



## Medical Student Preceptor Guide

Welcome to the CommunityHealth team. We are excited to have you as a preceptor for our Student-Run Free Clinics. In this document, you will find resources and expectations that will help you in your role.

CommunityHealth's mission is to serve people without essential health care. We provide care to uninsured and low-income individuals who face many barriers to care. As a volunteer-based clinic, we depend on collaboration with our training programs to meet the demand of our patients, and we are dedicated to carrying out our secondary mission of training future healthcare professionals. We are here to support you and ensure that you have the tools you need to treat your patients and have a meaningful training experience.

To ensure that CommunityHealth patients receive high quality care and that students receive the appropriate supervision, the following guidelines have been established.

### CommunityHealth Staff

**Malon Hodges** –  
Volunteer and  
Training Programs  
Coordinator (VTPC)  
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|773.969.5946

**Jazmin Ascencio** –  
Clinic and Lab  
Coordinator  
[jascencio@communityhealth.org](mailto:jascencio@communityhealth.org)  
|773.969.5927  
Jazmin oversees  
clinic Mon, 5-8pm

**Jessica Santillan** –  
Clinical Support  
Coordinator  
[jsantillan@communityhealth.org](mailto:jsantillan@communityhealth.org)  
|773.969.5954  
Jessica Santillan  
oversees clinic Wed,  
5-8pm

**Ana Sanchez** – Clinic  
Manager  
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|773.969.5915  
Ana oversees clinic  
Sat, 9-1

### Commitment + Schedule

We ask that preceptors volunteer on average at least one time per month. This ensures the attending's EMR account stays active, and we can build continuity into patient visits. Additionally, monthly service ensures a strong foundation and steady learning curve in terms of our services, resources, and EMR.

**Cancelation Policy:** If you cannot precept on your assigned date, please inform the physician coordinator ASAP. Note: Residents are not allowed to see patients without an attending present.

### Services

CommunityHealth offers a wide range of services- primary care and over 20 specialties including vision, dental, lab, pharmacy, mental health, and health education. Our clinic leads will be there to support you with any referral needs. We offer in-house referrals for the following:

- Allergy + Immunology
- Cardiology
- Dermatology
- Ear Nose and Throat
- Endocrinology
- Gynecology
- Gastroenterology
- Podiatry
- Musculoskeletal
- Physiotherapy
- Nephrology
- Neurology
- Ophthalmology
- Oral Health
- Pulmonology
- Nephrology
- Registered Dietician Counseling
- Rheumatology
- Urology
- Sleep Medicine
- Emergency Medicine
- Physical Therapy

You can find a list of referrals and corresponding wait times in clinic.

If patients require labs, they will need to schedule a separate appointment, often available the same day. Additionally, we offer point of care testing such as EKG, rapid strep, Hemoglobin, blood glucose, urine dipstick, urine HCG, rapid INR, and ketones. Please consult with your clinic lead for assistance.

### **Clinic Responsibilities**

Athena is CommunityHealth's EMR. In preparation for clinic, the VTPC will prepare your Athena account and share your login information. Please review CommunityHealth's EMR training resources that will help you with our EMR workflow.

- [Attending Athena Tutorial](#)- this document provides in-depth explanation of how to chart and highlights the nuances of the medical school precepting at CommunityHealth

### **Tending to your Clinical Inbox**

All attendings must close encounters by 11:59pm the night of the clinic. This is a Patient-Centered Medical Home (PCMH) guideline that we are required to report. Please be sure to coordinate with students if the encounter is open before leaving clinic. The resources below will help you navigate the inbox:

- [Closing encounters](#)- demonstrates how to close an encounter
- [Forwarding results](#)- demonstrates how to review and release lab results
- [Provider resource folder](#)- aggregation of EMR resources

Because attendings rotate for clinics, you will be expected to review and release results for patients you have not seen. It is crucial that you clear the inbox each clinic session.

### **Structure**

To ensure optimal patient care, contact, and instructional time there should only be 4 patients for every attending. Residents (PGY2+) can precept along with an attending, but there will only be two patients per resident on the schedule.

### **Punctuality**

Clinic begins at 5:00 PM on Mondays and Wednesday and 8:50AM on Saturdays. The session begins with a huddle led by the clinic coordinator. Please arrive by 5:30pm or 9:20am. If you would like to review huddle topics or attend huddle via zoom, links are found on the [provider homepage](#).

Thank you so much for volunteering as preceptor at CommunityHealth. We are grateful for your commitment to serve people without essential healthcare. Please let us know if you have any questions about your duties as preceptor. We appreciate you!