

Graduate Medical Education Medical Student Processing Procedures

I. Medical Student Registration Requirements

A. **At Least Two Weeks Prior to Clinical Rotation:** Medical students must complete the following online forms located at www.christussantarosa.org/gme:

- a. Submit Medical Student Online Registration Form
- b. Submit Computer Access Form – Medical Students
- c. Read Confidentiality Agreement
- d. Complete all Student Orientation Modules
- e. Submit the Student Orientation Completion Certificate

B. **Prior to First Day of Each Rotation:** Medical students must report to the GME Office (please see the website for office hours) located at CHRISTUS Santa Rosa Center for Children and Families, 5th floor Medical Library, 333 N. Santa Rosa Street, San Antonio, Texas to:

- a. Sign Confidentiality Agreement
- b. Receive Medical Student ID Badge
- c. Receive Parking tag
- d. Sign ID Badge Agreement
- e. Receive Computer Login credentials (first rotation only)

C. Medical Students must wear their CSRHC Medical Student ID Badge visibly at all times when on any CSR/CHofSA Hospital campus.

D. Medical Students who have not completed the required registration information will not be allowed in patient care areas of the hospital.

II. Medical Student Clearance

A. On the final day of **each clinical rotation**, medical students are required to return the following items to the GME office:

- a. ID badge
- b. Parking tag

B. The GME Department will clear medical student from BRIVO

C. A \$25.00 fee will be assessed for non-return of ID badge or parking tag