

Process for Approval of ALL Individual Student (Non-Nursing) Requests

Please complete and submit Health Connect Access Request form, as well as each student's contact information (please make sure to include a valid phone number and e-mail address for all student(s), to our administrative support team at Education-Consulting@kp.org after consortium request is approved. Please inform the student(s) to complete the background check and drug screen **ASAP**. Once student background check and drug screen are cleared, our administrative team will contact the student via email to complete orientation/compliance paperwork. All paperwork **MUST** be completed before the student starts their rotation.

There is a **\$25 refundable charge*** for Kaiser Permanente student and faculty badges for **Zion Medical Center**. There is a **\$50 refundable charge*** for Kaiser Permanente student and faculty badges for **San Diego Medical Center**. This deposit is to be paid by **cash only**.

*At the end of the clinical rotation, the faculty member (or individual precepted student) will return the badges for her/his student group in order for the deposits to be refunded. Please do **not** send individual students (if this is for a clinical group) to return their badges. Instructors and students are responsible for having a badge at all times while on Kaiser Permanente premises. Badges should be returned ***within a week*** of the final clinical day. Deposits will not be refunded for badges which are damaged, lost or stolen. For security reasons, please notify our office immediately if a badge is lost/missing. **Badges will not be provided until students complete all Complio requirements.**

Please call before coming to the office (619) 641-4133 to return badge(s) to ensure we are available to assist.