

IMPORTANT INSTRUCTIONS: Submitting Documents for *Kaiser Permanente – Los Angeles*

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 and complete the following (Use the date you signed the forms for "Effective Date"):

- Child Abuse Reporting Requirements
- Confidentiality Agreement
- Drug-Free Workplace - Employee Acknowledgement
- Elder and Dependent Adult Abuse Reporting Requirements
- Safety Attestation Form
- Health Connect Confidentiality and Non-Disclosure Agreement
- Compliance/HIPAA Security Program

3. Complete the following Emergency Contact, Health Insurance and Vehicle Information

Please provide us with the following information below; we do not need documentation.

a. Emergency Contact

- Name (First and Last): _____
- Relationship: _____
- Phone Number: _____

b. Health Insurance

- Company Name: _____
- Phone Number: _____

c. Vehicle Information

- Make/Model: _____
- Color: _____
- License Plate: _____

4. Headshots

- For your KP badge permit, submit a headshot with your documents. Must be above the shoulders and have a white backdrop (e.g. driver's license/passport photo).

5. KP Learn Module Instructions (separate deadline provided to complete trainings, closer to the start of the semester)

- If you are a current or former Kaiser Permanente (KP) employee, volunteer, or have previously rotated through a KP facility and were issued a NUID, **please provide your NUID number:** .
- If you don't remember your NUID, let us know. Kaiser will verify your personal information to reactivate it.*
- All faculty instructing at a KP site will be issued an NUID (sent via email by the Clinical Placement Team).**
- This number is yours for life and will be used again if you already have one.
- Once you receive confirmation from the Clinical Placement/Document Team that your NUID is active, you'll be able to access **KP Learn** to complete your required annual training modules

Continued IMPORTANT INSTRUCTIONS: Submitting Documents for *Kaiser Permanente – Los Angeles*
CAREFULLY READ AND FOLLOW ALL STEPS LISTED BELOW.

You will receive a separate deadline for module submission. Submit a copy of your **KP Learn Completed Transcript** as a single file to clinicalplacement@fullerton.edu no later than the deadline given to you by the Clinical Placement/Document Team.
Kaiser will not accept individual certificates.

Returning Kaiser Permanente faculty must complete all pages again due to site differences and updated effective dates/trainings, even if you've submitted these forms before or are currently at a KP site. Ensure your **KP Learn training and certificates** are current for the calendar year of your upcoming teaching assignment.

5. Scan Your Documents (if needed):

- a. **SCAN** all required pages into one PDF document (NO JPEGs or separate files).
- b. **Helpful Hint:** If you have JPEGs or image files, paste them into a Word document and save as a PDF.
- c. 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 Check-off Sheet:

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

7. New instructors will need to coordinate and complete any additional tasks:

- a. Contact Paolo Lim at KP Los Angeles Paolo.Y.Lim@kp.org to coordinate any additional requirements.

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

Name: _____

Signature: _____ Date: _____