RICE UNIVERSITY
Academic Advising

Office of Academic Advising
Aliya Bhimani, Christine Martinez
713-348-2637
hpa@rice.edu

UNIV 330 - MERLIN Guide

Congratulations! You have been selected to move forward with the next steps in registering for UNIV 330 Medical Exploration and Observership. In order to be approved to shadow at Houston Methodist Hospital and subsequently register for UNIV 330, you will need to submit the Methodist Education and Research Learner Information Network (MERLIN) application by **10:00am CST, Friday, July 9, 2021** and complete the associated MARS online module training by **10:00am CST, Friday, July 30, 2021**.

If you have previously volunteered or shadowed at Houston Methodist Hospital and have completed the MERLIN application and MARS training modules prior, please email us at hpa@rice.edu so that we can determine how to proceed with your registration for UNIV 330.

In order to allow time for application processing, failure to meet the established deadlines will result in the closure of your UNIV 330 application.

If you are an international student, please email hpa@rice.edu immediately notifying us of your international status so we can send further instructions for the MERLIN application, as there are additional steps required by Houston Methodist Hospital.

The established deadlines are firm, so please contact us immediately at hpa@rice.edu if you encounter any problems, have questions, or are no longer interested in registering for UNIV 330 Medical Exploration and Observership. We are here to help guide you through this process to best prepare you for shadowing at Houston Methodist Hospital.

Additional Resources

The documents listed below are to help guide you through the MERLIN application and submit it completely. Please review them fully, and contact hpa@rice.edu if you have further questions.

- UNIV 330 FAQ
- MERLIN Required Documents
- Official Methodist MERLIN guide: The PDF guide will show you how to navigate MERLIN, and how to submit each part of the application. **This guide is for general use, and is not specific to UNIV 330, so please review our guide for course specific instructions.**
- MERLIN FAQ
- If you encounter technological issues, email merlinsupport@houstonmethodist.org

For your convenience, this guide uses screenshots of the application with placeholder information. When completing the application, input your own personal information – NOT the placeholder information.

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Before the Application

Please be aware that the MERLIN application contains several steps that have associated fees. If you have any questions regarding the associated fees due to financial need, please contact us at hpa@rice.edu **immediately** so we can discuss options on how to proceed.

Account Creation – Deadline on Friday, May 28th at 10:00am CST
NOTE: If you do not create an account in MERLIN and send confirmation to hpa@rice.edu by Friday, May 28 at 10:00am CST, you will receive an email notifying you that your application was deemed incomplete and are therefore ineligible to register for UNIV 330.

To create a MERLIN account, visit https://merlin.houstonmethodist.org/Merlin/Home.aspx and click "Register".

This will link to a page where you input your name, personal email, and create a username and password.

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Merlin Registration

Please use a personal email address such as Gmail, Hotmail, etc. University email accounts may block our emails. Also, please add tmheduinstitute@houstonmethodist.org as contact to avoid having emails go to your spam folder.

First name	Sammy
Middle name	the
Last name	Owl
Suffix	
User name	sammytheowl
Email address	hpa@rice.edu

Password · · · · · · · · · · · · · ·
Confirm password · · · · · · · · · · · · · ·

Passwords must be between of 6 - 16 characters long.
Passwords must contain characters from three of the following four categories:

- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- Base 10 digits (0 through 9)
- Non-alphabetic characters (!, $, #, %, >, <, @, ~, ^, &, (,))

Passwords cannot contain the user account name or parts of the user's full name that exceed two consecutive characters.

Register

After completing the above information, click register. You will then be emailed a link that will verify your personal email account. Click the link from your email and you will be taken to a log in screen, where you will log in with your MERLIN account credentials. Please send confirmation of your account creation to hpa@rice.edu by Friday, May 28th at 10:00am CST (either through a screenshot or the email from MERLIN containing the verification link) so we can verify that you have completed the first step of this long process.

