

HOME CARE SERVICES (HCS) STUDENT GUIDE

Home Health – Metro and Regional Hospice – Metro, Regional and Residential Palliative Care - Hospitals and Community

IMPORTANT NOTES FOR STUDENTS AND FACULTY

1. **All the Allina Health Onboarding standards do apply.**
2. **Students are not allowed to ride with the mentor for clinical experiences.** Students must provide their own transportation to and from patient visits. Students must protect HIPAA information, which means that they may ***not*** have someone else drive them to a patient's home. Due to the considerable risk and liability, students who do not follow these expectations may have their clinical experience terminated.
3. **Documentation and HIPAA requirements.**
 - a. All students must comply with HIPAA Standards.
 - b. All students will be expected to complete a web-based training for Excellian access and HCS Laptop Basics (required for reviewing or documenting in the patient's records).
 - c. Not all students will need to document in the patient's records. If you have questions about documentation expectations, please contact your faculty or preceptor.
 - d. Nurse Practitioner and Rehab students at HCS are often issued a loaner laptop or a soft access token; please contact the hosting department operations contact if you have questions. If needed/provided:
 - i. The hosting department will submit the needed request/s.
 - ii. It is critical that you safeguard all data while in car or at home.
 - iii. If remote access token is approved by Allina Information Technology (IT), an email will be sent to the student with instructions for connecting with IT to have the token installed and activated. Access is granted after the student meets with IT.
 - iv. Loaner laptop or Soft Token access must be returned/access terminated immediately at the end of the clinical experience.
 - e. If documentation is necessary when Excellian Access is not available, you will use paper downtime forms.
 - i. Students cannot take the forms with them to use as notes for their clinical experience. This would be a HIPAA violation.
 - ii. If you wish to see a sample of the downtime form or have questions about documentation, please discuss this with your preceptor.
4. The HCS team works mostly in the field or remotely. It is important that you know exactly where to meet your preceptor/mentor and how to contact them for last minute changes. Please discuss this in advance with your preceptor.

For more information see: [Home Health Services | Allina Health](#)

We hope that you will consider Home Care Services in your future. Thank you.