

Memorial

University Medical Center

Dear Student:

Thank you for your interest in participating in an applied learning experience program at Memorial University Medical Center. This guide will help you to understand what procedures to follow and what paperwork Memorial requires before you can begin your student rotation on our campus.

Our first and foremost commitment is to our patients – their care, their safety and their privacy. Therefore, many of the forms you will be completing, the pre-placement training you will participate in, and the department orientation you will receive once you begin your rotation are all geared toward making your student experience valuable, and at the same time making sure we are providing the highest quality care to our patients.

It is our sincere hope that the relationship you begin at Memorial will assist you in becoming successful in your academic career and your future career as a healthcare professional.

We look forward to working with you. If you have any questions during this process please feel free to contact Karianne Butt, executive assistant to the vice president, human Resources, at 912-350-1529 or buttka1@memorialhealth.com.

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ABOUT MEMORIAL

Our mission: With compassion, we heal, teach, and discover.

Our vision: We will create a new standard for healthcare by integrating compassionate healing, lifelong learning, and scientific discovery.

Our values: Trust, respect, world-class, enjoyment, and my Memorial.

Memorial University Medical Center (MUMC) is a non-profit, 530-bed tertiary care hospital in Savannah, Ga. We opened our doors in 1955 and have evolved into the most advanced healthcare provider in the region. We are a regional referral center for cardiac care, cancer care, trauma, pediatrics, high-risk obstetrics, and neonatology. Our hospital includes the region's only Level 1 trauma center, the region's only children's hospital, and a state-of-the-art laboratory where scientists conduct research on the molecular genetics of cancer.

Memorial University Medical Center is part of the world-class Memorial Health system, a two-state healthcare organization serving a 35-county area in southeast Georgia and southern South Carolina. In addition to MUMC, our system includes physician networks, business and industry services, and NurseOne, a 24-hour call center. We also offer a major medical education program that provides residency training in diagnostic radiology, family medicine, internal medicine, obstetrics and gynecology, pediatrics, and surgery.

In 2008, MUMC had 24,500 admissions, performed 22,178 surgeries, and treated 263,994 outpatients. We also trained 117 physician residents. Memorial University Medical Center is one of the largest employers in the region, with approximately 4,700 Team Members. We also provide more charity care than any other healthcare provider in the region.

Memorial University Medical Center has earned prestigious local, regional, and national accolades. We pride ourselves on being forward thinking and proactive in healthcare public policy and patient safety. At MUMC, we are not content with "business as usual." Our goal is to **create a new standard for healthcare** that will not only serve our current patients, but also change the future of medicine.

HOW TO COMPLETE YOUR BACKGROUND CHECK

Memorial has contracted with PSI – Professional Screening and Information, to provide background checks for our students at a reduced rate of \$39. If you have not had a background check within six months of your Memorial rotation, you need to either:

- Complete a background check using PSI

OR

- Have your background check report sent from the agency that conducted it to Karianne Butt, Executive Assistant to the Vice President, Human Resources, at 912-350-1529 or buttka1@memorialhealth.com. *Memorial needs the report itself, not just evidence that a background check has been conducted. Memorial can currently accept background checks from the following companies: PSI, Advantage Student, Certified Background and PreCheck.*

To initiate a background investigation through Professional Screening & Information (“PSI”), it’s as simple as 1...2...3, and you are done! Follow the steps below.

STEP 1:

Create an account and enter personal information or login.

- Access our website at www.psibackgroundcheck.com.
- Select the *Individual* “Enter” button. New users should create an account and then enter required personal information.
- Returning users should login using the information used when their account was established.
- If a user forgets their password, select the “Forgot Password” button and after answering your security questions, the user’s password will be emailed to the address on record.

STEP 2:

Selecting background type and completing required information.