NOTE: As stated above, if you do not create a MERLIN account and send confirmation to hpa@rice.edu by Friday, May 28th at 10:00am CST, you will receive an email notifying you that your application was deemed incomplete and are ineligible to register for UNIV 330 Medical Exploration and Observership.

Background Check - $55.75 fee
NOTE: If you have previously done a background check and have the results, you may use them for the application. If you do not have the results, you will need a new background check.

Visit https://www.castlebranch.com/. Click Place Order and enter 'et56' in the Package Code field. Proceed as directed.

Drug Screen – Fee dependent on location
NOTE: If you have done a drug test in the past year and have the results, you may use them for the application. If you do not have the results, you will need a new drug test.

You will need to receive a **Urine 10-Panel Drug Test** and upload the results to the MERLIN application. If you are located in Houston, TX, we encourage you to use the AnyLabTestNow Holcombe location, which is located near Rice and has an advertised price of $49.00 for a Urine 10-Panel Drug Test. Please note that there may be a disparity between cost posted on the website and cost at the physical location; we encourage you call ahead to verify the price. Additionally, results typically take 3-5 business days to be delivered.

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Immunization records

The required immunizations are listed below. Obtain your immunization records from either your personal physician or request them from Student Health Services. If you elect to use Student Health Services, please visit their "Requesting Records" webpage and proceed as directed. Please ensure that your records have been compiled into a single PDF document. You will upload this document directly into MERLIN.

- **Influenza** – *Please upload the "Fall Influenza Placeholder Agreement" which can be found below, in place of your proof of vaccination. Your participation in UNIV 330 is contingent on you receiving an influenza vaccination before the deadline of September 24, 2021.*
- **Tdap** – *proof of dose within the past 10 years.*
- **Measles** – *proof of vaccination.*
- **Mumps** – *proof of vaccination.*
- **Rubella** – *proof of vaccination.*
- **Hepatitis B** – *As there is no patient contact in this observership, the Hep B vaccination will not be required. The Hep B vaccination is for your personal safety; however in this observership, you will not be in direct contact with patients. If you already have the Hep B vaccination, please enter the date in the appropriate box on the "Required Documents" page in MERLIN. If you have not had the vaccine, please enter today's date. Please note, in future rotations, indeed as a physician you need the Hep B vaccination. We recommend doing this as soon as possible.*

- **Tuberculin Skin Test (PPD)** – *The PPD skin test is only valid for exactly 12 months. At 12 months and 1 day, it is considered invalid and would need to be redone. For example, if you had a PPD on December 19, 2020, you will be allowed to register for UNIV 330, but prior to December 19, 2020 and you will be required to get a new PPD skin test approved. You will not be allowed into the hospital unless a new test is completed and the results are approved by Houston Methodist prior to the expiration date. Upon receiving a positive PPD skin test result, you must then obtain a chest x-ray, have the x-ray read, and upload the negative results into MERLIN. Many times students who have lived abroad for significant periods of time will test positive to a PPD skin test. If this happens, a chest x- ray will be required. Please note that the PPD must be done every 12 months.*
- **Varicella** – *proof of vaccination or proof of chicken pox from your physician If this information is already indicated on your personal immunization records by a physician, you may upload the document into MERLIN.*

Fall Influenza Immunization Placeholder Agreement

Your participation in UNIV 330 is contingent on receiving a 2021-2022 influenza vaccination, which does not become available until August 2021, after the MERLIN application deadline of July 9th. As a result, we have created a placeholder agreement, in which you will acknowledge that in order to participate in UNIV 330, you are required to obtain a valid influenza vaccination and send proof of immunization by **10:00am CST Friday, September 24th, 2021** to hpa@rice.edu. If you fail to do so, you will be ineligible to shadow at Houston Methodist Hospital due to safety concerns, and will be required to drop the course after the Add/Drop deadline.

Please read and sign the Fall Influenza Immunization Placeholder Agreement, and combine it with your Completed Immunization Record, in place of your influenza vaccination record.

