University of Alabama School of Medicine
Mandatory Requirements To Be Completed Prior to Matriculation
Class of 2017

Applicants must complete requirements listed below by July 15, 2013 even though certain websites listed may have a later completion date.

If accepted after the deadline (July 15th), the following requirements must be completed as soon as possible but no later than two weeks after your acceptance.

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<td>Official Final Transcript with Degree Posted — A paper transcript must be sent from your school’s Registrar’s office to UASOM.</td>
<td>Must be received by Admissions office no later than July 15, 2013. Mailing Address: Medical Student Services/Admissions VH 100 1720 Second Ave. South, Birmingham AL 35294</td>
<td>Receipt of transcript may be confirmed through our secondary application webpage. The link for the webpage is: <a href="http://www.uab.edu/medicine/secondaryapplication">www.uab.edu/medicine/secondaryapplication</a></td>
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|                      | Obtain a BlazerID                                                           | • Your BlazerID is required to access various UAB & SOM services & websites, and is required before some of the items on this checklist can be completed  
|                      |                                                                              | • See guidelines concerning choosing a professional BlazerID at [www.uab.edu/blazerid](http://www.uab.edu/blazerid) | The link to obtain a BlazerID is: [www.uab.edu/blazerid](http://www.uab.edu/blazerid) |
|                      | UAB Email Account                                                           | • Establish a UAB email address. A Blazer ID is required to establish an e-mail account          | The link to establish an email address is: [https://idm.blazernet.uab.edu/bid/mbx](https://idm.blazernet.uab.edu/bid/mbx) |
|                      | HIPAA Privacy and Security Training                                         | After creating your BlazerID, please wait at least 24-48 hours for your account to be established in the UAB Learning Management System (LMS)  
|                      |                                                                              | Please Note: If you are a UAB student and already have a BlazerID and password, your LMS account should have changed to list you as a School of Medicine student within 48 hours of acceptance. If you do not have an assignment, please contact Sheila Searson at the number listed to the right. For those accepted from the Alternate List, please wait 48 hours before attempting to complete HIPAA training.  
|                      |                                                                              | • Access HIPAA training in the UAB Learning Management System (LMS) at [www.uab.edu/learningsystem](http://www.uab.edu/learningsystem)  
|                      |                                                                              | • Select “Access Learning System” and log in using your BlazerID and password  
|                      |                                                                              | • Click to place the radio button under “Student/Manager” and Select “Proceed with Login”  
|                      |                                                                              | • “UAB/UABHS HIPAA Privacy and Security Training” will appear under “Assigned Learning”  
|                      |                                                                              | • Select “UAB/UABHS HIPAA Privacy and Security Online Training”. Please make sure to choose/enroll in the ONLINE version, NOT the classroom version.  
|                      |                                                                              | • Click “Enroll” and select “Online Presentation” then Select “Click here to view slide presentation”  
|                      |                                                                              | • Presentation slides will display  
|                      |                                                                              | • View all training material  
|                      |                                                                              | • When completed, exit by selecting either the “X” at the top of the screen or “Exit” at the bottom  
|                      |                                                                              | • Select “Post Test” and read the instructions  
|                      |                                                                              | • Complete the quiz as presented being careful to | The link for the Learning Management System is: [www.uab.edu/learningsystem](http://www.uab.edu/learningsystem)  
|                      |                                                                              | (Internet Explorer is the preferred browser)  
|                      |                                                                              | For questions contact Sheila Searson (205-996-5051). Important: You cannot participate in Orientation or begin class on July 29th without completion of this requirement. |
answer each of the 16 questions
• Return to course details
• If you score 75% or greater, your score will automatically record in the LMS and you will meet this requirement. If you do not make a score of 75% or greater, repeat the steps listed above.
• You may print a copy of your certificate if you wish by using the option in the green banner.
• There is the opportunity to evaluate the course if you choose to do so.

For questions contact Shelia Searson (205-996-5051). Important: You cannot participate in Orientation or begin class on July 29th without completion of this requirement.

The VA Mandatory Training items and the forms to print and complete are located at the link listed to the right.

