Logan Health myClinicalExchange Resources

SUBMITTING AN INDEPENDENT STUDENT REQUEST

What is an independent request? A request submitted by the student/school for a clinical rotation with a preceptor.

1. Click on the "My Request(s)" tab

2. At the top right, click the yellow New Request button.

3. From the "State" drop-down, select Montana

4. From the "Hospital" drop-down, select Logan Health
5. From the "Program" drop-down, select the type of rotation you are seeking.
   a. If you do NOT see your correct Program, please stop, and email Logan Health Student Affiliations LoganHealthStudentAffiliations@logan.org for assistance.
   b. The program you select here will dictate the type of requirements you receive later.

6. The Request process is broken into **three** steps: School Info, Schedule Preferences, and Final Comments.

   a. Only items marked with the 🅡 are required.
   b. You may leave the other fields blank if you would like.
   c. School Coordinator Contact: Enter their email address and phone number (this will help your hospital know who to contact with any questions about your rotation)

7. In the **comment section** – please include the following

   a. Copy and paste your course number and course description
   b. Academic Ranking
   c. Type of Rotation being requested (Family Medicine, Internal Medicine, Etc.)
   d. If you have been in contact with a preceptor and <u>they are willing</u> to have you as a student, please include their name

8. Click Review & Submit
   a. You will be asked to review all the fields you've just filled in once more. Make any necessary changes and then click Submit Application

9. The Hospital will receive your rotation request and review it.
   a. If they decline your request, you will receive an auto-email from the platform letting you know.
   b. If they approve your request, you will need to pay for your account to gain full access to the rest of the site and complete your onboarding requirements.

We recommend using Google Chrome, Firefox, or Safari.
This document is for reference only. mCE reflects the most current.

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