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The Application

Page 1 - Account Information I

I. General Information and Preferences

Fill out the information exactly as shown below.

Learner Type:	Observer – US Citizen **OR** Observer – Non US Citizen
Start Date:	08/20/2021
End Date:	12/14/2021
Current Institution:	Rice University
Current Program:	UNIV 330 – Medical Exploration and Observership
What is your desired location?	Houston Methodist Medical Center
Name of Proposed HM Supervisor for Rotation:	Aliya Bhimani/Christine Martinez
Have you ever participated in activities at or with Houston Methodist in any of the following capacities: visiting learner, observer, student, employee, volunteer, allied health professional, or contractor (independent or through an agency)?	Select **No** or **Yes** based on previous involvement with Methodist.
If Yes, when (mm/dd/yyyy)?	**THIS SECTION IS REQUIRED. IF YOU DO NOT FILL IT OUT YOU WILL BE UNABLE TO PROCEED WITH THE APPLICATION** If you selected Yes, input the date of when you previously participated with Methodist. If you selected No, input the date 01/01/2020 as a placeholder.
Are you currently a Houston Methodist Employee?	Select **No** or **Yes** based on your employment status with Methodist.
Are you fully vaccinated against COVID-19?	**IN ORDER FOR METHODIST TO APPROVE YOUR MERLIN APPLICATION, YOU ARE REQUIRED TO HAVE PROOF OF THE COVID-19 VACCINATION** Select **No** or **Yes** based on your vaccination status.

NOTE: International Students should indicate their learner type as "Observer – Non US Citizen".

II. Citizenship

Answer the question as it pertains to you. Selecting "No" will prompt the application to ask for more information, which you will fill out with your personal information.

III. Identifying Information

Answer all questions as they pertain to you.
NOTE: Input Social Security Number WITHOUT dashes.

---Citizenship---

* **Are you a US Citizen or Permanent Resident?**

○ No ◉ Yes

---Identifying Information---

* Date Of Birth (mm/dd/yyyy):	01/01/2000
* Place Of Birth:	Nest in oak tree outside of Fondren
* Social Security Number:	000000000
* Gender:	Male ▼
Ethnicity:	▼

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IV. Demographic Information

Use your mailing address and answer all questions as they pertain to you.

NOTE: For your email, input your Rice email.

Demographic Information

* Country:	USA
* Home Address:	123 Oak Tree Branch
* City:	Houston
* State:	Texas
* Postal Code:	77005
Primary Phone Country Code:	
* Primary Phone:	713-348-4060
Cell Phone Country Code:	
* Cell Phone:	713-348-4060
* Email	hpa@rice.edu

V. Emergency Contact

Answer all questions as they pertain to you.

VI. Alternate Name Application

When filling out the MERLIN application, use your name as it appears on your supporting documents (Driver License/Passport/Resident Alien Card). Do not check the box "Yes, this applies" unless the names on your supporting documents do not match.

Emergency Contact Info

* Name:	Sarah the Squirrel
* Relationship:	Friend
* Mailing Address:	126 Pine Tree Lane
* City:	Houston
* State:	Texas
* Postal Code:	77005
Home Phone Country Code:	
* Primary Contact Phone:	713-348-4060
Secondary Phone Country Code:	
Secondary Phone:	___-___-____
* Emergency Email Address:	aadv@rice.edu

Alternate Name Documentation

Each applicant who has recorded an alternate name on this application that is different than shown on their attached supporting documentation must submit copies that support the name change. This list contains, but is not limited to: marriage certificate, divorce decree, court ordered name change, or other official documentation.

☐ **Yes, this applies**

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After completing "Alternate Name Application," click Continue and you will be forwarded to Page 2 – Account Information II.

Page 2 – Account Information II

VII. Undergraduate Education

Select the education level you will have completed by December 2021.

