

**Non-Employed, Independent Contractor ORIENTATION
Acknowledgment of Program Completion and Receipt of Patient Rights Guide
SAINT JOSEPH MERCY HEALTH SYSTEM**

I have completed the Saint Joseph Mercy Health System (SJMHS) Orientation for new employees. The Orientation Program included the following content:

Healthstream modules:

1. Trinity Mission and Values
2. Service Excellence and Culture
3. Confidentiality of Patient Information, HIPAA
4. Trinity Organizational Integrity/Employee Conflict of Interest
5. Patient Safety: Reporting a Concern to Joint Commission/Patient Rights
6. SJMHS Cultural Sensitivity/Diversity Program
7. Engineering Safety – Equipment, Utilities and Safe Medical Device Act
8. Safety Program – Emergency Procedures/Codes, Right-To-Know and Hazardous Materials
9. Infection Prevention & Control

Policies:

10. Tobacco Free environment
11. Employee Image Standards
12. Confidentiality
13. Employee Use of Hospital Equipment
14. Parking Rules and Regulations
15. Patient Rights and Responsibilities

Other Information:

16. Language Interpretation
17. VOICE reporting

I acknowledge that I have received information regarding Human Resources Policies and Procedures. I further acknowledge that I am aware that Human Resources Policies and Procedures are available for review on the SJMHS Infonet. I have also received a copy of the Patient Rights.

I understand that this signed acknowledgment will be placed in my personnel file in the Human Resources Department.

PLEASE COMPLETE AND SIGN AND DATE BELOW

Please state your location:

Please Print Your Name: _____ Employee ID No. _____

Department Name: _____ Date of Hire: _____

Employee Signature: _____ Date Completed: _____

PLEASE RETURN COMPLETED FORM TO ORIENTATION FACILITATOR