



# Northern Arizona Healthcare

Flagstaff Medical Center • Verde Valley Medical Center

## Student Intake Check List

### **PAPERWORK TO COMPLETE – PLEASE USE BLUE OR BLACK PEN**

- Student Health Form
- Student IS/IT Form
- Workforce Confidentiality Form
- Parking Permit Form

### **STEPS TO COMPLETE THE PROCESS**

1. Turn in completed paperwork to Education Department (**DO NOT INCLUDE IMMUNIZATIONS INFO**)

- Allow a minimum of 48 hours to process paperwork
  - Email to **FMC** – [naheducation@nahealth.com](mailto:naheducation@nahealth.com)
  - FAX to **FMC** – 928-773-2430
    - Questions about paperwork:
      - **FMC** – 928-773-2491
  - Email to **VVMC** – [vvmc-naheducation@nahealth.com](mailto:vvmc-naheducation@nahealth.com)
  - FAX to **VVMC** – 928-639-5393
    - Questions about paperwork:
      - **VVMC** – 928-639-6343

### **STUDENT MODULES & FORMS**

Use this link and follow the processes listed below: <https://nahealth.com/education>

### **PROOF OF COMPLETED MODULES REQUIRED – Screen Print or Print Transcript Page**

#### **For Student Forms:**

On Education web page: left side of screen click on “Student Process” again and scroll down.

- You can print the forms you need or save them to your computer.

#### **How to complete the mandatory Student Module(s):**

**REQUIRED ALL STUDENTS:** *STUDENT* Module. **REQUIRED NURSES ONLY:** *AccuCheck* Module

On Education web page: In the column on the left of the screen, click on “Student Process”  
Scroll down to the second paragraph which starts with “All students are required...”

- Click link: NAH Learning Management System (LMS) for community members
- Below blue bar - Click “Guest users please register here”. Create account. On your Overview page click the search tab and search for “student”

### **IMMUNIZATION RECORDS REQUIRED (Take records to Nurse in HR when paperwork is completed)**

- TB Skin Test with Negative Results
  - Completed within the school year &
  - Current during clinical rotation
- MMR: 2 Vaccines or Positive Titer (Measles, Mumps, Rubella)
- Varicella: 2 Vaccines or Positive Titer (Chicken Pox)
- TDaP
- Current Flu Vaccination (Flu Season – October thru April)