Click "Add Undergraduate or High School Education" and fill out this page with your Rice education credentials. For "Degree Date" input your tentative date of graduation.

VIII. Medical School or Health Professions School/Postgraduate Education

You are not required to fill out this section.

Medical School or Health Professions School/ Postgraduate Education School/ Postgraduate Education

Add Medical School or Health Professions School

No Data.

IX. Criminal History

Answer all questions as they pertain to you.

Criminal History

* Have you ever been convicted of a felony or a misdemeanor (including, but not limited to such offenses as Driving Under the Influence ("DUI"), battery, theft, writing worthless checks, health care fraud, etc.)?

◉ No ○ Yes

* Have you ever pled nolo contendere ("no contest") or pled guilty to a felony or misdemeanor crime, (including, but not limited to such offenses as DUI, battery, theft, writing worthless checks, health care fraud, etc.)?

◉ No ○ Yes

* Have you ever received deferred adjudication for a felony or misdemeanor offence (including, but not limited to such offenses as DUI, battery, theft, writing worthless checks, health care fraud, etc)?

◉ No ○ Yes

* Are you now, or have you ever been, excluded, debarred, suspended or otherwise declared ineligible to participate in federal or state health care programs?

◉ No ○ Yes

After completing the relevant information, click the checkbox at the bottom of the screen to certify that your responses are true, and continue to Page 3 – MERLIN Required Documents.

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MERLIN Required Documents

NOTE: Please ensure that your documents are less than 4mb, in PDF format, and do not contain special characters in the name. If they do not follow these parameters, the MERLIN application will crash. This is the primary cause of technological issues when submitting the MERLIN application.

If you do not have access to a scanner, or have trouble with the documents, please email us at hpa@rice.edu.

1. Immunization Box

Enter the current date for your PPD/TB.

NOTE: The Flu date is not applicable because you will be required to receive a new influenza vaccination for the 2021-2022 influenza season. The Hepatitis B Test is not required, as there is no physical patient contact in the observership. Please input 01/01/2000 as a placeholder for both.

┌─ Immunization ─────────────────────────
│
│   **TB Test Date:**   01/01/2000
│   **Flu Date:**   01/01/2000
│   **Hepatitis B Test Date:**   01/01/2000
│

2. Document Uploads

┌─ Document uploads ──┐
│ Upload each document individually.   │
│   │
│ NOTE: │
│ Uploaded files must have a file size less than 4 MB. Remove special characters (hyphens, colons, commas, etc.) from │
│ file names prior to uploading to MERLIN. Special characters in file names will cause a delay in processing your │
│ application.   │
│   │
│ ● Completed Immunization Records. (See FAQ page for required Immunizations) │
│   [Choose File] No file chosen   [Upload]   │
│   │
│ ● Proof of current medical health insurance coverage(copy of front and back) │
│   [Choose File] No file chosen   [Upload]   │
│   │
│ ● Copy of Driver License/Passport/Resident Alien Card   │
│   [Choose File] No file chosen   [Upload]   │
│   │
│   Authorization and Release Form (If under 18 years of age) Download Form │
│   [Choose File] No file chosen   [Upload]   │
│   │
│ ● Results of Completed background check or Letter of attestation │
│   [Choose File] No file chosen   [Upload]   │
│   │
│ ● Drug screen results or Letter of attestation   │
│   [Choose File] No file chosen   [Upload]   │
│   │
│ ● Signed copies of the HM IT confidentiality acknowledgement forms. (Signature Required) Confidentiality Acknowledgement Form │
│   [Choose File] No file chosen   [Upload]   │
│   │
│ ● Additional Documents (i.e. BLS, ACLS, CPR, ATLS, PALS, etc.). │
│   [Choose File] No file chosen   [Upload]   │
│   │
│ ● Faculty Supervision Observership Agreement Download Form   │
│   [Choose File] No file chosen   [Upload]   │
│   │
│ ● Proof of Covid-19 Vaccination   │
│   [Choose File] No file chosen   [Upload]   │
└───┘

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3. Completed Immunization Records
Upload your complete immunization records. A list of which immunizations are required and how to obtain these can be found on Page 5 of this guide.
NOTE: Records of your TB test and the Fall Influenza Immunization Placeholder Agreement (in place of your influenza immunization record) need to be included in the "Completed Immunization Records" document.

