RESIDENT REGISTRATION PROCESS

Our website is www.christussantarosa.org/gme

First-time Resident Registration Check-in:

All Residents/Fellows who are scheduled to rotate at any CHRISTUS Santa Rosa Health System (CSRHS) Facility for the first time will need to complete our online registration process at least two weeks prior to the start of their rotation. Computer access is requested during this time.

In the **Resident Registration Information** Section, the resident must complete the following:

- Resident Online Registration Form
- Computer Access Form
- Read Confidentiality Agreement

If an answer to a required question on the registration form is not known, they will place X’s in the space and the information will be updated when the resident comes in to the office.

The start date is the first day of the rotation at one of our CSRHS facilities.

In the **Resident Orientation Requirements** Section, **each** of the orientation requirements must be completed and the orientation completion certificate submitted online.

Residents/Fellows must report to the GME office prior to their first day of rotation. During this time, they will:

- Sign Confidentiality Agreement
- Receive Photo ID
- Parking Tag
- Dictation Number
- Computer Credentials

Please have the resident/fellow park in the visitor parking lot when coming to complete their registration, and we will validate their parking.

**Please note:** Residents who rotate at any of the CHRISTUS Santa Rosa adult hospitals or Children’s Hospital of San Antonio **MUST** complete the required CPOM training course for EMR order entry. This information will be sent directly to them via email once their computer registration is completed. **This course is required prior to the rotation start date.** (Residents/Fellows who have not completed CPOM training cannot do a rotation at any CHRISTUS Santa Rosa Health System facility until they do. No exceptions will be made.)
Resident Rotation Change Notification:

Residents/Fellows who have previously registered with the CHRISTUS Santa Rosa GME office and have completed clinical rotations at a CHRISTUS Santa Rosa facility are required to complete the Resident Rotation Change Notification Form located on our website at www.christussantarosa.org/gme at least one week prior to the start of each new clinical rotation.

All badges expire at the end of each rotation and must be reset in order to have hospital/parking and EMR access.

Resident Clearance:

On the final day of clinical rotation, or prior to graduation (whichever comes first) all residents are required to complete the Resident Clearance Form. This form can be printed from the CHRISTUS Santa Rosa GME website, or obtained from the GME office.

A $25.00 fee will be assessed for the non-return of ID badge, parking tag, and/or any other CSRHS property.

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