

Online Orientation Instructions

Dear Resident or Student,

Welcome to Unity! In order to begin your rotation, you must complete the orientation **one week** before you begin. *No students will be allowed to start a rotation until they have undergone the official orientation.* Please follow the instructions below:

1. Go to the Student/Resident website:
http://www.unityhealthcare.org/Students/Residents_Students.htm
2. Click on the button titled “**Orientation**”.
3. On this website, review all of the documents under the “**Orientation Materials**” heading, especially the Orientation Policy Information and HIPAA Overview.
4. After reviewing the documents, complete the online forms under the “**Complete**” heading:
 - Students and Residents:
 - Click on the “**Policy/Procedures Checklist**” button then complete and submit the online form
 - Click on the “**Confidentiality Statement**” button then complete and submit the online form.
 - Click on the “**Profile Form**” button then complete and submit the online form.
 - If you are unable to access the website, you may obtain the orientation materials and forms from your clinical coordinator. Read over the orientation materials and fill out the hardcopy versions of the forms: Policy/Procedures Checklist, Confidentiality Statement, and Student/Resident Profile Form. When orientation is complete, please fax the hardcopy forms to Nasreen Ghazi (fax# 202-745-5907).
 - If you are able to access the website, but the forms will not submit: Print out the three forms (**Policy/Procedures Checklist, Confidentiality Statement, Student/Resident Profile Form**), fill them out, and fax the forms to return the hardcopy forms to Nasreen Ghazi (or fax# 202-745-5907).

At the end of your rotation, please go back to the Student/Resident website and complete the evaluation form, which can be found by clicking on the button labeled “**Evaluation**” and then under the “**Student/Resident Evaluation Form**” button.

Thank you and we hope you enjoy your time here at Unity!

If you have any questions, please contact Lana Beex at (202) 518-6411 or lbeex@unityhealthcare.org