



Emory Radiology Observer Program Application Instructions

Emory Students:

1. Complete one page “Emory Radiology Observer Application: Preliminary Form” included below and return form to the Emory Radiology Observer Program (EROP) coordinator at wanda.dozier@emory.edu.
2. Once you receive approval from the EROP coordinator, contact an Emory Pre-Health advisor for further instructions. Appointments with a Pre-Health advisor can be made at <https://prehealth.emory.edu/>. Additional information on this step is available at: <https://prehealth.emory.edu/documents/prepare/Emory-Healthcare-Observership-Prerequisites.pdf>.
3. Complete the supplemental application from the Emory Office of Observership Credentialing (EOOC, observership.credentialing@emoryhealthcare.org). A link to the EOOC application will be emailed to you. Final approval will be emailed to you once the EOOC processes the supplemental application.

Non-Emory-affiliated Applicants:

1. Complete one page “Emory Radiology Observer Application: Preliminary Form” included below and return form to the Emory Radiology Observer Program (EROP) coordinator at wanda.dozier@emory.edu.
2. Once you receive approval from the EROP coordinator, complete the United States Federal Health Insurance Portability and Accountability Act (HIPAA) privacy and data security training. Non-Emory-affiliated applicants will need to create an account on the HealthStream Learning Center Express Site at www.healthstream.com/hlc/emoryhc. The training is comprised of two courses entitled “HIPAA Basics (PA),” and “EHC Information Security and Privacy FY24.” After enrolling in and completing the courses, download “pdf” copies of your certificates of completion.
3. Send the documents listed below to the Emory Radiology Observer Program (EROP) coordinator at wanda.dozier@emory.edu. (Note: these documents will also be requested by the Emory Office of Observership Credentialing, which is an administrative office outside of Radiology.)

Required documents:

- Certificates of completion of required HIPAA training courses (see step 2 above).
 - Documentation of Identity (see notes below)
 - Curriculum Vitae
 - Complete immunization and wellness records (see notes below)
4. Complete the supplemental application from the Emory Office of Observership Credentialing (EOOC, observership.credentialing@emoryhealthcare.org). A link to the EOOC application will be emailed to you. Final approval will be emailed to you once the EOOC processes the supplemental application.



Emory Radiology Observer Program Application Notes

Valid forms of documentation of identity:

- Copy of Passport from any country OR
- United States Residents only
 - Valid state issued driver's license, learner's permit, or identification card OR
 - U.S. Active Duty/Retiree/Reservist Military ID card
 - Permanent Resident Card

A complete set of immunization and wellness records must include one option from each of the following categories:

- For Measles, Mumps, and Rubella (aka MMR) applicants must provide
 - documentation of two live attenuated MMR vaccines **OR**
 - documentation of positive individual titers
- For Varicella (aka Chicken Pox, VZV) applicants must provide
 - documentation of Two live VZV vaccines **OR**
 - documentation of positive titer
- For Hepatitis B applicants must provide
 - documentation of three dose Hepatitis B Vaccination **OR**
 - documentation of positive Hepatitis B Surface Antibody (HBVSAB) titer
- For Influenza (aka Flu) applicants must provide
 - Documentation of vaccination within 9 months of start date of observership **OR**
 - Emory Healthcare waiver signed by physician or religious leader
- For Tuberculosis (aka TB) applicants must provide
 - Negative T-Spot test **OR**
 - Negative QuantiFERON TB Gold Blood test (a.k.a. Interferon-Gamma Release Assays or IGRA), current within 3 months of observership start date.

Applicants with positive TB serology or a history of compromised immunity must provide a chest x-ray report documenting negative findings for TB and a physician's note documenting their wellness.

COVID-19 immunization is recommended but not required and does not required submission of documentation