

HINES VA REQUIREMENTS

There are THREE requirements that ALL Psychiatry Clerkship Students need to complete for Hines, even if you are assigned to Madden or Loyola.

When you are On Call you will cover both Loyola and Hines.
You ALL will need access to the Hines Computer System.

1) Fingerprinting

You need to be fingerprinted.

Unless you have already completed a 3rd yr. rotation at Hines and your PIV Badge is unexpired.

Report to Human Resources, Building 17 for fingerprints. You do not need an appointment.

Fingerprinting begins at 8:00 AM and ends at 3:00 PM. **Plan to arrive NO later than 2:45 PM.**

Fill out the **SAC** form and bring it with you when you go to be fingerprinted. I suggest also bringing your Loyola ID and Driver's License.

****E-mail the date you are fingerprinted** to Ms. Tiffany Richmond (see below)

****E-mail a copy of the SAC form** to Ms. Erin Karpus, sponsor for your Hines ID (see below)

2) TMS Training

You need to complete and provide the certificate for the TMS Training. The training will be assigned when you enroll in TMS as a Health Professions Trainee. The two courses that are required are **Mandatory Training for Trainees** and **CPRS Training Process Edward Hines VA Hospital – HIN**. This mandatory training is required before you can be processed and computer access is granted. It takes about 1-1/2 hours to complete.

When you complete the training print and hand deliver or e-mail the certificate to Tiffany Richmond

3) Trainee Registration Form for VISTA

Complete this form and hand deliver or e-mail to Tiffany Richmond.

Tiffany Richmond Contact Information:

Tiffany.Richmond@va.gov P: 708.202.8387 x25025, Hine, Bldg 228, Room 1009

Erin Karpus Contact Information:

Erin.Karpus@va.gov P: 708.202.7858