

Guideline for First Day Medical Students

Please make sure to follow the below directions before going to clinic on your first day of rotations with us. Your first day, you will swear in and receive your badge. Please park in the employee garage, you can ask the guards at the front gate for directions. Make sure to print the maps (attached) because it is easy to get lost.

1. SWEARING IN

- a. LOCATION: 13800 Veterans Way
Orlando, FL 32827
4th floor
**(huge human resources sign outside door) (map attached to locate HR)
- b. PHONE: 407.631.0005
- c. TIME: 8:00 am
- d. WHAT TO TAKE: **Two forms of ID from the acceptable document list, must be the actual documents and not a copied version of them (See Employee Eligibility Verification form [Form I-9]).
- e. WHAT'S NEXT:
 - a. Abigail Noel will assist in finalizing your in-processing paperwork
 - b. After you swear in, please go to receive your badge on the 2nd floor

2. BADGING

- a. LOCATION: 2nd floor, room 2K502 2nd floor
- b. PHONE: 407.631.2636
- c. WHAT TO TAKE: **Two forms of ID from the acceptable document list, must be the actual documents and not a

copied version of them. Names on both IDs must match exactly and have no misspellings (See ID Documents VA Handbook 0735)

- i. Please make an appointment for the earliest time available at the site (<https://va-piv.com/>)
- ii. You will first create a profile at this site using “VHA” for Organization and “Affiliate” for Applicant Type
- d. ** Anyone in the security office will be able to assist you with badging
- e. Tell the Badge Officer that you are a UCF Medical Student. Your department is “Medical Services”
- f. ** You will receive two badges that will expire after you graduate:
 - i. facility badge-must state “medical student” or “medical services” and expire after graduation
 - ii. NON PIV badge-(badge with computer chip on it) expires after graduation

3. ACCESS TO DOORS ON BADGE

- a. ***After you receive your NON PIV badge, you must go to the police office for them to scan your badge in and give you access to doors. After complete send an email to VHAORLMedicalEducationCoordinators@va.gov so we can get you access to all doors you will ever need while rotating with us

4. START OF ROTATION

5. COMPUTER (CPRS) TRAINING

- a. LOCATION: 4th floor, East corridor in room 4F102A or B
- b. PHONE: 407-690-7072
- c. TIME: 9:00 am-12:00 pm
- d. DATE: Computer training will be scheduled through UCF/VA coordinators- please check on what day this is scheduled for. It is not always your first day.
 - i. If you should get lost, you can contact Roberto Rodriguez at 407-690-7072

Please contact Andrea Gelber -407-631-4727 or JoAnn Steinebach 407-631-2296 with any questions.

***If you already have a Non-PIV badge from Bay Pines, please follow all of the same rules, except for receiving a NEW NON PIV Badge (you do not need to make an appointment), you will also need to get access of this badge to the doors so you must still stop by the police office to get access.

***Please print these instructions out and bring it with you on your first day so you do not miss any of these steps.