

## **CHECK IN PROCEDURES FOR NEW STUDENT INTERNS**

1. confirm with the arriving student that they have all of the necessary documents for their check-in process:
  - a. CV
  - b. Medical History (shot record, including HEP B series, TB test, MMR)
  - c. Copy of BLS card
  - d. Letter of good standing from university
2. email student directions/map of base and verify their arrival time on Monday AM.
3. fax AHLTA request form to SEAT for class Tuesday 0830-1200. (Mrs. McCray does this—she will need student's last name, last 4 and DOB to schedule)
4. email NNMC-ACCESS at least 24 hours prior to authorize access to the base
5. email Mr. Hughey (Graduate Medical Education 295-9283) to let him know that the new student will be arriving. Verify that all documents from the university are valid (i.e. MOU).

### UPON ARRIVAL:

1. report to the office of Mr. Hughey (Graduate Medical Education), where you will receive check in sheet at 0800.
2. student now has to report to:
  - a. Pass and ID (to get staff badge—no need for DoD stickers—all they will need is the staff badge to get on base)
  - b. ITCS-CHCS, Building 10, room 2002—this is where they will get their access to the computer, email, and password, as well as where they will get their CHCS password (which will be needed before attending the AHLTA class.
  - c. SEAT (now in Building 1, 5<sup>th</sup> Deck, directly off elevator to left)—this is where they will get entered into BOTH performax and the old CBT, as well as where they can complete HIPPA training. (if preferred, HIPPA training can be done online—see instruction sheet, which can be obtained in SEAT)
  - d. Manpower, BLDG 8, room 2230—this is where they will be entered into SPMS
  - e. Occupational Health, BLDG 7, 2<sup>nd</sup> floor, across from military medicine records—this is where they will be checked in and medical information verified
  - f. Laundry area, basement of Bldg. 10—this is where they will get a lab coat—other student(s) typically take them when showing the newly arriving intern where the galley is.
  - g. Return to Mr. Hughey in Graduate Medical Education to hand in the check-in sheet.
3. New orientation Sheet is included in new student orientation packet, which will require student to meet with members of the clinic, ensure tour of the clinic, knowledge of the MSDS, emergency procedures, etc.
4. Describe policy for requesting a patient to have follow-up care, either for visual field (with request form) or yellow slip. Show photo request form ,refractive surgery consult sheet, clinic exam forms, patient history questionnaire.
5. electronic refractor information: [www.marcotraining.com](http://www.marcotraining.com); username: nnmceyeclinic; password: nnmceyeclinic (you will see a note that the epic training has expired – that is relative to the epic system that the refractive surgery center uses. It is no problem—there is an introduction and evolution training link on the left hand side of the page)

**\*\*other things to go over: Rank structure, FMP/SSN, VIPs, Expectations, Clinic Policy**