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.	 The Request process is broken into three steps: School Info, Schedule Preferences, and Final Comments.
1. Click on the "My Request(s)" tab	Degree STEP 1 OF 3 (School Info)
Home My Relations Account Settings FAQ Logout Account Status: Unpaid Pay with PayPai There is no school compliance items associated for your profile. Further assistance, please contact your school coordinator.	School Conclusion ©
Alerts Active Rotation(s) My Request(s) Notifications Planned Graduation Information Is missing in your account profile Advects/-> requires your attention. 2. At the top right, click the yellow New Request button. Second the "State" drop-down select Montana	 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
Select Hospital & Program	 help your hospital know who to contact with any questions about your rotation) 7. In the comment section – please include the following
Haspital ? () Select * Program ? () Select * Continue Cancel	 a. Copy and paste your course number and course description b. Academic Ranking c. Type of Rotation being requested (Family Medicine, Internal Medicine, Etc.)
 From the "Hospital" drop-down, select Logan Health 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. 	 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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