

**Visiting Elective Application Assistance (Or red tape help)**  
**UASOM-Specific Contact Information (2/5/2019)**

Once you have access to VSLO (aka VSAS) and begin applying for visiting electives, you may encounter some programs require you to submit additional documentation. The contact information contained herein is to help you cut through some of this red tape. You may need none or all of it. Check the specific program requirements in [VSLO](#).

Students are responsible for making sure any visiting elective (VSLO, non-VSLO, military or international) gets added to their schedules. Email [scheduler@uab.edu](mailto:scheduler@uab.edu) to request a visiting elective be added to your schedule. An email confirmation will be sent.

**NON-VSLO and Military Visiting Electives:**

For non-VSLO and/or military visiting electives, go to the host institutions' website for instructions. Once you've arranged an away rotation directly with the host, or the military, send the documentation to [scheduler@uab.edu](mailto:scheduler@uab.edu) including the host's offer, your acceptance, the department/course name and exact dates. We will add the elective to your schedule and send you a grade form to submit to the host preceptor/military contact.

**VSLO:**

**1. Home School VSLO Standard Verification:**

The following are the basic VSLO questions asked that are verified by our office for each student. If you need to provide additional documentation, you will need to upload the document into your VSLO account in the applicable tab provided by the host institution.

- 1) This student is in good academic standing. Yes
- 2) This student has been instructed in OSHA measures/ID control precautions. Yes
- 3) This student has a current ACLS. No, (If documented, will change to yes.)
- 4) This student has a current BLS. Yes (expiration date added)
- 5) This student has completed a mask fit test. If true, Yes
- 6) This student is taking elective for credit. Yes
- 7) This student is paying tuition at the home school during the period indicated. Yes
- 8) Medical liability/malpractice insurance will be covered by the home school during this elective time. Yes
- 9) We require our students to hold personal health insurance. Yes
- 10) This student will be in his/her senior year at the time of the elective(s). Yes
- 11) Student will be in his/her 4<sup>th</sup> year at time of elective out of a 4 year degree program.
- 12) This student is expected to graduate June 2020. Yes
- 13) This student has met all immunization/student health requirements as defined by our school. Yes
- 14) This student has complied with HIPAA training requirements. Yes
- 15) This student has completed a criminal background check at our institution (matriculation date used). Yes
- 16) This student has passed USMLE Step 1. Yes
- 17) This student will have successfully completed the core clerkships by the dates indicated below. Yes  
(When entering clerkship dates, use the actual dates on your schedule. Note courses officially end on Sunday.)

**Transcripts will be uploaded into VSLO by Marla Ferguson as the final step before your applications are verified and released. The site will be monitored several times a day.**

**2. Certificate of Professional Liability Insurance Coverage:**

- a. Email Risk Management, [insurance@uabmc.edu](mailto:insurance@uabmc.edu) or [pltf@uabmc.edu](mailto:pltf@uabmc.edu), include your name, the name of the host institution, and if known, the rotation dates of your visiting elective. A certificate for malpractice insurance coverage will be sent upon request. Office phone 934-5565.
- b. The standard coverage is 3M aggregate/1M per instance. Some states may require more coverage in which case email the Risk Management office to request that your certificate states the specific amount required.

**3. Affiliation Agreement:**

If the host institution you wish to attend requires an Affiliation Agreement with your home school, forward information to [scheduler@uab.edu](mailto:scheduler@uab.edu) and Randal Trusler at [Trusler@uab.edu](mailto:Trusler@uab.edu). UASOM accepts the AAMC's Standard Affiliation Agreement. It could take months for an Affiliation Agreement to be processed; plan ahead!

**4. Health Compliance/Immunization Records:**

- a. You can check your compliance with Student Health and Wellness the following ways:
  - o Login to the UAB Student Health Patient Portal at <http://www.uab.edu/students/health/> by clicking the Patient Portal logo and selecting the “Immunization” tab.
  - o You may also find the Student Health webpage via your BlazerNet home page to check your immunization status. The link is found at <https://www.uab.edu/home/>.
  - o Q & A: You may contact UAB Student Health’s Medical Clearance team via your patient portal. Click on the “Messages” tab.
- b. If you have a CertifiedBackground/CertifiedProfile account, now known as Castle Branch, you may login to view your records but Student Health should have all records uploaded to Patient Portal.
- c. If you need health forms filled out by your home school, see page 4 entitled “UAB Student Health & Wellness Away Rotation & Residency Forms Checklist”.

