

TRANSCRIPTS

A complete set of your official transcripts are required and must be submitted to the Office of Admissions by **June 15, 2018**. All transcripts from previous schools attended must be forward to Quillen, even if already sent to AMCAS. A transcript request form can be found in the document section of [MyRecordTracker®](#).

LOCAL CONTACT INFORMATION

To assure timely contact with you while you are in medical school, Administration suggests you obtain a cell phone with a local (423 area code) number, you can do this by using [Google Voice](#). Doing so will alleviate the expense of obtaining a pager.

HOUSING

The Office of Student Services maintains an online listing of apartments, townhouses, condominiums, and houses for rent or for sale. The listings are submitted by current and graduating students, medical residents, and local landlords/listing agents in the community. The website can be accessed at:

<http://www.etsu.edu/com/studentsvcs/housing/default.php>

You are encouraged to check the site often as the listings will be continually updated through the spring and summer months. It is also a good idea to make housing arrangements early. If you are interested in having a roommate, we encourage you to communicate what you are looking for to Student Services (i.e., likes cats, tolerates dogs, within 1 mile of campus, cooks often or never), whatever you think is important in a roommate, and we will try to discretely share your information with other medical students based on your preferences. We will not make these arrangements for you, but will share preferences and contact information only. It will be up to the individual to make contact and all further decisions regarding suitability.

ETSU also provides an array of housing opportunities on campus for both individuals and families and a few of our students do live on campus. If you are interested in this type of housing, please follow this link: <http://www.etsu.edu/students/housing/>

If you are visiting Johnson City to find housing and would like an enrolled student to show you around, this may be possible through prior arrangement with either Sue Russell (423-439-2019) or Amanda Cole (423-439-2033). Please call as much in advance as possible. We can also provide you a map of Johnson City.

INSURANCE

Three types of insurance are required to be in force for all medical students for the entire period of their enrollment at Quillen. Details follow:

Disability Insurance

As a condition of enrollment at the College of Medicine, all students are required to purchase and maintain disability income insurance. The fee for the AMA-sponsored student disability income insurance is currently \$48.00 but the amount is subject to change for the upcoming academic year. The annual fee will be included on your fall fee bill. For benefit information, please see the current Schedule of Benefits at:

<http://www.etsu.edu/com/studentsvcs/healthcareinsurance/insurance.php>

Health Insurance

Students are also required to purchase and maintain health insurance as a condition of enrollment. All students must provide documentation of health insurance to the Office of Student Support Services on an annual basis. This information must be initially provided by **June 15, 2018**. Complete the Insurance Declaration Form, which is attached to this email, and upload to MyRecordTracker® along with the front and back of your insurance card. If you need assistance in obtaining coverage you may contact:

<https://www.ama-assn.org/delivering-care/health-insurance>

OR

http://www.hstinsuranceplans.com/blue-cross-blue-shield.aspx?utm_source=google&utm_medium=cpc&utm_content=BCAd4&utm_campaign=HealthcareHST&utm_term=health%20insurance&matchtype=p&network=g&device=c&adposition=1t1&devicemodel=&gclid=CjwKEAju9_jBRCXycSarr3csWcSJABthk07dt173w-oPkIXvRp_5py8lf5r1YyxhVBSp7px7ZIOdBoCk-zw_wcB

Malpractice Insurance

Currently, student malpractice insurance is provided by Quillen College of Medicine, Office of Student Services without cost to the student. Our vendor is State Volunteer Mutual Insurance Company.

HEALTH AND IMMUNIZATIONS:

All entering students must provide evidence that they meet specified health and immunization requirements, prior to beginning medical school as required by the AAMC. The information and necessary forms can be found via the online system [MyRecordTracker®](#); please refer to their email previously sent to you. Deadline for submission is **June 15, 2018**.

Failure to meet the above requirements and conditions **WILL** affect your matriculation.

Basic Life Support (BLS) for Healthcare Provider Certification Requirement:

As an entering student of ETSU Quillen College of Medicine, you are required certification in **BLS for the Healthcare Provider** (NOT Adult CPR nor Child CPR). It is **REQUIRED** that:

1. You must be certified **prior to orientation**.
2. A copy of your card must be uploaded to your personal file in MyRecordTracker®.

Certification in your home town:

Most community / area hospitals offer certification classes, or you can search online for the nearest site that provides classes and certifies based on the **American Heart Association guidelines for Healthcare Provider certification** (NOT Adult CPR nor Child CPR).

Renewal Requirement: Certification is valid for two years and you must re-certify prior to the expiration date on your card. *You are responsible for the renewal of your BLS certification **prior to starting your third year clerkships*** and must be uploaded to your personal file in MyRecordTracker®.

You will be required to provide, again, an updated copy of your certification card during orientation for the third year. Proof of certification is a requirement of the AAMC VSAS Application Service to schedule / participate in visiting electives during the fourth year. As you enter residency, you will be required to present your current BLS Healthcare Provider card as a prerequisite for Advanced Cardiac Life Support (ACLS).

ORIENTATION TO MEDICINE

Your orientation is scheduled for **July 16 & 17, 2018** classes will begin on Wednesday, **July 18th**. Orientation is required of all students entering medical school. The week will be capped off by the White Coat Ceremony on **Friday, July 20th**. We encourage you to invite family and significant others to this ceremony. Further information can be found on your *Incoming Student Webpage*

<https://www.etsu.edu/com/studentsvcs/incomingstudents/default.php>

COMPUTER REQUIREMENTS

All entering medical students are required to have a portable computer (laptop). Information can be found at:

<file:///T:/Student%20Affairs/Support%20Services/Orientation/2018/2018ComputerRequirements.pdf>

Further correspondence will be forthcoming at intervals throughout the next few months. We are excited about your joining us and the entire Quillen family. If we may be of assistance to you in any way, please do not hesitate to call on us. Please be sure to observe the deadline dates specified in this document.

Best wishes for a restful and exciting spring!

Sincerely,



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