

# Memo



Date: March 8, 2018  
To: Students requesting Independent Clinical Rotations  
From: Karen Kyle, Student Coordinator  
Subject: Registration Process Independent Clinical Rotations

Thank you for your interest in a student experience at Mercy! Please follow the process below to ensure you have the appropriate access on your first day of clinical.

1. Email the required information below to [Karen.Kyle@Mercy.net](mailto:Karen.Kyle@Mercy.net):

Student First Name	
Student Middle Name	
Student Last Name	
Student Gender	
Student Email	
Student Access ID for School	
Student Program (Example: Nursing)	
Student Track (Example: BSN - Online)	
Student Phone	
School Name	
School Contact Name	
School Contact Email	
Clinical Rotation Location	
Mercy Preceptor	
Rotation Start Date	
Rotation End Date	
Total Clinical Hours	
Rotation Schedule (example: Mondays and Tuesdays, 8am-5pm)	

2. Within 5 business days, you will receive an email from [www.myClinicalExchange.com](http://www.myClinicalExchange.com) with information on how to log into your account and navigate the site.
3. Log into myClinicalExchange and start working on your compliance check list. Mercy cannot setup your student access or assign your compliance education until all items on the compliance checklist are complete.
4. Follow the direction in myClinicalExchange to complete Mercy compliance education and Epic training (if applicable) in MyEducation (HealthStream). Complete all courses assigned on your MyEducation To Do list and document the completion date in myClinicalExchange. (*Orientation must be completed every 12 months*).

5. On your first day of clinical, you may call Mercy Technology Services at ext. 2-3399 from a Mercy campus phone if you need to reset your password for windows and Epic access. All education must be complete prior to requesting password resets.
6. You are required to notify Mercy Talent Development of all future rotations by contacting Karen Kyle at least 3 weeks prior to each semester you will be on Mercy campus.

myClinicalExchange Payment: Mercy Springfield will be paying for all students during our pilot year, ending with the Summer 2019 semester. After 365 days of access, you will be required to pay a \$36.50 renewal fee if you plan to complete any additional student experiences at Mercy Springfield.

If you experience access issues please contact Mercy Technical Support at 1-866-440-3399 or your Mercy Student Coordinator at [Karen.kyle@mercy.net](mailto:Karen.kyle@mercy.net) or 417-820-2772.