



### GME Rotations Checklist

Thank you for choosing to rotate with Baptist Memorial Hospital. To improve your onboarding process, please utilize this **required** checklist. You will not be cleared to rotate until this checklist is approved by one of our GME Staff Members:

Email: [GME@BMHCC.org](mailto:GME@BMHCC.org)  
Contact us by phone at **901-226-1350**

Please complete all forms and submit them at least **two-three weeks prior** to your rotation.

- ☐ Attend Baptist Orientation
- ☐ Complete Baptist Cover Sheet
- ☐ Review and Complete Hazardous Environment Acknowledgement Form
- ☐ Review and Complete Non-Employee Internet Access Policy + Acknowledgement Form
- ☐ Review and Complete Orientation for Non-Employees Form
- ☐ COVID and Flu Vaccine Documentation
- ☐ EPIC training (Everyone must complete the Baptist One Care Self Pace Modules. Please email the GME office at [gme@bmhcc.org](mailto:gme@bmhcc.org) to schedule epic training.

(EPIC access will be granted within 72 hours of your class.)

- ☐ Please contact the Clinical Documentation Department for Documentation Training at **901-227-0361**.

Persons to contact: Vicki Brown [Vicki.Brown@BMHCC.org](mailto:Vicki.Brown@BMHCC.org), Michelle Croft [Michelle.Croft@BMHCC.org](mailto:Michelle.Croft@BMHCC.org)

As a reminder: Clinical Documentation is a separate training that will need to be scheduled with Vicki Brown or Michelle Croft.

If you have a Baptist account, please make sure your account is active, by logging into [gobaptist.bmhcc.org](http://gobaptist.bmhcc.org).

- Please make sure you put **bmhcc\** in front of your username.
- If your account is not active, please call the Help Desk – **901-227-7777**.

For any specifics regarding your rotation/the first day of your rotation, please reach out to your preceptor or coordinator.

On your first day, please report to your coordinator or preceptor's designated location.

After your checklist has been approved, you can report to Security in the Main Hospital to pick up your badge. Security is located at 6019 Walnut Grove Rd on the 1st floor. Please feel free to contact security at 901-226-5520. You will not be able to obtain a badge until this checklist is complete.

Thank you,

Baptist GME Department