**Branch Campus Students contact: Tusc- 205-348-1320; Hunts- 256-551-4465; Mtg- 334-551-2011**

**5. Need New or Existing Background Check: (see page 5 for details)**

- a. To obtain a copy of the original AAMC background check: Call Certified-Screening 1-800-803-9582.
- b. To get a new background check: you can use your existing account or create a new account with CastleBranch, <https://www.castlebranch.com/>, 1-888-723-4263, or use another provider of your choice.  
For CastleBranch new check, see page 5 of this document for detailed instructions.

**6. Drug Test:**

- a. 10 panel: Work Place at Highlands Hospital, 120 11<sup>th</sup> Ave. S., Suite 100, Birmingham AL 35205; 205-930-7007, M-F 8am-4pm; 10-panel drug test is \$40. Student must pay. Go to front desk.
- b. Comprehensive: Atg, Inc., 920 18<sup>th</sup> St. S., Suite B, Birmingham AL 35205; <http://myatginc.com>. 205-933-0609. Walk-ins welcome 8:30am-4:30pm. Cost: 5 panel \$45; 10 panel \$55; 17 panel \$275. Student must pay.

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**7. BLS/ACLS:**

**Birmingham students:** You should be able to get a copy of your BLS card by logging into the BREMSS account you set up when you completed certification during clerkship orientation <http://www.bremss.org/>.  
**Regional campus students:** You will need to contact your regional campus leadership or the company that provided your certification.

**Branch Campus Students contact: Tusc- 205-348-1320; Hunts- 256-551-4465; Mtg- 334-551-2011**

**8. OSHA:**

- a. For Mask Fit Test certificate, you have two options:
  - o Work Place at The Highlands, 120 11<sup>th</sup> Ave. S., Suite 100, Birmingham AL 35205; 205-930-7007, M-F walk-ins welcome 7:30 to 3:30. Contact person Delba Henninger, [dhenning@uab.edu](mailto:dhenning@uab.edu). Send proof of mask fit test to [mmfergus@uab.edu](mailto:mmfergus@uab.edu); your VSLO verification question #5 will be set to “yes”.
  - o UAB Employee Health / OH&S Employee Health Clinic (CH19 412) You must make an appointment; no walks-ins allowed.
- b. Universal Precaution on Handling of Bodily Fluids (blood borne pathogens): training April 2018. (This will be verified by us; I add this in case you need the date.)

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**9. HIPAA:**

You should not need to retake HIPAA training. The course completed at matriculation is good for your tenure in medical school.

- a. To print your certificate, login at [www.uab.edu/learningsystem](http://www.uab.edu/learningsystem), select “My Transcript” / in “Date Range” select “Complete History” from drop down / select the HIPAA training course / “View Certificate of Completion” / print.

**Branch Campus Students contact: Tusc- 205-348-1320; Hunts- 256-551-4465; Mtg- 334-551-2011**

**10. Step Scores:**

- a. Upload your original score report(s) that you received from the NBME.
- b. If you did not keep your score report: The AAMC Handbook for Student Records Administrators states “Schools should not provide any type of official documentation of a USMLE score on behalf of a student. Official score transcripts must be obtained from the USMLE by the student. A response to the inquiry ‘has your graduate taken and passed Step1 of the USMLE’ is appropriate. Documenting the actual score is not. When asked, we recommend that the examinees request an official USMLE transcript from NBME, scan it and upload into the VSLO program.” Requests for USMLE and NBME transcripts may be submitted online. Credit card payments are accepted. To request a transcript from NBME, please go to the licensing Examination Services (NLESJ) section of the NBME website. The fee for transcripts is \$70.00 for up to five copies and \$5.00 for each additional copy requested at the same time. To have the transcript(s) sent via overnight delivery (FedEx), include an additional \$15.00 per overnight package.

**11. Need Letter of Good Standing:**

Print this letter from Student Portal at <http://www.uab.edu/medicine/home/current-students>. Click “Student Portal” then click “Letter of Good Standing” under “Records” on the left side of the page. This should be accepted by 95% of host institutions. A few will require a letter from a Dean in the SOM. Email Marla Ferguson ([mmfergus@uab.edu](mailto:mmfergus@uab.edu)) the specific instructions from the host institution. Either Dr. Van Wagoner or Dr. Peterson will write the letter. **Do not** contact the office of Dr. Vickers.

**12. Need Letter of Recommendation:**

Some programs may request a letter of recommendation. It is standard practice that you waive your right to see the letter of recommendation. Ask your letter writer to send the letter via email attachment to [scheduler@uab.edu](mailto:scheduler@uab.edu) and we will upload it into your VSLO application account.

**13. Need copy of UASOM transcript:**

We will upload your SOM transcript into VSLO. For a hard copy of your transcript, go online to the student portal and make a records request (FERPA laws) at this link: <http://www.uab.edu/medicine/home/current-students> and click “Student Portal” click “Records Request”. Follow prompts and fill out the form. Records request contact person: Michael Busbin, [mbusbin@uab.edu](mailto:mbusbin@uab.edu), 934-7976, Registrar’s office.

