How do I complete my Pending Paperwork?

When you are scheduled for a rotation, the platform will automatically push you a set of documents from the hospital. These documents require some action from you. You can access the documents from one of two areas:

1.) The *My Alerts!* area by clicking on the "Pending Paperwork" link:

2.) Navigating to the **"My Rotation"** link from the tool bar. Once there clicking the red "**Pending**" link next to *Paperwork*.

On the <u>left side</u>, click on each document name to open the file and review the document (see green outline below). If necessary, fill out the document with information and save it to your computer. In a moment, we'll discuss how to upload the document back into mCE.

If a hospital requires your electronic consent on something you will see **"Consent Required (Click Here)"** (see red outline below).
1. Click the **"Consent Required (Click here)"** for that item.
2. A pop-up window will appear. Read the message and then click **"I Consent"** if you agree. The date and time you gave consent will be recorded in that spot. Click **"I do not consent"** if you are not ready to give your consent.
3. <u>**Once you give electronic consent, you cannot revoke your consent.**</u>

Compliance	Documents	Orientation	Exams		
Instructions for uploading supporting document(s)					
Step1 - Click "Choose file" to select the document from your pc/mac to upload					
Step2 - Click upload to submit as your supporting document(s).					
Step3 - Open Document to ensure it has been properly uploaded.					
[Repeat the above steps if you need to submit more than one document as supporting document]					

Clinical Rotation related Documents	Electronic Consent?	Supporting Documents
01 Clinical Readiness Self Assessment.pdf		Choose File No file chosen **Upload** (Special characters not allowed in the file name. Allowed file types are ".doc|.docx|.pdf|.jpg|.jpeg|.gif|.png|.xls|.xlsx")
02 Confidentiality Agreement.docx		Choose File No file chosen **Upload** (Special characters not allowed in the file name. Allowed file types are ".doc|.docx|.pdf|.jpg|.jpeg|.gif|.png|.xls|.xlsx")
03 National Patient Safety Goals.pdf	**Consent Required (Click here)**	
Privacy Policy.pdf	**Consent Required (Click here)**	

If a hospital requires you to upload a document back into mCE you will see a yellow bar on the far right with the option to **"Chose File"** and **"Upload"** (see black box above). To attach and upload a document:

1. Click **"Choose File"** and a pop-up window will appear in which you can then browse files saved on your hard drive.
2. Locate the file you wish to upload. Double click on the file, the pop-up window will disappear, and the file path will show in the box by the **"Choose File"** button.
3. Click **"Upload"** to attach the document (Please note that your document will not upload if special characters are included in the title).
4. You may add more document(s) OR click the **"Remove Attachment"** button to remove the uploaded documents if necessary.

We highly recommend opening the document you uploaded to make sure that the upload is complete, and the document is legible. Please be aware that by uploading these documents, you give the hospital and your academic institution access to view, download, and print them.

If you need to upload a document that is no talready saved to your computer, please see the FAQ titled, "I don't have a scanner. How do I get my documents into myClinicalExchange?"

I don't have a scanner. How do I get my documents into myClinicalExchange?

Please check your local library or Office Depot for access to a scanner. Also, if you have a smart phone, search your Play Store or App Store for "PDF Scanner". There are several FREE apps that you can download which will take a picture of your document and save it has a high-quality PDF. Some of the apps will even allow you to take multiple pictures and then combine it into one document. Once you take the photo and the app saves it as a PDF, e-mail the file to yourself. Open the file up on your computer and save to your hard drive. From there, you can upload into mCE. Always check an uploaded file to make sure it's legible! Some apps may have better quality than others.