

**THE HEALTH SCREENING PACKET CANNOT BE DISTRIBUTED
UNTIL YOU HAVE READ THE INSTRUCTIONS
THEY ARE CRITICAL TO COMPLIANCE/ACCEPTANCE**

These instructions are for COORDINATORS.

You are welcome to cut/paste as you wish, however please **DO NOT send this to your trainees.**

There are TWO functions that are **IMPERITIVE** to successfully completing the forms. **Any** submission failing to follow the instructions will be rejected.

1. FORMS **MUST** BE COMPLETED ELECTRONICALLY **~AND~**
2. FORMS **MUST** BE SAVED OR PRINTED IN ORDER TO SUBMIT

Failure to follow **EITHER** of the instructions will void the documents.

- **The forms are interactive**; there are required fields that will only display based on a user's answer. This functionality is lost if they are not completed electronically which is why they cannot be completed by hand.
- **Complete ONLY those fields** prompted to complete. By design, redundant fields will automatically populate when saved/printed.
- **Signatures** may be either wet **or** electronic. This is the **ONLY** field where a manual entry is allowed.
- **The Fax Sheet MUST accompany EVERY transmission or it will be rejected.** Use the "Comments" to explain ANYTHING that will be helpful in processing the packet.
- **FAXING is more secure than email.** UCSD emails are not encrypted. Personal information is better protected when faxed but it's the user's choice how they wish to send their documents.
- **DO NOT RETURN** the COEM Memo that accompanies the packet or The Privacy Notice (link included). They are required distribution; user is to retain NOT return.
- **WHO completes the packet?** These packets are ONLY for trainees who are NOT currently training. **DO NOT INSTRUCT A CURRENT TRAINEE TO COMPLETE OR SUBMIT.**
- **QUESTIONS?** Please call the number provided in the packet for clinical inquiries. If there is a technical concern pertaining to the functionality of the form, they may call Robyn Meehan @ 619-543-7242.

Links:

COEM Screening Packet:

http://meded.ucsd.edu/assets/6/File/2015-16_COEM%20Health%20Screening%20Packet.pdf

COEM Privacy Notice

http://meded.ucsd.edu/assets/6/File/COEM_Privacy%20Notice.pdf