**14. VSLO Grade Forms:** We will accept the host school’s grade form or your VE contact may ask you to provide your home school’s grade form. To request a form, email Marla Ferguson at [scheduler@uab.edu](mailto:scheduler@uab.edu). You may send the form to the host, but they must return your grade directly to the Registrar’s office (instructions on the form). It is the student’s responsibility to insure a grade has been submitted for any away rotation outside the UASOM system.

**15. VSLO Help Resources:**

Phone: 202-478-9878 (M-F, Hours: 8am to 6pm). Email: [vsas@aamc.org](mailto:vsas@aamc.org). Website: [www.aamc.org/contactvslo](http://www.aamc.org/contactvslo).

**Note:**

- Other medical schools/teaching hospitals do not operate on our unique block system; therefore, VE dates will rarely align with our dates. This is not a problem. The VE will be scheduled for the actual dates. The student may have a week or two at either the beginning or end of the rotation. This is normal. Often students take a 2-week elective or arrange interviews.
- Should a VE span a special topics week, students may not have an ST scheduled during that week. Besides co-enrolled (CE), teach associate (TA) electives, and Learning Community (LC) courses, no course dates may overlap.
- In 4<sup>th</sup> year, courses aren’t added to a student’s schedule unless requested by the student, whether by a scheduling lottery or manual addition. No program will contact the medical school directly to arrange an away rotation on behalf of a student.

UAB Student Health & Wellness

Away Rotation Forms Checklist

If you are applying for a visiting elective rotation and need health forms filled out by your home school, please follow these steps:

1. Gather all away rotation applications.
2. Complete all personal/demographic information.
3. Check the away rotation forms to see if any new blood tests or immunizations are required.
4. Check the away rotation forms to see if additional tuberculosis testing (aka. TB or PPD or TST) is required. Usually either 1 or 2 tests are required (within the past 6 months to a year) depending on the program. All TB testing must be done in the U.S.
5. Check the away rotation forms to see if a physical exam is required. Depending on the program, some applications require a physical exam within the past 6 months to a year.
6. Check the away rotation forms to see if a "letter of good health" or "certification of good health" or a "provider's signature certifying good health" is required. If yes, this is a suitable way of saying that a physical is required.
7. Check the away rotation forms to see which type of provider is needed to sign the form. Some forms specifically require MD, NP, or RN.
8. Check your Student Health Patient Portal to verify that all immunizations are up-to-date.

Submit documents to the UAB Student Health's Medical Clearance Team via your patient portal (link available on your BlazerNet account) and all SHW webpages [https://studentwellness.uab.edu/login\\_directory.aspx](https://studentwellness.uab.edu/login_directory.aspx)

Please allow 5 business days to have your forms

completed. Note:

- UAB SH&W charges \$10 per form. Total amount is expected to be paid when forms are dropped off.
- UAB SH&W requires appointments for all immunizations and blood titers. You may schedule an appointment through the "Patient Portal" button on your Blazernet home page or by calling the appointment receptionist at 205-934-3580.
- UAB SH&W does not place TB skin tests after 3pm on Wednesdays and does not place them at all on Thursdays. Quantiferon TB Gold blood tests are drawn Monday-Friday but only until 2:30pm.
- If you need a physical exam, call 205-934-3580 to schedule an appointment with one of our providers.
- Allow 5 business days for order completion.

Thank you,

UAB Student Health & Wellness

## BACKGROUNDCHECKS

### for visiting elective applications (2/1/2019)

#### 1. To obtain a copy of the background check you had prior to matriculating:

Certiphied Screening is the company who did your background check as an incoming AAMC medical school student. Certiphied provides a service to students wherein you can have your original criminal background check report sent to a third party, free of charge, for up to 4 years.

Contact the Consumer Care Office, 1-800-803-9582, between 8am- 10pm, M-F, for instructions on how to obtain a copy of your background report, or to dispute the accuracy of information in the background report.

#### 2. To order a new background check:

Go to the Home page of Castle Branch: <https://www.castlebranch.com/>  
or call 1-888-723-4263.

You may need to create an account if you do not already have one.

Student pays cost of services - \$99.00.

The following are instructions from the account representative at Castlebranch:

- Visit [www.CastleBranch.com](http://www.CastleBranch.com)
- Click "place order" on the blue bar at the top of the page.
- Scroll to the bottom of the page and click on "Non-student Background Checks
- Choose the "Comprehensive background check package (**no drug test**).
- Click "**Submit**"
- The student should then read the "Terms and Conditions of Use", check the box that they have read and understand these terms and then click "Continue"
- This will prompt the student to begin their background check