- After creating an account or to initiate another background investigation, on the next screen select the background type tab (if not already displayed).
- Then, select the “Applicant” type of background. Memorial students should not choose the “Individual” type.
- Enter the package code for the background composition the school has selected, which is **PP1**.
- Enter the school’s organization code, which is **CUST_178**.
- Select the location or campus attending.
- Select the program for which the background investigation is requested. After completing the background type, complete all required information. Some key points to remember are:
 - All fields are required to be completed.
 - After an entry is complete, re-read responses to ensure spelling and format are correct.



- Save each set of responses for an entry prior to selecting done.
- There are suggested requirements for the amount of information to be supplied (i.e. years of residency history), be as complete as possible when answering these questions.

STEP 3:

Acknowledgment and payment.

- After completing all required information, read the acknowledgment page, check the appropriate boxes and enter the date for your electronic signature.
- The cost for the backgrounds is \$39. PSI accepts Mastercard and Visa credit cards or money orders for payment. Please follow the instructions on the “Check Out” page and you will receive a confirmation that your payment has been accepted.

You're done!!

After PSI receives your payment, the background investigation will be completed within three to five days. During this period, feel free to login and check the status of your background investigation. Once complete, each user has fourteen days to download and/or print a copy. Additionally, maintaining continuous enrollment at this school provides each user the ability to change an unlimited number of times the client/clinical site which can view a background investigation. This can be done from the “Your Background Check Information” screen, when returning users login.

Questions or comments?
Call PSI at (706) 235-7574
Professional Screening & Information, Inc.
P.O. Box 644
Rome, Georgia 30162
www.psibackgroundcheck.com

**MEMORIAL HEALTH UNIVERSITY MEDICAL CENTER
Student Substance Abuse Testing Form**

In order to complete your drug screen, this form must be received by Memorial at least one week prior to drug screen. All drug screens are walk-in, but this will ensure that your results are reported correctly and that you are charged the student fee of \$25. Drug screens must be completed within 45 days of beginning Applied Learning Experiences at Memorial, however we urge you to complete this at least two weeks prior to your start date. Send completed form to buttka1@memorialhealth.com. Incomplete applications will be returned to the student.

To be completed by the student

Name _____

Address _____

Phone Number _____

E-mail _____

School and Program _____

Memorial Department _____

Dates at Memorial _____ to _____

Location to be used for drug screen, **select one**:

_____ WorkOne/Urgent one (either location, for Savannah area students)

_____ Lab Corp (for students outside the Savannah area)

**Work One
Urgent One
Savannah Mall
14089 Abercorn Street
Savannah, GA 31419
(In front of Savannah Mall)**

Hours:
Work One: 8 a.m. – 5 p.m.,
Monday –Friday, drug Screens
offered until 5p.m.

Urgent One: 8 a.m. – 8 p.m.,
daily, drug Screens offered until
7p.m.

Phone: 912-350-8970
Fax: 912-350-2145

**Work One
Urgent One
Godley Station
110 Medical Park Drive
Pooler, GA 31322
(1/4 mile past Walmart on the
right)**

Hours:
Work One: 8 a.m. – 5 p.m.,
Monday –Friday, drug Screens
offered until 5p.m.

Urgent One: 8 a.m. – 8 p.m.,
daily, drug Screens offered until
7p.m.

Phone: 912-749-3115
Fax: 912-748-7707

Lab Corp
If using a Lab Corp location,
you must provide your social
security number and date of
birth.

**Social
Security** _____
DOB _____

You will be contacted with
specific instructions of which
location to visit once this form
has been submitted. Lab Corp
operates more than 1600
locations nationwide.

*****Please note that you will
be assigned to a location
based upon the address
listed on this form.**

HEALTH SCREENING REQUIREMENTS

All students must provide **proof of health insurance**, which covers student during the ALE and provides for repatriation in the event of a serious illness or death.

All students must provide **proof of immunizations**. *Required Immunizations: Negative PPD or Negative CXR; MMR or Rubella immunity by titre; Hep B or opt out, Tetanus, Varicella Vaccination or immunity if working in Pediatrics. If student is opting out of the Hep B vaccine, a declination statement must be signed and submitted to Memorial.*