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## Emory Healthcare Observership Clearance Process for Emory Undergraduate Students

Students must first have approval from a sponsoring healthcare provider. Pre-Health Advising and Emory Healthcare do not match students with Observership opportunities. Before engaging in an Observership experience, Emory undergraduate students are required to obtain clearance from the Emory Healthcare Office of Observership Credentialing and must obtain an Attestation Letter from the Emory Pre-Health Advising Office confirming that the initial prerequisites have been met before they can do so. Please read the instructions below carefully to learn how to receive clearance.

**Steps for Emory Undergraduate Students to Obtain Clearance from Emory Healthcare to Start an Observership with an Emory Healthcare Physician. Please note: this process can take 4-5 weeks and you will need to plan your start date accordingly.**

- 1) You must find a physician willing to have an undergraduate student shadow.
- 2) Complete the two required HIPAA courses online and save your Certificates of Completion. You will need them for the next step. Please see instructions at the end of this document to access these courses.
- 3) Complete and submit the PHA Attestation Letter Application of which you will upload your two HIPAA Certificates of Completion. Please allow PHA two weeks to verify your pre-requisites. You can access the PHA Attestation Letter Application [here](#).
- 4) Collect your Immunization documentation including a recent TB test as specified in the instructions [here](#). You will need your immunization documentation for your next step.
- 5) If all pre-requisites have been met, you will receive an email with both your PHA Attestation Letter and a link to access the Emory Healthcare Observership Application. You must complete and submit this application of which you will upload your PHA Attestation Letter, your immunization documentation, and your TB test results. Please allow the Emory Healthcare Office of Observership Credentialing at least three weeks to process your application.
- 6) If you submitted all required documents and are approved by the Chief Medical Officer, you will receive an email from the Emory Healthcare Office of Observership Credentialing granting you clearance to begin your observership and instructions on getting your security badge. Please note the badge will cost \$10. **You CANNOT start shadowing within Emory Healthcare until you receive your official clearance email from the Emory Healthcare Office of Observership Credentialing.**

**Emory Undergraduate Student Observership Prerequisites to receive a PHA Attestation Letter:**

*(Observership experiences are not guaranteed):*

- Emory University undergraduate student must be classified as a current, full-time enrolled student and must have completed at least one full-time semester at Emory.
- Emory University undergraduate student is required to be in Good Standing. Conduct and Honor Code violations will be assessed by a Pre-Health Advising staff member.
- Emory University undergraduate student must have a minimum 2.0 overall grade point average.
- Emory University undergraduate student must have a Certificate of Completion for each of the two required HIPAA training courses, HIPAA@Emory and HIPAA Security. Instructions for completing the training courses can be found below.

*These prerequisites were established by Emory Healthcare. Pre-Health Advising cannot grant exceptions to the requirements listed above.*

**Instructions for Completing the Two Required HIPAA Training Courses:**

- 1) Go to the Emory Self-Service portal and log in using your Emory NETID.
- 2) Select the "Learning Management" tile from the Self-Service options.
- 3) Select "Learning Management-Brainier." You will be able to access the courses under the "My Learning" tab from your dashboard.
- 4) Use the search box at the top of the screen to search by course name:
  - HIPAA @ Emory - Privacy
  - HIPAA Security
- 5) Follow the prompts to access the course. After taking the course and passing the quiz, download your Certificate of Completion and save it as you will need to upload one for each of the two HIPAA courses to your PHA Attestation Letter application.

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If you have additional questions about this process that were not answered in this document, please email Naadia Bakhit in the Pre-Health Advising Office at [nshafiz@emory.edu](mailto:nshafiz@emory.edu).

**Thank You**