

QUICK START GUIDE

To Clinical Rotations and Shadowing at Atrium Health Floyd

NOTE: Your compliancy status is your responsibility, not your school. You should know at all times what your status is and what you may still have to complete before you can get your ID badge to be onsite.

1. Register at Acemapp.org, choosing the appropriate member type: student, employee, instructor, or observer. Some fees may apply depending on the member type.
2. Upload profile photo to the specifications listed in Acemapp photo requirement. Photo background must be light blue. If the photo does not match requirements, ID badge will not be given. Your school may have the required blue paper to use for your photo. Check with your coordinator. An ID badge is required to be on any Atrium Health facility and if photo requirements are not met may delay the start of your scheduled clinical experience.
3. Compliant/compliancy in Acemapp. This means you have provided all required documentation and completed all training modules, orientation and online forms and have received a green check mark by each requirement. A red "x" means not approved/compliant. Your success starts with you. Your compliancy status is your responsibility, not your schools. You should always know your status and if you have completed all your requirements.
4. Acemapp forms. There are forms that must be downloaded from Aceamp to complete and then uploaded into the specific requirement associated with the form. These forms include but are not limited to the PPE Donning & Doffing/Infectious Disease form (this form must be completed by a licensed healthcare provider or clinical instructor from your school), parental consent form (to be signed by parent/guardian for those under 18 years of age) and the Hep B or Influenza declination forms. To download the forms, go to the requirement in the list of requirements and look for link to download the form.
5. Background and drug screen reports are good for 1 year from the date you request them. If they are close to expiring when you upload them to Acemapp it is recommended that you get a new report, so you are not in danger of it expiring during your scheduled rotation or shadow- time with us. If it expires, you are no longer compliant and will have to leave the site until you are compliant again.
6. For photo example and more detailed information regarding clinical experiences at Atrium Health Floyd visit atriumhealth.acemapp.com
7. For Acemapp related questions/issues call 844.223.4292.