

IMPORTANT INSTRUCTIONS: Submitting Documents for *Corona 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:

- **CRMC- Faculty and Student Orientation** packet. Review and complete all facility-required documents and training. Your packet should include all required documents in the order listed below:

Immunization Acknowledgement Form

Confidentiality Agreement Form

Child Abuse Reporting Form

Dependent Adult Abuse Reporting Form

Certificate of Completion for Electronic General/Clinical Hospital Onboarding Training Module

<https://www.brainshark.com/uhsinc/CRMCEducationPartners>

Flu vaccine record

This is required during the flu-season months only (October through May).

FALL Semester Faculty: We will access your record in October on DISA-CastleBranch.

SPRING/SUMMER Semester Faculty: Please include a copy of your record with your document packet.

3. 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.

4. Submit Your Packet:

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

5. Contact Corona Regional Medical Center Education Department:

- Email Silvia Bolanos, silvia.bolanos@uhsinc.com and Lizeth Salinas, lizeth.salinas@uhsinc.com at least one month prior to the start of the rotation to verify if any additional requirements are needed.

6. Schedule appointment with HR for badge pick-up

- After receiving clearance, please call Corona Regional Medical Center's HR department to schedule an appointment for badge pick-up: **951-736-6211**
- Please ensure badges are returned to the Education Department at the end of the rotation.

I have reviewed all instructions and materials, verified them, and completed all facility-specific requirements listed above for the site I will be attending.

Name: _____

Signature: _____ Date: _____