

**OLIVE VIEW-UCLA MEDICAL CENTER
MEDICAL ADMINISTRATION
POLICY & PROCEDURE**

**NUMBER: 2082
VERSION: 4**

SUBJECT/TITLE: **MEDICAL STUDENTS AND HEALTH PROFESSIONAL STUDENTS
SIGN-IN POLICY**

POLICY: Students are required to complete a Non County Application, Live Scan, Component III, etc. (see attachments) and be processed through the designated Medical Department office and Human Resources.

PURPOSE: To assure that all Students are properly identified as Medical Students and Health Professional Students.

DEPARTMENTS: **MEDICAL ADMINISTRATION**

DEFINITIONS:

PROCEDURE: The Student must be currently enrolled in a recognized school and in good standing. If other than UCLA, a letter from the recognized school must include the following: rotation dates, malpractice insurance and health insurance benefits and/or verification of an approved UCLA clerkship is acceptable. This document must be received by the designation Medical Staff department before the student is accepted at Olive View-UCLA Medical Center.

Students are required to complete a Non County Application, Live Scan, Component III, etc. (see attachments) and be processed through the designated Medical Department office.

Students are sent to Human Resources for further processing and for the issuance of a badge.

References:	
Approved by: Rima Matevosian (Chief Medical Officer)	Date: 01/29/2020
Review Date: 01/29/2023	Revision Date:
Distribution: Medical Administration	
Original Date: 01/29/2020	