

## **SPRINGFIELD MEMORIAL HOSPITAL 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 or the one you have is not activated please contact **Pam Brown**, SMH GME Coordinator in room G110 (1<sup>st</sup> floor main hospital) or by phone at 788-3135.

**CAFETERIA HOURS (Lower Level):**

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

**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. All histories and physicals performed by medical students cannot be documented into the medical record. Only residents and attending physicians can do so.
- B. 3<sup>rd</sup> and 4<sup>th</sup> Year Medical students may utilize the progress notes and consultation notes folder.
- 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 all orders 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 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 patient information off your phone; this includes pictures, social media and text messages.

July, 2023