



MSN Document Handling

Documents to be uploaded and Information to Completed in <u>Medatrx</u>	Documents to be submitted to clinical instructors in <u>D2L</u>
DOCUMENTS:	
Clinical Placement Request Forms (Effective January 2017): <ul style="list-style-type: none"> • Preceptorship Request Form • Verification of preceptor’s license (copy of license or screen shot from state’s licensing board website) • Preceptor CV/Resume 	Evaluations by preceptor of student
Background checks - upload receipt in Medatrx, results to be sent to school's Dean/Director	Clinical Calendar Sign off sheets/Time Log Summary Sheet
CPR Certification	Clinical Calendar
Mid Semester Evaluations by student of clinical site and preceptor	End of Semester Evaluation by student of clinical site and preceptor
HIPPA/OSHA	
RN License	
TB Test	
Vaccinations	
Malpractice Insurance	
Physical Examination	
INFORMATION:	
CPT codes	
E&M codes	
FNP Skills List	
ICD codes	
Medications (using the dropdown selection, not in “Student Note” section)	