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# Staff Orientation

## For Students Only:

Please have each student fill out the Student Orientation Checklist (PDF) along with the signed and completed forms: Confidentiality and Data Security (PDF), Acknowledgement of Receipt (PDF) and **results of online orientation test** for each student. In addition, please fill out one Attestation form (PDF) with all attending students' information. Please give the completed forms to the Clinical Educator at Lakeside Medical Center, 561-996-6571 (ext 348245).

Please remind students that they are to be present on the floor by 7:45AM to receive their report.

To help us improve our student nursing program, please complete the Student Evaluation upon the completion of your rotation.

For Students, Vendors & Employees:

If you need to complete the **Lakeside Medical Center Orientation, Compliance 2017-2018**, or **HIPAA 2017-2018** courses, please read the below instructions.

## Presentations:

If you are a student or vendor and this is your first time taking the courses, please register here.

**If you are a new or current Lakeside Medical Center employee without an account, please register here.** During registration you will be prompted for a registration code. If you have not been given this registration code, please contact Human Resources at (561) 804-5851.

If you already have an account, but have forgotten your password, you may reset it here.

**\*If you experience difficulties with the course, refresh the session or simply close the session and reopen the course link. The system will remember where you left off. For additional help, contact us via email.**

## Review:

Please read the following policies/instructions prior to completing the forms.

- Standards of Conduct (PDF)
- Notice of Privacy Practices (PDF)

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- Compliance Hotline Usage (PDF)
- Standards of Performance (PDF)

## Forms:

Please print and complete the following forms and return to your instructor.

- Confidentiality and Data Security (PDF) (Included in the HIPAA course)
- Acknowledgement of Receipt (PDF)

## For Employees Only

Please complete the below presentation on Risk Management and print the certificate at the end course. Please submit the certificate to Lisa Wade, Risk Manager at Lakeside Medical Center, (561) 996-6571 (ext 348593).

If you have not taken a course at My Health Care District Training before, you will need to register an account. Lakeside Medical Center employees will need to register here. During registration you will be prompted for a registration code. If you have not been given this registration code, please contact Risk Manager Lisa Wade at (561) 996-6571, ext 348593.

If you already have an account, but have forgotten your password, you may reset it here.

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- Risk Management Annual Training

Free viewers are required for some of the attached documents. They can be downloaded by clicking on the icons below.



Contact Us



Map & Directions



About Us

# Support

Contact Us

Notice of Privacy Practices (PDF)

Privacy Policy & Disclaimer

FEMA DR-4337-FL Public Notice (PDF)

Non-discrimination Notice

ADA Notice

Department of Transportation Notice

Employee Access Center

## Public Meetings

see all meetings

Health Care District Board of Commissioners Strategic Planning Session

**Date:** July 30, 2019

**Location:**

Hilton West Palm Beach

600 Okeechobee Blvd

West Palm Beach, FL 33401

## Social Media

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