phase II of the ASHP Match.

- Unfilled positions and new positions added after Phase I of the Match will be offered to unmatched applicants in Phase II. Applicants who are matched in Phase I are not permitted to participate in Phase II.
- No contact between unmatched applicants and programs with available positions, or any other action related to filling positions that are available after Phase I, is permitted prior to 12:00 p.m. noon Eastern Time on March 13, 2024.
- Beginning at 12:00 p.m. noon Eastern Time on March 13, 2024, a list of programs participating in Phase II of the Match will be provided on the ASHP Match website.
- Applicants eligible for Phase II will be able to use PhORCAS to prepare applications to programs participating in Phase II beginning at 12:00 p.m. noon Eastern Time on March 14, 2024, and to submit applications to programs beginning at 9:00 a.m. Eastern Time on March 18, 2024.

[Learn More About Phase II of the Match >](#)

If you have any questions about the ASHP Match, please [contact NMS](#) directly.