

**From:** Shumate, Amy N.  
**Sent:** Wednesday, February 12, 2014 4:51 PM  
**To:** UMHS - MU Med School 2015  
**Cc:** Gay, John W.; Brown, Rachel M.; Kane, Kevin Y.  
**Subject:** M4/VSAS reminders  
**Importance:** High

Good afternoon,

I know some of you have started the process of gathering documentation for VSAS (and that's a very good thing). I thought I would provide some additional VSAS/away rotation information to help you navigate through the application process—and tie you over until our class meeting on Feb. 24th. Please remember the M4 Procedures Guide also covers a great deal of this information as well. It also outlines OME deadlines regarding uploads to VSAS and signing applications from non-VSAS schools. Please plan accordingly and allow yourself plenty of time to get everything done before the submission deadlines. We will require a minimum of 1 to 7 business days depending on the documentation.

**\*\*The [offsite agreement form](#) is conveniently provided to you in your M4 Procedures Guide. You do not have to make a separate trip to the OME to get this document.**

**\*\*You will upload your [immunization forms/records](#) into VSAS. I can't do that since immunization information can't be routed through the OME in order to protect your confidentiality and privacy. This process will be between you, Student Health, and the school you are applying to.**

**\*\*[Supplemental Documents Upload](#): You can upload "extras" like personal statements, background checks, hipaa certification, bls cards, and letters of recommendations directly into VSAS. Please consult trainings guides/tutorials in VSAS for more information.**

**([additional background check info](#)):**

**[Background Checks](#)**—Pay close attention to the visiting schools background check requirements. Some schools will require specific checks and multiple ones too (for example, University Hospital requires our visiting students to complete 4 different checks). Many students go through the MO state highway patrol and this seems to be sufficient for most schools. You will upload the documentation into VSAS through the supplemental documents upload. Please do forward a copy to me. I can't keep them in my office

(again, to protect your privacy and confidentiality). **Also, I can't make recommendations for background screenings. If you are unsure of what you need, then you will need to contact the visiting schools and confirm what they require.**

**\*\*Some of you may be in need of a scanner in order to upload documents into VSAS. The library has several scanners in the computer lab for your use. There is no charge to use them and library staff is available if you need assistance.**

**\*\*Before I can "release" your applications to visiting schools you will need to provide me with the following documentation if it is required (accepted via email, fax, and in person):**

**\*\*HIPAA certification**—Consult the M4 Procedures Guide for the required process. Be sure to keep a copy for your files as well and/or load into VSAS under supplemental documents.

**\*\*Mask Fit Test**—Consult the M4 Procedures Guide for the required process if it is required by a host school.

**\*\*Transcripts**--Consult the M4 Procedures Guide for the required process. You may submit in person or ask to have it forwarded to me.

Thanks and good luck with your away applications. I know it can be a very complicated and time consuming process. Be sure to pay close attention to deadlines and school requirements. Once you have approval from the visiting school, you can begin completing the offsite agreement form. This form can be submitted starting April 1st.

Amy

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