

## **MEMORIAL MEDICAL CENTER MEDICAL STUDENT INFORMATIONAL SHEET**

**PARKING:** Students may only park in SIU parking areas.

**BADGE ACCESS:** You should have already received a hospital badge during your 2<sup>nd</sup> yr computer training. If you do not have one please contact Pam Brown, MMC GME Coordinator in room G110 (1<sup>st</sup> floor main hospital) or by phone at 788-3135.

**LIBRARY:** The MHS Professional Library is located at Memorial's Center for Learning and Innovation building on the 4<sup>th</sup> floor. The hours of operation are 7:00 a.m. – 5:30 pm

**CAFETERIA HOURS (MMC Lower Level):**

The cafeteria is open daily from 6:30 am to 7:30 pm and 1:00 am – 2:30 am.

**HOSPITAL SHUTTLE:** For easy access between Memorial and St. John's, a shuttle (van) runs between hospitals between the hours of 6 a.m. – 6:00 p.m. Monday through Friday. The pick-up/ drop off point at Memorial is located on the Lower Level in the Garden Lobby (near the physician parking garage entrance (and Infusion unit). The drop-off/ pick up point at St. John's is at the main entrance.

**CALL ROOMS:** If overnight accommodations are necessary, a 3-4 bed on-call room designated for medical students is located in rooms A692 (male) and A693 (female). The combination for both rooms is 52860. Showers are available at the end of the 6A hallway.

**CURRENT RULES AND REGULATIONS FOR MEDICAL RECORD DOCUMENTATION:**

- A. Medical students may perform and enter histories and physicals. All histories and physicals performed by medical students must be reviewed, countersigned, and dated by the responsible physician.
- B. Medical students may enter progress notes on the usual progress record. They may also enter progress notes concerning operative or other procedures performed.
- C. The responsible physician may grant a medical student the authority to enter orders. Before entering an order, a medical student with this authority must first consult with the responsible physician or the appropriate House Staff member assigned to the care of the patient in question. One of these practitioners must countersign and date any order entered by a medical student prior to its implementation.
- D. The method of signature which will be used by medical students is “[medical student's name] – [second/third/fourth] year – [Medical School identifier].”

**REMEMBER:** Respect patient's right to privacy. Do not disclose identifiable patient information in any public areas, such as hallways, elevators and the cafeteria. Do not access a patient's record if you are not part of the patient's care. You must have a valid authorization on file before you access a patient's record that you are not treating, including family members, high profile patients, etc. Keep information off your phone; includes pictures, social media and text messages.