You must finish all of the following:
  o Complete the mandatory training
  o PRINT the certification of completion
  o Sign all forms
  o Be fingerprinted

Mail your entire packet to:
Education Service (14)
Birmingham VAMC
Medical Students Training
700 South 19th Street
Birmingham, AL 35233

Appointments for fingerprinting may be scheduled after July 2, 2013

To schedule your appointment for fingerprinting:
Contact either Caleb Turner at (205) 933-8101, ext. 4516, Linda Walfield at (205) 933-8101, ext. 5958, or Doug Lilly at (205) 933-8101, ext. 5817.
  o Allow 15 minutes for this process

The link for the VA Mandatory Training is:
http://www.birmingham.va.gov/Birmingham/BVAMC_Trainee_Website.asp

Please note: You must copy the link above and paste into your web browser. From this page, select the link that says “New Medical Students” and follow the instructions listed.

If you need assistance with the mandatory training and your packet: Call Shannon Williams at (205) 933-8101 ext. 6736

REQUIRED MEDICAL STUDENT CLEARANCE
Please Note: This is the requirement most accepted students start too late! Download the necessary forms TODAY and Complete Step 1 as soon as possible. Have everything ready to upload when instructions for Step 2 are sent on 6/14/2013.

The Medical Clearance process will be accomplished through a web-based program. The service is provided by CertifiedBackground.com, a secure, confidential, web-based company that is HIPAA/FERPA compliant.

Instructions/Requirements:
STEP 1: Obtaining Information and Completing Required Forms
• You must provide the following:
  o Proof of immunizations
  o Clinical Immunization Record
  o Proof of cleared TB test
  o Clinical Student Health History Form
• The immunizations needed and the forms to complete are available at:
  http://www.uab.edu/studenthealth/medical-clearance/dentistry-medicine-optometry
• You must provide evidence of immunizations with either an official certificate of immunization, a photocopy of an immunization certificate, or written documentation from their physician. The Clinical Immunization Record requires each immunization to be dated and initialed by your health care provider.

Step 1: The link to the Clinical Immunization Record and Clinical Student Health History Form is:
http://www.uab.edu/studenthealth/medical-clearance/dentistry-medicine-optometry
<table>
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<th>Student Health Services (SHS) Medical Clearance – Step One: Obtaining Information and Completing Required Forms (continued)</th>
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| Students must provide proof of a TB skin test within 3 months of matriculation. *** There are specific guidelines for the type of TB tests that are acceptable. Please take note: a two-step TB skin test (placed one to three weeks apart) is required. It is ESSENTIAL you make plans to have your TB test completed by 7/15/2013. For most students, this means the latest you can begin your TB test is 6/24/2013.  
|  
| You must complete the Clinical Student Health History Form which includes the medical history and completion of a physical examination conducted by a physician within the last year. If you do not have a physician, you may schedule a physical exam at Student Health.  
  
  *PLEASE NOTE: Visit the Student Health web page and download your forms TODAY! You should obtainproof of immunizations, have the Clinical Immunization Record and Clinical Student Health History Form complete and have your TB test completed and cleared now so you can upload to “Certified Background.com” beginning 6/14/2014  
  
  Step 2: Submitting Documents to CertifiedBackground.com  
|  
| Directions for setting up your account and uploading your medical documents will be sent 6/14/2013.  
  
  *PLEASE NOTE:  
  
  • You will not be able to access “CertifiedBackground.com” until 6/14  
  
  The deadline on Certified Background.com might have a later date, but YOUR deadline for the School of Medicine is July 15, 2013!  
|  
|  
| Student Health: 205-934-3580  
  
  The link to the Student Health webpage is:  
  
  
  Step 2: The link to upload your documents is:  
  
  [www.certifiedbackground.com](http://www.certifiedbackground.com)  
|  
| Health Insurance  
  
| Your student fees will include health insurance.  
|  
| Complete the mandatory VIVA Health Insurance Application or fill out an Insurance Waiver Form if you have existing medical insurance.  
  
  Questions? Contact: Dorothy Andrews, dandrew@uab.edu, (205) 934-5234.  
|  
| Dental Insurance  
|  
| You will be charged a dental health fee unless you provide proof of dental insurance.  
  
  • To request a waiver fax a copy your insurance card to Dorothy Andrews at 205-934-3057.  
  
