

What to Expect from Onboarding to Rotation

MEDICAL SCHOOL PARTNER PROCESS DOCUMENT

With your partnership agreement signed, here are the next steps you can expect before students rotate.

For School Payers



1. Collecting Requirements

AMO will work with your coordinators to collect your requirements for:

- Site locations
- Specialty and board certifications
- Inpatient time
- Hour requirements

2. Selecting Programs

Coordinators can apply on behalf of students or email AMO to request a list of programs based on location, specialty, and month.

3. Approving Programs

Once programs are selected, AMO will work with your team and the sites to clear programs in alignment with school's requirements.

4. Signing the Affiliation Agreement

With the request approved, AMO works with the selected clinical sites to sign your affiliation agreement. This agreement is a two-party contract between your school and the preceptor/site.

5. Securing Hospital Affiliations

If a selected site has no hospital affiliations, AMO will work with your coordinators to obtain those. Because hospitals are more receptive to requests directly from schools, we will ask you to reach out. However, AMO will support your coordinators throughout this step.

6. Invoicing and Payment

AMO will send an invoice to your designated contact person. Sending the invoice reserves each student's spot, making it unavailable in our system for others to reserve.

7. Students Rotate

AMO assigns students a personal Coach to support the student through onboarding, travel, and rotation. After the rotation, we assist your team with obtaining the evaluation.

1. Collecting Requirements

AMO will work with your coordinators to collect your requirements for:

- Site locations
- Specialty and board certifications
- Inpatient time
- Hour requirements

2. Selecting Programs

Students search for programs on the AMO platform that meet their location, specialty, and schedule needs. Students will work with an AMO Advisor to select a program. This Advisor will then work with your coordinator to ensure the program meets your school's requirements.

To streamline the process, students should be aware of any curricular requirements prior to meeting with an AMO Advisor.

3. Approving Programs

Once a program is identified, an AMO Advisor will work with both your coordinators and the clinical site to approve the program for university credit in line with school's requirements.

At this point, AMO will collect a pre-payment from the student via invoice to make the request. If not approved, the student can try a different program or choose to be refunded.

If approved, the student will be reserved.

4. Signing the Affiliation Agreement

With the request approved, AMO works with the selected clinical sites to sign your affiliation agreement. This agreement is a two-party contract between your school and the preceptor/site.

5. Securing Hospital Affiliations

If a selected site has no hospital affiliations, AMO will work with your coordinators to obtain those. Because hospitals are more receptive to requests directly from schools, we will ask you to reach out. However, AMO will support your coordinators throughout this step.

6. Enrolling and Rotating

If the student is approved during step three, they will be reserved and assigned an AMO Coach who will work with them to enroll. Their Coach will also support them before, during, and after the rotation from onboarding, travel, and obtaining an evaluation.