INSTRUCTION SHEET FOR ENCLOSED FORMS

This packet has all of the paperwork that you need to complete **BEFORE** you can take part in your Clinical. The packet has three parts.

**Part One: REQUIREMENTS FOR ALEGENT CLEARANCE CARD**
- ✔ Forms 1 and 2 need to be filled out and signed by your doctor. (If you do not have health insurance or a primary physician, please call Alegent Occupational Health at 402.398.6581 and they will be happy to schedule an assessment for you at a nominal fee.)
- ✔ You need to fill out Forms 3 and 4.
- ✔ **Now you need to get an Alegent Clearance Card.** You will have to take all the completed forms (Forms 1-4) and your immunization record to Alegent Occupational Health, Bergan Mercy Hospital, 7500 Mercy Road, 402.398.6581.

**Part Two: REQUIREMENTS THAT ARE DONE AT CSM**
(Some of this may have been done at registration)
- ✔ You **must** bring a copy of your current Alegent Clearance Card to CSM Room 63, on the ground level. Phone Number is 399-2635.
- ✔ Form 5 is for your information.
- ✔ Forms 6 and 7 should be filled out for the background check. This must include **all** past addresses, your social security number and driver’s license number. The secretary can witness your signature. This paperwork should be taken to CSM Room 63. Phone number is 399-2635.
- ✔ Form 8 – You are required to have a valid CPR card for health care providers. This paperwork should be taken to CSM Room 63. Phone 399-2635.
- ✔ In keeping with recommendations from the U. S. Center for Disease Control, College of Saint Mary requires that all students entering our college be immunized against measles, mumps, and rubella. CSM wants to prevent the possibility of an epidemic occurring as these are preventable diseases. All students must submit accurate immunization records that show evidence of immunity to measles, mumps, and rubella that include the month and year of the immunization. Two MMR injections or positive titers for measles, mumps and rubella are considered proof of immunity. Please fax the completed CSM form (received after you pay your tuition deposit) or your immunization record to **402-399-2414**, or **mail to: Student Development Health Records, College of Saint Mary, 7000 Mercy Road, Omaha, NE  68106 or take to Room A 124.**

**PACKET CHECK OFF**
- Alegent Clearance Care: validate at CSM Room 63
- CPR Card: validate at CSM Room 63
- Background Check: take to CSM Room 63
- Immunization Records: take to CSM Room A 124
- **DATE**
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