  • Include your full name, your student ID # (B00#), & the term for which you request a waiver (i.e. Fall 2013, Spring 2014).  
|  
| Learning Style Instruments  
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| There are three learning style assessments. Please note: You will receive instructions for assessments on or before 7/1/2013 from Academic Student Success  
|  
| If you have not received information by 7/1/2013, please contact Maija Braaten at mbraaten@uab.edu  
|  
| Social Security Card  
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| You MUST bring your Social Security Card to Orientation. The name on your Social Security Card must match the name in AMCAS in order to matriculate. If it does not match, you must obtain a corrected Social Security Card from the Social Security Administration.  
|  
| [www.socialsecurity.gov](http://www.socialsecurity.gov)  
|  
| The link for the Health Insurance Application or Insurance Waiver Form is:  
  
  
  Contact Candace Ragsdale at crags@uab.edu concerning insurance applications and waiver forms.  
|
| **Parking Permit** | Apply for a parking permit and obtain a campus map.  
- Go to the Parking website and Select Lot 15 or Deck 9.  
- Please note: it may take up to two weeks after you create your Blazer ID for you to be added to the Parking System database.  
- Student parking is available on a first-come, first-serve basis.  
- MS1 and MS2 students are classified as “Graduate Student” for parking purposes. Your parking classification will change to Medical/Optometry during MS3 and MS4 years of study.  
**NOTE:** Deck 9 decals do not go on sale until August 1st. There is a waiting list. | The link to apply for a parking permit is: [https://www.uab.edu/parking/parking/students/application](https://www.uab.edu/parking/parking/students/application)  
See the parking website for more information about parking. |

| **Technical Standards for UAB School of Medicine and Accommodation Application Process** | Candidates for the MD degree must have abilities and skills in five areas: observation, communication, motor coordination, intellectual, and behavioral/social.  
- Reasonable accommodations will be made for qualified individuals with limitations due to a documented disability.  
- Accommodations must be requested through the UAB Disability Support Office and recommendations for accommodations must come from this office.  
- Accommodations that prevent the student from demonstrating the technical standards or essential functions of a course or requirement may be denied.  
- UASOM provides equal opportunity to all students and will attempt to reasonably accommodate qualified person with disabilities.  
- Applicants for admission and matriculated students, with or without reasonable accommodations, must be able to satisfy the technical standards for acceptance into, progression through and graduation from the UASOM as described in the policy. | The link for the Technical Standards is: [https://www.uab.edu/medicine/home/current-students/policies-procedures/essential-capacities](https://www.uab.edu/medicine/home/current-students/policies-procedures/essential-capacities)  
The link to information about the Accommodations Application Process is: [https://www.uab.edu/medicine/home/current-students/policies-procedures/performance-requirements/disability-accommodations](https://www.uab.edu/medicine/home/current-students/policies-procedures/performance-requirements/disability-accommodations) |

| **Educational Funding** | Complete the UAB Health Professional Students Financial Aid Forms. NOTE: Financial aid for 1st year students will disburse around July 30, 2013. The exact date has not yet been set.  
Once your financial contribution has been determined from FAFSA, if you need additional money to pay for medical school, you will need to apply for the GradPLUS Loan. | The link for educational funding is: [https://www.uab.edu/medicine/home/future-students/admissions/funding-your-education](https://www.uab.edu/medicine/home/future-students/admissions/funding-your-education)  
[https://www.uab.edu/students/paying-for-college/current/first-professional/item/1147-important-links](https://www.uab.edu/students/paying-for-college/current/first-professional/item/1147-important-links)  
Ann Little at aclittle@uab.edu. |

| **GradPLUS Loan** | The deadline for UASOM administered scholarships has passed. | The link for information about scholarships is: [https://www.uab.edu/medicine/home/future-students/admissions/funding-your-education/school-of-medicine-scholarships](https://www.uab.edu/medicine/home/future-students/admissions/funding-your-education/school-of-medicine-scholarships)  
Contact: Theresa Millender at 205-934-2332 or theresa1@uab.edu. |

| **Scholarships** | Information is available on the UAB MEIS website. | The link for the computer requirements is: [https://www.uab.edu/medicine/home/component/content/article/12-current-student/196-computing-support-meis](https://www.uab.edu/medicine/home/component/content/article/12-current-student/196-computing-support-meis) |
| Curriculum and Schedule | The Scheduling Coordinator automatically schedules courses No action is needed. | Course descriptions and details are available at: [https://www.uab.edu/medicine/home/current-students/calendars/first-year-schedule](https://www.uab.edu/medicine/home/current-students/calendars/first-year-schedule) |

We look forward to you joining us on July 29, 2013 for your first day of medical school! Please contact us at medschool@uab.edu if you have any questions regarding this document.