

Steps for a Clinical Rotation at NMCS D

STEP 1

Once Consortium request is approved. Begin by reading our Welcome Aboard package. Please follow steps below.

STEP 2

Upload SECNAV 5512 Forms individually for each student to Consortium Website. This is used to submit for base access.

STEP 3

Email HM3 Diniuszuniga the Background Clearance Letter, SOR form, Notice of upload of SECNAVS to Consortium Website. Must be submitted a minimum of **21 days before** start of rotation.

STEP 4

Once all necessary documents have been received by Consortium Coordinator the base request will be submitted. Please allow **7-10 working days** for completion.

STEP 5

During the processing time please **complete Cyber Awareness** training for correct fiscal year.

STEP 6

Once 7-10 working days has passed please proceed to 32ND Street Pass and Decal with a second form of ID.
****Coordinator DOES NOT get notified of approval/denial of base request due to PII. Individuals are welcome to stop by or call Pass and Decal office for status.****

STEP 7

Day Of Orientation:

All individuals must park in the City Lot (Google Vietnam Veterans Memorial)

Each individual must bring—DBIDS ID

-Printed copy of Cyber Awareness Training certificate

-Second form of federally issued ID

****Any missing item will cause student to be unable to complete orientation****

At Orientation:

You will complete all paperwork necessary for access to government computers, hospital badge form, HIPPA training, charting system access and NMCS D policies.

STEP 8

On Last Day of Rotation:

All individuals must return all issued items back to the proper issuing authority and have Return Agreement Checklist initiated and completed.

Email scanned copy or physically turn in completed checklist to Consortium Coordinator as soon as possible to prevent any administrative action.

If a student loses Hospital Badge, DBIDS ID, or issued Token Card, student must begin at STEP 2 and allow 7-10 business days for processing.