

Nursing Pre-Clinical Clearance E-mail/Fax Transmittal Form

Must Submit this form with the copies of document(s) you are emailing or Faxing for Pre-Clinical Clearance.
Pictures of documents are NOT accepted (Documents should be scan)

I understand my document(s) will be posted within 5 to 10 working days after date of receipt.

What is your status in the Nursing Program? (Fill out everything in this section that applies to you)

Bel Air Magnet VN Student Silva Magnet VN Student **Do you have a clinical folder already?** Yes No

Class Classification: Junior Senior

Faculty Name: _____

Student Information (Please Print Clearly) (Everything in this section must be filled out)

Last Name: _____

First Name: _____

Middle Name: _____

ID# _____

Phone: () _____

E-mail Address (Print Clearly complete e-mail): _____

Indicate what you are submitting (Check appropriate boxes)

- Nursing Specialized Admissions Orientation
- Proof of Insurance (at beginning of each semester)
- CPR (copy front & back)
- FIRST AID (copy front & back)
- BON Fingerprint Background Check Results (copy front & back)
- TB Skin Test (copy front & back)

X-RAY/TB Assessment (signed and dated by provider)

- X-ray results
- TB Assessment (Questionnaire)

TETANUS/DIPHTHERIA AND PERTUSSIS (copy front & back)

- Tdap Vaccine

VARICELLA (copy front & back)

- Titer Lab Results
- 1st Vaccine after a Negative Titer
- 2nd Vaccine after a Negative Titer

MMR (copy front & back)

- Measles Titer Lab Results
- Mumps Titer Lab Results
- Rubella Titer Lab Results
- 1st Vaccine after Negative Titer
- 2nd Vaccine after Negative Titer

HEPATITIS B (copy front & back)

- 1st Titer Lab Results
- 1st Vaccine after a Negative Titer
- 2nd Vaccine after a Negative Titer
- 3rd Vaccine after a Negative Titer
- 2nd Hepatitis B Titer Lab Results

INFLUENZA (copy front & back)

- FLU Vaccine

PHYSICAL EXAM/TECHNICAL STANDARD FORM

(Copy front and back)

- EPCC Physical Exam Form (signed & dated by provider)
- Physical Technical Standard Form

HIPAA TRAINING

- Certificate (Not accepted if handwritten or blank)

COMMUNITY WIDE ORIENTATION (CWO)

- Certificate (Not accepted if handwritten or blank)

Other Documents Not on List (Write what you are submitting)

Mision del Paso Contact Information: Phone: 831-7133

Rio Grande Contact Person: Patricia (Pat) Chavez Montes, EPCC Nursing Lab Facilities Supervisor
pmontes1@epcc.edu Phone: 831-4010 Fax # 831-4334

Email Instructions:

1 **To:** pmontes1@epcc.edu

2 In Subject, type your complete name and specify if you are RN Student, VN Student, Ranking Student, Transition Student, Paramedic to RN Student, waiting for (Advance Placement, LVN-RN Transition, Paramedic to RN Program)

Subject (example): Alexander Hall, RN Student

3 **Attachments:**

Make sure to attach this form & what you are submitting in PDF format.

Pictures of document not accepted (*Documents should be able to print actual size*)

4 **Message:**

Type your full Name & ID Number

"Submitting documents for clinical clearance"

If you are unable to turn in paperwork during my office hours, you can use this Nursing Transmittal form to e-mail or fax documents.

The transmittal forms and all Pre-Clinical Forms are located on the following location:

EPCC Website:

<http://www.epcc.edu/ssin/Pages/default.aspx>

scroll down to [SSIN Documents](#)

If you don't have access to a fax machine, the best option is to email the documents.

If you don't know how to scan documents and email them, you can go to the Rio Grande or Mission del Paso computer labs or Library for assistance.

Rio Grande Campus

1. Lab in room H-217 (Phone: 831-4521) is open the following hours:

| | |
|-----------|---------------|
| Monday | 8:00am-1:00pm |
| Tuesday | 8:00am-5:00pm |
| Wednesday | 8:00am-5:00pm |
| Thursday | 8:00am-5:00pm |
| Friday | 8:00am-2:00pm |

2. Lab in room B502 (831-4150) is open the following hours:

| | |
|-------------------|---------------|
| Monday-Thursday | 6:30am-8:30pm |
| Friday | 6:30am-4:30pm |
| Saturday & Sunday | CLOSED |

3. Library in room E-100 (831-4019/4018)

| | |
|-----------------|---------------|
| Monday-Thursday | 7:30am-8:30pm |
| Friday | 7:30am-2:00pm |
| Saturday | 9:00am-3:00pm |
| Sunday | 1:00pm-5:00pm |

Computer area Closes 30 minutes prior to closing.

Mission del Paso Campus

1. Lab in room C-123 (Phone: 831-7049) is open the following hours:

| | |
|-------------------|---------------|
| Monday | 7:00am-7:00pm |
| Tuesday | 7:00am-8:00pm |
| Wednesday | 7:00am-7:00pm |
| Thursday | 7:00am-7:00pm |
| Friday | 7:00am-4:15pm |
| Saturday & Sunday | CLOSED |

3. Library in Building C (831-7040/7057) is open the following hours:

| | |
|-----------------|---------------|
| Monday-Thursday | 7:30am-8:30pm |
| Friday | 7:30am-2:00pm |
| Saturday | 9:00am-3:00pm |
| Sunday | 1:00pm-5:00pm |

Computer area Closes 30 minutes prior to closing.