



Hackensack Meridian School of Medicine

Dear Hackensack Meridian School of Medicine 2022 Cohort,

Welcome to our HMSOM family! We are so happy to have you join us and are looking forward to seeing you at Orientation and getting to know you. Orientation for your cohort begins bright and early on Monday, July 11th 2022. We are excited to begin and guide you through your medical school journey!

Our mandatory Human Dimension Immersion and Orientation (HDIO) - your first 2 weeks of medical school is designed to prepare you for the academic rigor at HMSOM and help you start off your first year of medical school successfully. You will be introduced to our campus, helpful resources, and will have the opportunity to participate in academic and community building activities with your cohort, faculty, and administrators.

Below you will find **the official mandatory checklist** which you must complete before matriculation. As you prepare to join our school, it is imperative that you use the checklist below to read important information, resources, and complete required forms and training before the first day of your Orientation on July 11.

A few IMPORTANT NOTES:

We will communicate with you through your personal email until an **hmhn.org** email is assigned to you. The mandatory orientation begins on Monday July 11 at 7 am and extends through Friday, July 22. There will be no required activities on Saturday, July 16 and Sunday, July 17. Days will usually extend from 8am through 5 - 6pm with some required and optional evening activities. Please plan accordingly.

The **White Coat Ceremony** for the 2022 Cohort will be held on **Monday, July 18 at 6 pm** at the New Jersey Performing Arts Center. Each student will be permitted 2 guests only. More information will be provided as the day approaches.

If at any time you have any questions, please contact the Office of Student Affairs and Wellbeing at SAW@hmhn.org.

We look forward to welcoming you!

ONBOARDING CHECKLIST FOR 2022 COHORT

Apply for Financial Aid

If you have not done so already, complete the FAFSA online at www.fafsa.ed.gov. Use the School Code 042933-00. Review your award letter and **follow all instructions** so that your student loans can be disbursed on time (expected mid-July).

If you have any questions please contact Diana Parra, Director of Financial Aid and Robert Macauley, Director of the Office of Student Financial Services at SFS@hmn.org.

Final Transcripts

Please be sure to submit official transcripts from all institutions attended, including degree bearing to the Office of Admissions. Final transcripts must be submitted prior to matriculation.

If you have any questions please contact Hilda Williams, Director of Admissions, at somapplications@hmn.org.

Comply with Immunization and Health Form Requirements

Hackensack Meridian School of Medicine requires all incoming students to complete the health documentation form. This information is necessary for your safety as well as the protection of colleagues, patients, and staff. All Hackensack Meridian School of Medicine (HMSOM) policies are based on CDC recommendations and NJ state law for health care workers, including students. Compliance with these regulations is an important professional responsibility of all health care workers.

If you have any questions, please contact the Office of Student Affairs and Wellbeing at HMSOMCompliance@hmn.org.

HIPPA Form

The HIPPA form is a requirement for all medical students to sign. It is the individual authorization for release of private health information. Please sign electronically [here](#).

If you have any questions, please contact Susan Bolton at hmsomcompliance@hmn.org.

BLS/CPR

As part of your medical education, you are **required** to complete the Heartcode BLS/CPR training. This skills training includes an online portion and in-person training by Hackensack Meridian Health Occupational Health Team. You will be *assigned* to attend in-person training during HDIO and will receive your assigned date and time before HDIO begins.

Prior to the in-person session, you'll need to complete the online portion of Heartcode BLS through the American Heart Association (AHA). To participate in the Heartcode BLS on-site skills training, you **must** present a certificate of completion. An auto-generated email from the eLearning platform will be sent to

you before HDIO to complete the BLS Heartcode Online. This online portion takes about an hour and a half to complete and is due **Monday, July 11th, 2022**.

If you do not receive this auto-generated email by **July 8th, 2022**, please contact saw@hmn.org

Please note that even if you have recent BLS/CPR training from a previous institution, you are required to complete the HMH training course.

FIT TEST

Fit testing is a requirement for the Hackensack Meridian Health network, and it will be done during your in-person BLS/CPR Skills training. You must completely fill out our [OSHA form](#) by Friday, July 8, 2022 (prior to the start of HDIO).

If you have any questions, please contact saw@hmn.org

Health Insurance

Hackensack Meridian School of Medicine requires all students to either [enroll or waive](#) in the student health insurance plan each year. The 2022-2023 health insurance policy runs from 7/1/2022 to 6/30/2023. Students with comparable, comprehensive coverage can waive coverage no later than **July 29, 2022**. Any student that fails to waive by that date will automatically be enrolled. There are no exceptions. **All students must be covered by health insurance.**

Please contact customerservice@firstriskadvisors.com for assistance enrolling or waiving.

If you wish to look at other options of health insurance, please contact Saw@hmn.org

Optional Insurances:

- Vision and dental insurance policies are available for purchase directly with Gallagher Student Health which can be found by clicking [here](#).
- Personal Property Insurance and other optional insurances can be found by clicking [here](#).

