

GRADUATION REQUIREMENTS

Before graduation, students must:

- Have all clinical competencies completed and documented. Students will *not* graduate until all requirements have been met and the clinical faculty has recommended the student for graduation.
- Complete all clinical hours, all patient contact requirements, and submit all required paperwork.
- Pass a standardized “clinic exit examination” or OSCE. This exam will be offered before spring quarter during a student’s final year in clinic. Students will be given the opportunity to remediate this exam one time if they fail to pass. If they fail the exam a second time, the student will be referred to the student progress committee. The exam is offered once a year at a designated time between clinical quarters. The student must participate in the exam at this time in order to graduate.

The following is a summary of specific requirements that need to be met in order to graduate and be eligible to take board examination:

SUMMARY:

Total number of shifts: 21 clinic shifts

Total number of hours: 1,224.5 (includes patient care, 132 hours preceptor, and interim clinic)

Total number of patient contacts: 350

GRADUATION ROTATION/SHIFT REQUIREMENTS

Total number of shifts:

- **21 clinic rotations/shifts** which includes 17 general patient care and 4 Physical medicine shifts. General patient care shifts include one mandatory counseling shift. A student may include one additional counseling shift or up to four homeopathy shifts as long as they exhibit competence in their general patient care shifts.
- 3 Clinical Laboratory Diagnosis with Labs
- 3 Preceptor Rotations/Shifts
- 44 hours of Interim patient care-available only during winter and spring breaks.

Required for clinical laboratory diagnosis:

- One lab rotation (3 quarters of lab portion of the Clinical Lab Diagnosis course)
- 99 hours, including class
- This lab rotation occurs on campus

Interim clinic requirements:

- All 44 hours must be completed in patient care and/or physical medicine
- Interim clinic is part of your quarterly shift requirement. Students must attend the same weekly shifts as scheduled the preceding quarter. Unapproved absences during interim will result in a requirement to make up the four hours missed plus an additional 8 hours of clinic shift time in addition to the interim hours requirement. A second violation results in failure of the quarterly shift with loss of all hours and contacts.
- Students are required to complete the interim hours before the spring quarter of their graduating year. There is no interim clinic between spring and summer quarter.
- An AC for interim depends upon successful completion of all required interim hourly shifts.

2. HOUR REQUIREMENTS

Clinic Entry I and II	25.5
Patient care hours	924
Lab rotation	99
Preceptor hours	132
Interim clinic hours	<u>44</u>
Total Hours	1,224.5

3. CREDIT REQUIREMENTS

Clinic entry I and II	-2
Patient care shifts	-42
Clinical lab diagnosis	-9 (including class)
Preceptor shifts	-3
Interim clinic	-2

4. PATIENT CONTACTS REQUIRED

Total number of patient contacts: 350

This includes patients seen in the 21 patient care shifts (homeopathy, counseling, physical medicine, substitute and extra hours, and interim). A *minimum* of 175 must be primary contacts. This does not include patient contacts gained in preceptor. This averages 16.7 patients for each shift.

MEDICAL RECORDS

Filing Forms in the Medical Record (Proper Placement) Patient records are divided into four sections: Front-Left; Front-Right; Back-Left; & Back-Right. Location for each form is below.

Front-Left (from bottom to top)

(Aged Straight Referrals)
Patient Information Form (PIF)
Authorization to Bill Third-Party Payer
Acknowledgement of Receipt for Notice of Privacy Practices
(Any specialty consent forms or authorization forms)
Consent for Treatment
Observation and Imaging Consent Form
Patient Profile
Pediatric/Adult Health Data Sheet
Supplement and Medication List
Patient Visit Summary
(Recent Straight Referrals)
Patient Intra-Clinic Referral Form
Life Contracts

Front-Right (Forms in this section are always filed in chronological order with most recent documentation on top. Documentation for the same DOS should be filed with progress notes on the bottom and copies of prescriptions, herbal formulas and treatment plans on top.)

Initial Consultation and Interview Form
Progress Notes for FOC and ROC visits
Prescriptions and Herbal Formulas (copies)
Treatment Plans and Instructions (copies)
(other reference information given to patient—copies)
Referral Letters/Other Correspondence
Diet Diaries (and other information, except outside hardcopy medical records provided by patient)

Back-Left (from bottom to top)

Notices of Disclosures
Copies of Authorization Forms for Releases Processed
Labs and Referred Procedures (most recent on top)

Back-Right (in chronological order with most recently received information on top)

Copies of authorization forms for pending incoming record requests
Outside Medical Records (copies of records received from other practitioners)