

FOURTH YEAR AWAY ELECTIVE INFORMATION



Office of the Registrar
Main Campus
Rocket Hall 1750
Toledo, OH 43606
Phone: 419.530.4845
Fax: 419.530.4828
HSCRegistrar@utoledo.edu

Students may be required to provide the following documentation with their application to the away institution (documentation requirements vary with away institution).

Below is a list of possible documentation that may be required for your elective rotation which includes, but is not limited to:

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| <ul style="list-style-type: none">• HIPAA Certificate
(Health Insurance Portability & Accountability Act) | HIPAA training is administered through the Everfi (Foundry) training system and can be requested by contacting Elliott Nickeson at Elliott.Nickeson@utoledo.edu . Users who have previously completed the training can access their certificates by logging back into the Everfi (Foundry) system here:
https://admin.fifoundry.net/the-university-of-toledo/sign_in |
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| <ul style="list-style-type: none">• ACLS/BLS
(Advanced Cardiovascular Life Support)/(Basic Life Support) | Life Support Training
Lloyd Jacobs Interprofessional Immersive Simulation Center
2920 Transverse Drive, Toledo, OH. 43614

Email James.Cress@utoledo.edu or call 419.383.6724 |
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| <ul style="list-style-type: none">• Immunizations and Other Health Requirements | Documentation of immunizations/health requirements can be downloaded through the MyUT portal.

If your health requirements are delinquent or you feel the portal documentation is incorrect, please contact Nicolasa Wilson at 419-383-5239 or studenthealthrequirements@utoledo.edu |
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| <ul style="list-style-type: none">• Drug Screen | Drug screening is available at the UToledo Student Health & Wellness Center. The cost is \$53.00.

Complete the Release of Information form at the following link:

https://utmc.utoledo.edu/ut-medical-center/patients/UTMC%20ROI%20form%202021.pdf

Results can be sent directly to: HSCRegistrar@UToledo.edu by the Health Center. Please note: Drug Screens provided by students cannot be accepted. Only drug screens completed through the UToledo Student Health & Wellness Center, and sent directly to the Registrar's Office are eligible for upload to VSLO. For appointments call: 419-383-5000 (HSC) Or: 419-530-3451 (MC) |
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| <ul style="list-style-type: none">• Copy of USMLE Score Reports (United States Medical Licensing Examination) | If you did not download your original score report, you may request/purchase a USMLE transcript and score report at the Web address below:
https://www.usmle.org/transcripts/ |
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| <ul style="list-style-type: none">• Curriculum Vitae (CV) | |
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| <ul style="list-style-type: none">• Proof of Health Insurance | Must provide copy of card. |
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Background Checks – FBI & BCI (Federal Bureau of Investigation) (Bureau of Criminal Identification)	Main Campus Police – Public Safety Center, 3333 Dorr St. Toledo OH, 43607 (Across from Barnes and Noble). Schedule your background check at this website: https://calendly.com/utpolicefingerprints *Please note this form cannot be used for out of state rotations. \$75 Cost for both (this covers in state and out of state background checks) \$50 FBI background check only \$40 BCI background check only Background checks for fourth year students are not required to go through the Campus Police but in all cases the Registrar’s Office must receive background checks directly from the investigator. Background checks cannot be accepted from the student or other institutions, even if the envelope has not been opened.
Professional Liability (Malpractice) Insurance	Proof of insurance coverage with aggregate limits can be found here at: https://www.utoledo.edu/med/md/curriculum/curriculum4/forms.html Please note coverage is updated each yeareffective July 1. Students applying for away rotations after this date may will need to upload an updated proof of coverage form to VSLO once it has been posted to the UTCOMLS website.
Academic Transcripts	The Registrar’s Office will automatically upload your official transcript to VSLO. If you would like an updated copy of your official transcript uploaded, please send an email from your UToledo email account to HSCRegistrar@utoledo.edu . Requests cannot not be processed if they are not received from your UToledo email account. Please provide your name and Rocket ID Number in your request.
Documents for Upload	Please note: only the Letter Request for the Letter of Good Standing and the Transcript Request will be accepted from the student. All other documents must be sent directly to the Registrar’s Office by the office where the testing was completed.

Please direct all requests for the below documentation to the area identified:

Office of the Registrar

- Letter of Good Standing
- Official Academic Transcript
- 419-383-3600
- HSCRegistrar@UToledo.edu

Office of Student Affairs

- Letter of Recommendation from Dean
- 419-383-3600
- OSAMed@UToledo.edu

Appropriate Faculty Member

- Letter of Recommendation