

## Veteran's Administration Medical Center (Memphis VA Hospital) Orientation Process Pointers

1. All forms on GME website must be completed and mailed or brought to the VA
  - a. All forms must be correctly submitted
2. Background Check
  - a. Fingerprints request must be completed
    - i. Two-forms of ID are needed
      1. Driver License and SSN Card
      2. Driver License and Passport
      3. Passport and SSN Card
  - b. Can be completed at any [VA location](#) and transferred to the Memphis VA up to 45 days in advance
  - c. The results are invalid after 90 days
  - d. No appointment required for fingerprinting at VA Memphis
    - i. Other VAs may require an appointment ([VA locations](#))
3. Must have Social Security number before you can be fingerprinted
4. VA Swear-in
  - a. Fingerprints must be received before you can be sworn in
5. Training Module must be completed
  - a. Instructions listed on GME website
  - b. Takes 1 to 1.5 hours to complete
6. Electronic Medical Records Training
  - a. Offered by each VA program
  - b. 2-4 hours
7. VA Identification
  - a. Needed to access VA computers
  - b. Issued after application verified, background check adjudicated, and Network account requested and established
  - c. Two-forms of ID are needed
    - i. Driver License and SSN Card
    - ii. Driver License and Passport
    - iii. Passport and SSN Card
8. VA Computer Access
  - a. Network – issued by VA program service
  - b. Electronic Medical Records – code issued by VA program service