Student Email Address

Once you have accepted your offer to attend HMSOM and have paid your fee, you will receive your school email address and log on information from the Office of Admissions. **Please note, email addresses and log on information will be distributed in mid May.**

For new students, all emails will go exclusively to your school email starting **July 1, 2021**. Make sure you check regularly so that you do not miss out on any important information and announcements! Also, become familiar with the G-Suite of products as the HMSOM and all HMH hospitals have all “gone Google” and use Google products exclusively.

If you have any questions please contact HMH IT 848-237-3333 or email itservicedesk@hmn.org.

SOMA Portal Access

Access the SOMA (*School of Medicine Access*) portal using the student credentials sent to you (Reminder: HMH network ID which may look like ND1234 or mary.smith). Review important announcements and

check the “Tasks” tile for items to be completed”. You may also update your mailing addresses, emergency contacts as well as other personal information such as your gender identity, pronouns, and diploma name.

If you have any questions, please contact Deborah Ebbert, Registrar, at deborah.ebbert@hmn.org.

Tuition & Fees, Billing and Payments

Students will be billed at the end of June 2022. The billing due date is **July 22, 2022**. Tuition and fees schedules can be reviewed [here](#). HMSOM accepts electronic payments via the SOMA portal. You may pay using ACH (free e-check) or credit cards (merchant fees apply). Click Financial Accounts to make a payment once you have been billed.

Checks may be mailed to: Hackensack Meridian School of Medicine, Office of Student Financial Services, 123 Metro Way, Suite 5300, Nutley, NJ 07110.

If you have any questions please contact Diana Parra, Director of Financial Aid and Robert Macauley, Director of the Office of Student Financial Services at SFS@hmn.org.

Direct Deposit Sign-up or Update Bank Account Information

For students that expect funds for living expenses, the fastest and easiest method of delivery is direct deposit.

- From the [SOMA portal Student Home Menu](#), proceed to Financial Accounts>TouchNet Payments and Refunds
- Please be sure *pop-up blockers are off* so that a new window can launch; it will take a few seconds to redirect.
- Click on “Refunds” & add your account information/Update your account information. Please sign up or update your information by **July 1, 2022**.

If you have any questions please contact Diana Parra, Director of Financial Aid and Robert Macauley, Director of the Office of Student Financial Services at SFS@hmn.org.

Release and Waiver of Liability

Hackensack Meridian School of Medicine is involved in many on campus and off campus events, programs, and community services. It is important that you sign a [Release and Waiver of Liability](#) to be able to participate in all future events.

Deadline to complete this form is July 1st 2022.

If you have any questions, please contact saw@hmn.org.

Consent and Release for Use of Student Images

Please sign the [consent and release form](#) to give Hackensack Meridian School of Medicine permission to photograph, publish, reproduce, record and use photographs, motion pictures, videotapes or audio tapes in order to memorialize your presence and activities at Hackensack Meridian School of Medicine.

Deadline to complete this form is July 1st 2022.

If you have any questions, please contact saw@hmn.org.

[Student Reasonable Accommodation Request Policy](#)

The Hackensack Meridian School of Medicine (HMSOM) is committed to ensuring a supportive environment for students with disabilities by providing the opportunity for full participation in the HMSOM community. HMSOM complies with federal and state laws prohibiting discrimination against any applicant or enrolled student on the basis of disability, in accordance with its obligations under the Americans with Disabilities Amendment Act of 2008 and Section 504 of the Rehabilitation Act of 1973. Please take a moment to read our policy by [clicking here](#).

HMSOM Student Accessibility Services review requests from students who self-identify their documented disabilities and seek reasonable accommodations. To request an accommodation please [click here](#). Please email the completed form to Dr. Grace Bandoh Grace.bandoh@hmn.org.

[Parking Form - Optional, if you have a car.](#)

ALL HMSOM students must complete the parking form located [here](#). Parking permits allow students to park at the IHS campus in Nutley and all the HMH network hospitals.

Please complete the parking form located [here](#) no later than **July 30, 2022**.

If you have any questions, please contact melissa.thompsonz@hmn.org.

[HUMC Access Form](#)

All HMSOM students must complete the [HUMC Access Form](#) in order to receive access to parking and scrubs while at HUMC.

Please complete this no later than **July 1st 2022**.

If you have any questions, please contact saw@hmn.org.

[Incoming Student Profile and White Coat Order](#)

The Office of Student Affairs and Wellbeing strives to create an environment of belonging and community for all students. A big part of doing this is getting to know you! Please take a moment to complete the Student Profile form and share with us your interests, hobbies, and more.

In addition, on this form you will have the opportunity to select the size of your free personalized white coat which you'll receive during your Orientation.

Deadline to complete this form is July 1st 2022.

If you have any questions please contact Jessica Lucas, Director of the Office of Student Affairs and Wellbeing at saw@hmn.org.