



**DEPARTMENT OF THE ARMY**  
WOMACK ARMY MEDICAL CENTER  
FORT BRAGG, NORTH CAROLINA 28310-5000

MXCX-DME-GME

12 FEB 2014

FOR VISITING RESIDENTS AND STUDENTS

SUBJECT: CAC Exempt laptop/tablets-students

1. In order for you to receive a laptop from the GME office you must:
  - a. Complete in processing with the GME office, to include the background check.
  - b. Complete HIPAA and Information Assurance (IA) training
  - c. Sign the Womack Army Medical Center Information System (WIS) Acceptable Use Policy – Sensitive Unclassified Information 9SUI) Form. IAW AR 25-2 Dated 15 July 2008
  
2. Once the above in processing steps have been completed and verified your next step will be to go back to the Administrative Services Branch (ASB)- Badging Office to receive a username and password. The username and password will allow you access to the laptop/tablet; you will need separate passwords for both CHCS/AHLTA & for ESSENTRIS.. Each Password must contain the following:
  - Greater than = 10 less than 14 CHARACTERS
  - 2 upper case
  - 2 lower case
  - 2 numbers
  - 2 special characters- ! @ # \$ % ^ & \* ( )
  - and two of any combo
  
3. The computers will allow you access to the patient electronic medical records through CHCS/AHLTA or ESSENTRIS. You will also have access to the internet and to the AMEDD Virtual Library.
  
4. For information on how to use the AMEDD Virtual Library contact the Medical Librarian at 907-READ (7323). Please do not abuse the privilege of this access. Our IT department monitors web usage in the facility, and remember your HIPAA and IA training as well.
  
5. The HSS assistant Mr Ed Zamora (643-1832) will issue you a laptop/tablet from a Dock & Lock located in the Clinical Investigation area when you in process. You will sign a hand receipt DA FORM 2062 for the laptop/tablet and you will be responsible for the laptop/tablet as long as you are rotating at Womack Army Medical Center (WAMC). If you are performing your clinical rotation at WAMC you will also be issued a key specific to one of the Dock & Lock drawers associated with your laptop/tablet. The key is also your responsibility, you will lock your laptop/tablet when not is use and prior to leaving the facility.

If you are a student that is ending on a Friday and beginning another rotation on Monday you will not have to resign DA FORM 2062.

6. If you are a student rotating at one of the following outlying clinics, these are the contacts:
  - a. Clark Health Clinic – NCOIC SFC Hamilton
  - b. Joel Health Clinic – SFC Perez
  - c. Troop Family Medical Clinic – SFC Taylor
  - d. Robinson Health Clinic – SFC Johnson

You will be issued a laptop/tablet and charger at WAMC but will not receive a key. You are still responsible for the laptop/tablet but you will be docking your laptop/tablet at the outlying clinic when you are completing your rotation. You will report to the clinic NCOIC for orientation. At the end of each day you will be required to dock your laptop/tablet at the Dock & Lock, and pick it up each morning. This ensures that the laptop/tablet can receive any required update.

7. The laptop/tablets are required to stay onsite at all times because of network security, damage and loss of property concerns.

8. The laptop/tablets should hold a 5 (five) hour charge, but it may go longer depending on usage. Please be attentive to the battery charge during your clinic or ward day. If you need to recharge your battery plug in your charger or return your laptop/tablet to the Dock & Lock to reconnect to the charger and the network.

9. At the end of your clinical rotation you will contact the HSS assistant Mr Zamora at 643-1832 and coordinate a date and time to sign the laptop/tablet back in.

10. Please sign this document to confirm your understanding of responsibility and commitment to care for the laptop/tablet while performing your clinical rotation.

11. If for any reason you do not comply with the above requirements the issue will be brought forward to the Director of Medical Education and to your University Program for action.

12. Laptop/Tablet Will Not Be Taken Home. \_\_\_\_\_ Initial

\_\_\_\_\_  
Student Signature

Date signed out \_\_\_\_\_

Date signed in \_\_\_\_\_