

Documents to Gather

Different away rotation sites will require different documentation to be gathered and uploaded. Below are some of the most common documents that are requested and instructions on where to obtain them.

Transcript	<p>If they request an Unofficial: Go to myu.umn.edu and click on “Academics”. Click the Grades tab, then click on Unofficial Transcript and select the “Report Type” Univ of Minnesota Unofficial. This will provide a pdf of your unofficial transcript. If you are applying through VSAS, you will need to send this to vsas@umn.edu to have it uploaded to your profile.</p> <p>If they request an Official: Go to myu.umn.edu and click on “Academics.” Click the Grades tab, then click “Order Official Transcript.” Follow the steps to order the transcript. You can either have it sent directly to the school if that is who needs it, or you can have it sent to vsas@umn.edu to get uploaded to your VSAS profile.</p>
Immunization Form	<p>OHS Portal: Log on to the OHS portal to ensure you are current on your immunizations. (https://eresearch.umn.edu/medgatePortal/).</p> <p>If current: You can print immunization records utilizing MyBoynton Patient Portal at www.bhs.umn.edu/myboynton or by contacting the BHS Correspondence Department at 612-624-2121.</p> <p>If current, but need signatures on a different school’s form or a copy of your form: You may contact the BHS Appointment line at 612-625-3222 to schedule in the Immunization Clinic where they will complete your form.</p> <p>If not current: Boynton provides walk-in TST Clinics. For additional information visit their website: http://www.bhs.umn.edu/immunization-requirements.htm#ahc-student.</p>
Immunization Titers	<p>Some schools may require that you get titers done to prove immunity. In order to do this, please contact BHS Appointment line at 612-625-3222 to schedule in the Immunization Clinic. The most common titers that are asked for are Measles, Mumps, Rubella, Hepatitis B and Varicella.</p>
OSHA Training	<p>The medical school requires you to complete Bloodborne Pathogen Training every two years. In MEdIS, under the “Quick Links” tab, choose the “Tracking & Training” option. If it is outside of the two year window, please go to ulearn.umn.edu and complete both the Introductory and Advanced courses (OH1000 and OH 1001).</p>
HIPPA Training	<p>In MEdIS, look at your Compliance tab to ensure that you have completed the following courses:</p> <p><u>EITHER</u></p> <ul style="list-style-type: none"> • HI5100 – Data Security in Your Job • HI5200 – Securing Your Computer Workstation • HI5300 – Using University Data • HI5600 – Managing Health Data <p><u>OR</u></p> <ul style="list-style-type: none"> • PJPD16 – University Information Security Awareness Training • HIPPA16 – HIPPA Training <p>If you have not completed one or all of these, please go to ulearn.umn.edu and complete any that you are missing.</p>

Background Check	<p>The medical school requires you to complete a Minnesota Background Study every year. In MEdIS, under the “Quick Links” tab, choose the “Tracking & Training” option to ensure that you are still compliant.</p> <p>If compliant, but do not have a copy: Please email Heather Peterson (peter909@umn.edu) to obtain a copy of your current background check.</p> <p>If not compliant: Please email Heather Peterson (peter909@umn.edu) for instructions on how to update your background check</p> <p>More information will be coming soon about the new version of the Minnesota Background Check.</p>
Mask Fit	<p>Please email Scott Davenport (daven016@umn.edu) to obtain a copy of your mask fit test.</p>
BLS/ACLS	<p>Re-Certification for BLS is required every two years. In MEdIS, under the “Quick Links” tab, choose the “Tracking & Training” option to ensure that you are still compliant.</p> <p>If not compliant on BLS or need ACLS:</p> <p>Please visit the American Heart Association’s webpage to find a course near you: http://cpr.heart.org/AHA/ECC/CPRAndECC/FindACourse/UCM_473162_Find-A-Course.jsp.</p> <p>The Department of Emergency Medicine also offers AHA BLS certification courses. Their course offerings can be found here: http://www.signupgenius.com/go/5080c49aaae29a13-ahabasic</p> <p>Once you have your new card, please either send a copy of that card to Scott Davenport (daven016@umn.edu) or drop by with your card so that your expiration date can be updated on your record.</p>
USMLE Board Scores	<p>Please log onto your account in the NBME portal to print your score reports.</p>
Certificate of Malpractice Insurance	<p>If you need to provide proof of malpractice insurance, please visit the risk management site to obtain the most recent copy: http://www.finsys.umn.edu/riskmgmt/RUMINCOandWorkCompCOI.pdf.</p>
Drug Screen	<p>Boydton will do blood/urine drug abuse panels if you schedule an appointment with one of the Immunization Nurses/Immunization Clinic. They do not offer “Observed” urine drug screening.</p>
Personal Health Insurance	<p>Student should have a copy of their current insurance card. If not, please contact your insurance company.</p>
Letters	<p>Some schools will ask for letters verifying academic standing, or any other verifications. If that is the case, please email the specific needs to vsas@umn.edu and a letter can be written for you.</p>
Affiliation Agreements	<p>If the host institution requires an affiliation agreement be in place before students arrive there, please email clsched@umn.edu ASAP. Affiliation agreements can take upwards of 6 weeks to execute.</p>
Letters of Recommendation	<p>If a school requires you to upload letters of recommendation and they need it to be uploaded confidentially through a school official, please have your letter writer email the letter to vsas@umn.edu. It will then be added to your documents in VSAS.</p>