

Human Resources
G3235 Beecher Road
Flint, MI 48532
810-342-1580
810-342-1070 Fax

<p>Name: _____ Please print</p> <p>Date: _____</p> <p>School: _____</p> <p>Preceptor: _____</p>

Mandatory Orientation Review for Students

1. Mandatory Orientation Review Checklist – *sign and return*

- Student Internship/Externship Agreement & Acknowledge– *sign and return*
- Student Intern/Extern Educational Acknowledgement & Agreement–*sign and return*

2. Behavior Expectations/Accountability & Corporate Compliance / HIPAA

- MMG mission-Our Guiding Principal– *read only*
- The Joint Commission– *read only*
- Patient Rights and Responsibilities–*read only*
- HIPAA Policy_ Review: Policy MHC CC1105.00 *read only*
- MHC Compliance Officers
- Standards of Conduct Manual *read only*
- Acknowledgement Form (Standards of Conduct) – *sign and return*
- Confidentiality Review: Policy HR-400 *read only*
- Non-Employee Access and Confidentiality Acknowledgement Form *sign and return*
- Harassment and Discrimination Review: Policy HR 0130 *read only*
- MMG- Dress Code Review: Policy HR-515 *read only*
- Use of Personal Communication Devices Review: Policy HR 0160 *read only*
- Social Media Review: Policy HR 0169 *read only*
- Diversity and Cultural Competence *read only*
- Securing Personal Property Review: Policy HR-120 *read only*
- Active Shooter – *view video*

3. Environment of Care – *read only*

- Safety Review: Policy HR-115 *read only*
- Standard (Universal) Precautions Review: Policy 5130 *read only*
- Inclement Weather Review: Policy HR-110 *read only*
- Fire Plan Review: Policy 7400 *read only*
- Disaster Plan Review Policy 7300 *read only*

Remember – mail, deliver, or Fax at 810-342-1070 all completed forms and checklists BEFORE starting. Questions? Call Human Resources (Monday-Friday) at 810-342-1580.

My signature below indicates that I have reviewed, completed, and understand the requirements for McLaren Medical Group orientation.

Signature: _____ **Date:** _____