

IMPORTANT INSTRUCTIONS: Submitting Documents for *Orange Coast Memorial Medical Center (OCMMC)*
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. Navigate to the [OCMMC website](#)

Please Note: Faculty are required to complete the same process as students.

3. Review the following:

- Contract Service and Student General Orientation Information
- Safe Patient Handling and Mobility

4. Review, sign, and submit the following:

- Student/Contract Service Sign-Off**
 - Contact Service - Student Orientation (1 page)
 - Child Abuse Reporting (1 page)
 - Elder and Dependent Abuse Reporting (2 pages)
 - Domestic Violence/Spousal Abuse Reporting (2 pages)
 - Adult Abuse/Assault Reporting Statement (1 page)
 - Hazardous Material – Right to Know Acknowledgement (1 page)
 - HIPAA Security Quiz (2 pages)
 - Contract Service – Student Orientation Quiz (2 pages)
- Safe Patient Handling Quiz** (2 pages)
- Add a copy of your CSUF School of Nursing Student ID Badge to your packet**

5. Complete the online Compliance and HIPAA Training

Students who already have an EPIC ID, please complete the trainings listed below. Students who do not have an EPIC ID will be provided with one closer to the start of the semester.

- Compliance Training Module (read-only, 51 pages total)
- Compliance Training Quiz (PRINT and complete, 3 pages)
- HIPAA Video, PPT
- HIPAA Quiz

6. 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.

7. Submit Your Packet:

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

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

- Contact Shannon Carevich, scarevich@memorialcare.org, and Jennifer Castro, JCastro1@memorialcare.org, at OCMMC 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 attending.

Name: _____

Signature: _____ Date: _____