

IMPORTANT INSTRUCTIONS: Submitting Documents for *AHMC Anaheim Regional Medical Center*
CAREFULLY READ AND FOLLOW ALL STEPS LISTED BELOW.

1. Complete and Sign this Check-off Sheet:

- You may sign the form either **physically (by hand)** or **digitally**.
- **Helpful Hint:** For digital signatures, use tools like Adobe Acrobat or your device's built-in signing features. Your campus login gets you desktop and mobile apps including [Adobe Creative Cloud](#).

2. Review the following:

- ☐ AHMC Registry & Student Orientation Guidelines
- ☐ AHMC Student Orientation Post-Test

3. Review, sign, and submit the following:

- ☐ **AHMC Statements of Responsibility and Orientation Acknowledgement**
 - Provide your handwritten signature in ink.
- ☐ **AHMC Statement of Confidentiality**
- ☐ Provide your handwritten signature in ink.
- ☐ **AHMC Security Policy/Systems Access Request Form (2 pages, read page 1 and only submit page**
- ☐ **AHMC Student Orientation Answer Sheet (1 page)**
 - Complete in handwritten ink.

4. Include a copy of the following:

- ☐ **COVID-19 vaccination series and booster**
- ☐ **Flu vaccine record**
 - **FALL Semester Faculty:** We will access your Flu Vaccine record in October through Castle Branch.
 - **SPRING/SUMMER Semester Faculty:** Please include a copy of your record with your document packet.

5. Scan Your Documents (if needed):

- **SCAN** all required pages into one PDF document (NO JPEGs or separate files).
- **Helpful Hint:** If you have JPEGs or image files, paste them into a Word document and save as a PDF.
- Use free smartphone scanner apps (e.g., Apple Notes, Google Drive mobile app, Genius Scan, or Tiny Scanner) to convert images to PDFs when necessary.

6. Submit Your Packet:

- **Email the completed PDF** (as 1 PDF File), including the Check-Off sheet, to clinicalplacement@fullerton.edu

7. Contact AHMC Anaheim Regional Medical Center to coordinate potential additional requirements:

- Maria Fernandez Gomez
- Maria.FernandezGomez@ahmchealth.com
- Please CC clinicalplacement@fullerton.edu

I have reviewed all instructions and materials, verified them, and completed all facility-specific requirements listed above for the site where I will be instructing. I have introduced myself to the academic liaison to coordinate potential additional requirements.

Name: _____

Signature: _____ Date: _____