

OWATONNA HOSPITAL TIPS FOR STUDENTS AND FACULTY

Patient and Visitor Information: <https://www.allinahealth.org/owatonna-hospital/patient-and-visitor-information>

Here are a few quick tips for students and faculty.

1. **Where should I park?** In front of the hospital, two rows farthest away from the building on the right side.
2. **How do I find a unit?** Ask at the main information/reception desk by the front door.
3. **Where can I eat onsite?** Prairie Meadows café from 6:30 AM to 10:30 AM and 11:00 AM-6:30 PM.
4. **What do I do if I need an access badge?** Photo ID badges are provided by the school. If the department determines the need for access badges, ONLY what is minimally needed will be granted. Preceptors or faculty should always be supervising students.
 - ❖ If the unit leadership determines an access badge is needed:
 - Faculty must send the Final Roster to DL.OwatonnaBadgeAccess@allina.com.
 - Faculty (for groups):
 - Pick up the temporary badge directly from the security office for entire group.
 - Collect the badges from the students at the end of the last clinical day and return to security.
 - Preceptorship students:
 - Pick up their badge on the first day.
 - Return their badge directly to the security office on their last clinical day.
5. **Who to contact if you have issues or questions:**
 - ❖ **Excellian** – Call IS Helpdesk 612-262-1900. The student may not be on the clinical site until access is active, due to HIPAA and compliance requirements. If student needs to leave the clinical site, the faculty should notify AllinaAcademics@allina.com.
 - ❖ **ADC – Omnicell Access.** Contact the local site pharmacy first.
 - a. Ensure the school has sent the final roster to the pharmacy directly with the specific unit and student access numbers.
 - b. Students must be fingerprinted at the ADC, but must **NOT** be given temporary access.
 - c. If EAR (Electronic Access Request) is missing, contact Danielle Pino at studentonboarding@allina.com
 - d. This will not be resolved immediately. The student may NOT be involved in medication management activities until access has been activated.
 - ❖ **Access badges (if needed)** DL.OwatonnaBadgeAccess@allina.com. Ensure school sent final roster.
 - ❖ Possible **future employment:** HR or <https://jobs.allinahealth.org/>
 - ❖ **All other questions/issues:** AllinaAcademics@allina.com.

We trust you will find your experience rewarding and hope that you will consider Owatonna Hospital in your future career options. Thank you.

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