ACB Essential Information for Medical Students Rotating at Gundersen Health System

Nametags – You must wear at all times!

It is essential for identification that you wear your nametag at all times, even while in scrubs. If you need a nametag, please see Allyson Servais or Pam Schneider in the Medical Education Office. Students are allowed 24/7 access into the building, our medical library and the MyHealth Fitness Center via your student badge. **You MUST return this badge at the end of your rotation, or you will be charged $5.00.**

Phone Calls

We request that you use your personal cell phone for long distance calls for personal reasons (not related specifically to patients you are serving).

Absence

During your rotation absence for vacation is discouraged. If it is necessary for you to be absent during your time here, please complete the **request for absence form on OASIS** or your school and have **approved by your school coordinator.**

- **For absences due to illness during their rotation -** students need to notify the Student Coordinator (Allyson Servais or Pam Schneider) in the Medical Education Office. The Medical Education Office will then notify the senior resident of their ward team.

Parking/Bike Racks

If you commute, please park in the designated employee parking lots. Bike racks are located in the lot at the corner of 8th and Redfield streets.

Pager and Keys

Pager:
You will also receive a pager on the first day of your rotation. **You MUST return this pager at the end of your rotation, or you will be charged $125.00.**

Housing Key:
If you stay in student housing, you **MUST** return your housing key on the last day of your rotation to Allyson Servais or Pam Schneider. **If you do not return your key, you are forfeiting your security deposit.**

Housing Issues

Please either call or e-mail Allyson or Pam if you have housing problems during the work week. You may contact the Maintenance department directly for assistance on weekends or in an **emergency at night at 608-775-5900** or extension 55900 if you are on campus. This number is also posted on the bulletin board in your unit.

Employee Assistance Program

If you are in need of free counseling services, our Employee Assistance Program will get you seen promptly and help you come up with a support plan. Your Clerkship Director or coordinator can get you connected, or you can call over privately for help yourself. EAP can help with all types of problems such as marital and family problems, depression, financial concerns, alcohol and drug abuse, and work related issues. Professional counselors are available 24 hours a day 7 days a week. **Call (608) 775-4431 or (800) 731-4431, or email eap@gundersenhealth.org.**

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Confidentiality Bins

To conform to federal guidelines, there are confidentiality bins located in each department. Please dispose of any patient information or any confidential materials in those bins.

Patients in *M. Tuberculosis* respiratory isolation:

- Students are not given respirator fit-testing.
- University policy is that students **do not** enter rooms of patients in respiratory isolation.

Needlesticks

- **In case of an accidental needle stick, please page the exposure nurse at pager 3799.**
- If after hours, please report directly to the Emergency Room for assistance.
- Our Emergency Department and the exposure nurse know that it is very important that the "source patient" be tested within two hours (patient allowing) and they know that it is very important to have a short turn-around for this testing. The student should be tested within 24-48 hours.

Issue- Forgot Stethoscope, Medical, Educational, Personal - call us anytime!

Come and talk to us … we can help you with anything!!
Allyson, Dr. Lee and Dr. Conzemius are here to make you shine!!

Fitness and Recreational Facilities

Gundersen Employee Wellness Programs are available to visiting residents and students. For information about particular upcoming events, please contact Kathy Stuempges at Community and Preventive Care Services, *Extension 54717.* There may be fees associated with some classes.

Gundersen's "My Health" Room – *located on 2nd Floor of the Heritage Building*

Medical Expenses/Insurance

UW Student Health Insurance Plan (SHIP) is accepted here at Gundersen Health System. If you need to be seen by a provider you are covered. **It is important for you to contact the main SHIP office to let them know that you are doing an away rotation and where that rotation is being completed.** They will document this so that if you do need to be seen, they can notify the insurance provider. It is also important for you to contact the SHIP office if you have been seen so that your bills are processed appropriately. If you have any questions regarding your coverage please review this link http://www.uhs.wisc.edu/ship/. The phone number to call is 608-265-5232. We have been reassured that you will be covered if you need to obtain any care while you are here at Gundersen Health System.

Comments or Suggestions regarding your rotation are welcome!

Allyson Servais
Medical Student Specialist
608-775-0959
ajserva1@gundersenhealth.org

Pam Schneider
Medical Student Specialist
608-775-1531
prschne1@gundersenhealth.org

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