



INSTRUCTIONS FOR STUDENT CREDENTIALING AT ALASKA REGIONAL

INITIATION OF ROTATION

Send completed application to Alaska Regional Hospital's Medical Staff Office. The application must be received **30 days prior** to the start date. An application is not complete without the **sponsoring physician(s) signature(s)**.

REQUIRED DOCUMENTS

- Alaska Regional Student Application
- Letter of Good Standing
- Certificate of Insurance
- Student Curriculum Vitae (CV)
- State of Alaska Background Check
- Current TB
- MMR Immunization Status
- Hepatitis B Immunization Status
- Flu Vaccination – October 1st thru March 31st
- 10 Point Drug Screen within 30 days of rotation- results must be sent from the testing facility
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Send to Sarah Harris, Credentialing Specialist. Alaska Regional Medical Staff Office

Email: sarah.harris3@hcahealthcare.com

Phone: (907) 264-1416

Fax: (907) 264-1414

PRIOR TO ROTATION

Epic Training is required prior to any rotation. The student will receive an email 1 week prior to the start date. This will contain their User ID along with detailed instructions for scheduling Epic training and receiving their badge.

PLEASE NOTE: Epic training cannot be scheduled until the Medical Staff Office has completed the Student Credentialing File. It is up to the student to make sure the medical staff office has received everything necessary to complete their file.