

Olive View-UCLA Medical Center (OVMC) In-Processing Steps for Fellows, Residents and Medical Students

Medical Students, Residents, and Fellows (Medical Trainees) must have a criminal background check by both the Federal Bureau of Investigation (FBI) and the State of California Department of Justice (DOJ) and a Los Angeles county Department of Health Services (DHS) health clearance before beginning their rotations at a Los Angeles DHS hospital. The criminal background check is initiated by the Medical Trainee being "Live Scanned" (fingerprinted), and those fingerprints are then sent to the DOJ and FBI. On-site OVMC Human Resources (HR) will **NOT** release ID Badges without FBI, DOJ and DHS Health Clearances. There will be **no exceptions** to this policy.

Step One

Live Scanning:

- Note that after an individual is Live Scanned (fingerprinted) by DHS HR personnel, it usually takes about one week to clear the DOJ and FBI. Therefore, Medical Trainees who will start their clinical rotations at OVMC or Harbor UCLA Medical Center (Harbor) will need to initiate the process and plan accordingly.
- For Academic Year 2013 to 2014, UCLA Third Year Medical Students have been directed to go to either OVMC or Harbor for Live Scanning during the months of March, April and May 2013.
- For Academic Year 2013 to 2014, UCLA Fourth Year Medical Students should call OVMC HR at 818-364-3311 to ensure that DHS has a record of their Live Scan. If DHS does not have a record of their Live Scan, they must go to Harbor or OVMC for Live Scanning.
- For Academic Year 2013 to 2014, OVMC's HR personnel will be going to UCLA to Live Scan new Residents and Fellows during their UCLA Orientation in the month of June 2013.
- Live Scanning can also be done at any DHS Facility without charge to the Medical Trainees.
- A Medical Trainee within the State of California for whom it is inconvenient to go to a DHS facility may also go to any public agency (e.g., local police station) for both DOJ and FBI Live Scanning. If a Medical Trainee chooses to do this, he/she must give the agency DHS routing number to ensure that DHS receives the LiveScan results. DHS HR Mail Code A06096 and Billing Code 149938. Outside agencies may charge a fee and the Medical Trainee is responsible for this fee. DHS **does not reimburse** Medical Trainees for this fee.
- A Medical Trainee who is **outside the State of CA** will need to go to any public agency for Live Scanning by FBI. The Medical Trainee will have to give the agency the DHS HR Mail Code A06096 and Billing Code 149938.
- Additionally, for a Medical Trainee who is **outside the State of CA**, DHS has to send the Medical Trainee a CA DOJ Finger Print Packet. Sponsor/proxies from the department where Medical Trainee will be rotating must request packet from OVMC's on-site HR at least two (2) months prior to the start date of their rotation. **Note that this is in addition to the Live Scanning for the FBI clearance** described in the above bullet point. The Medical Trainee must take the fingerprint card to any public agency (e.g. local

police station) and have his/her fingerprints rolled. Once fingerprints are rolled, he/she must mail the card with fingerprints on it to the address indicated on the return envelope. Outside agencies may charge a fee and the Medical Trainee is responsible for this fee.

- DHS **does not reimburse** Medical Trainees for this fee.

Health Clearance:

- The Medical Trainee should also contact his/her respective UCLA rotation coordinator to obtain their UCLA Health Clearance form (E-2 Form).
- The Medical Trainee is responsible for ensuring that the completed E-2 form is submitted to OVMC Employee Health for health clearance. E-2 Form can be faxed to OVMC Employee Health (EH) at 818-364-4725.
- The Medical Trainee will also have to schedule an appointment with OVMC EH for Fit Testing, which is part of the Health Clearance procedure.
- Before scheduling in-processing appointment with OVMC on-site HR, the Medical Trainee should contact OVMC Employee Health at 818-364-3403 to ensure that paperwork is completed and health clearance has been obtained.
- Please note that DHS requires **annual** Health Clearance, which includes **annual** TB and Fit Testing (which may or may not be required by the Medical Trainee's home institution). It is the Medical Trainee's responsibility to ensure that he/she has completed his/her annual health clearance while on assignment at any County hospital.

Step Two

The Medical Trainee must complete the non-County forms on-line (electronically). The sponsor/proxy in the department where the Medical Trainee will be rotating will direct him/her to the following link:

<http://dhs.lacounty.gov/wps/portal/CEF/>

The Medical Trainee submits the forms electronically to the sponsor/proxy in the department where he/she will be rotating.

The sponsor/proxy in the department where the Medical Trainee will be rotating will send the Medical Trainee the links for HIPAA and DHS Code of Conduct tests.

The Medical Trainee must complete both HIPAA and DHS Code of Conduct tests and brings completed tests to on-site HR on the day of his/her in-processing.

Step Three

The Department sponsor/proxy approves electronic forms submitted by the Medical Trainee.

Once the electronically submitted forms have been approved by the department, an e-mail notification is automatically sent to OVMC on-site HR.

Once forms are submitted and approved, the Medical Trainee or proxy must call OVMC's on-site HR at 818-364-3311, Monday through Friday, from 8:00 am to 4:00 pm to schedule an appointment for in-processing.

Step Four

The Medical Trainee comes in to OVMC's on-site HR for in-processing. OVMC on-site HR is NOT located in the hospital proper; it is located in the Nursing Education Building, Suite 205.

The Medical Trainee must bring with him/her to the appointment for in-processing, a valid ID (e.g. Driver's License or Passport) and pocket license (if applicable).

In-processing may include completion of other forms that were not submitted electronically, Live Scanning (if no Live Scan is on record), and issuance of OVMC ID Badge.

OVMC HR will release ID Badge to the Medical Trainee only if:

1. All forms have been completed,
2. HIPAA and DHS Code of Conduct exams have been submitted,
3. DOJ and FBI Criminal background check has been cleared,
4. OVMC Health Clearance has been received.

The Medical Trainee will **NOT** be allowed to begin his/her rotation until he/she has been issued an OVMC ID Badge from OVMC's on-site HR Office.

Please note the department's sponsor/proxy is responsible for requesting and obtaining IT access for all Medical Trainees.