4. Proof of current medical health insurance coverage (copy of front and back)
Upload appropriate documentation to MERLIN.

5. Copy of Driver License/Passport/Resident Alien Card
Upload appropriate documentation to MERLIN.

6. Authorization and Release Form (if under 18 years of age)
This does not need to be completed.

7. Results of Completed background check – $55.75 fee
Upload the results of your background check. Instructions on how to obtain the background check can be found on page 4 of this guide.
NOTE: Please ensure that you upload the **completed results, NOT pending results**.

8. Drug screen results or Letter of attestation – Fee dependent on location
Upload the results of your drug screen. Instructions on how to obtain a drug screen can be found on page 4 of this guide.
NOTE: Please ensure that you upload the **completed results, NOT pending results**.

9. Signed copy of the HM IT confidentiality acknowledgement form (Signature Required)
Complete and sign the Confidentiality and Information Security Agreement Form.
Upload to MERLIN.

10. Additional Documents
This does not need to be completed.

11. Faculty Supervision Observership Agreement
Upload the Placeholder for Faculty Supervision Observership Agreement.

12. Proof of COVID-19 Vaccination
Upload proof of COVID-19 vaccination.
NOTE: In order for Methodist to approve your MERLIN application, you are required to upload proof of your COVID-19 vaccination. Methodist will not grant exceptions to this requirement.

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13. System Access Request Form (Signature Required)
It is required to complete and **SIGN** the System Access Request Form.
Use the screenshot below as a guide and complete the information as it pertains to you.
NOTE: You do not need to fill out the "**Resources**" section, which is not pictured. Skip it and sign the form at the bottom.

HOUSTON
Methodist
LEADING MEDICINE

IT System Access Request Form for **Vendors, Contractors, and other Affiliates only.**

System Access Request Form – Vendors/Contractors

Incomplete or illegible forms will be rejected
A signed HM confidentiality and information security agreement (see page 2) must accompany this request.

Scan and email the completed form to helpdesk@houstonmethodist.org or fax it to the HMH IT Help Desk at 832.667.5601.

Specify your location: ■ HMH ☐ HMG ☐ HMRI ☐ HMSJ ☐ HMSL ☐ HMSTC ☐ HMSTJ ☐ HMTW ☐ HMW ☐ HMWB

Everyone must fill out this section (all fields are required)

Name: [First] _____ [MI] _____ [Last] _____

Title: Student   Cost Center: N/A   Telephone: _____

Dept. /Org Unit: N/A   Current Network ID (if any): N/A

Company Name: Rice University   Suite: _____

Company Address: 6100 Main Street

City: Houston   State: TX   Zip: 77005

Personal Email Address* (required): personalemail@email.com

Expiration of Service Date* (required): 12/14/2021

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Finishing the Application and MARS Training

Once you have uploaded all of the required documents, click "Submit." The last page will show:

Demographics	In Progress
Document	In Progress
Application Status	In Progress

The deadline to submit your application is **Friday, July 9th at 10:00am CST**. If you fail to meet this deadline, you will receive an email notifying you that your application was deemed incomplete and are ineligible to register for UNIV 330 Medical Exploration and Observership.

If there are any issues with your documents, we will reach out to you via hpa@rice.edu and ask you to rectify the problem.

Please allow Houston Methodist Hospital 48 business hours to approve your application. After your application is approved, it can take up to 72 business hours to receive the link to the MARS online module training from the automated external system, as it is not administered by Houston Methodist Hospital. We ask that you submit your application in a timely manner and be patient, as we are dealing with a high volume of applications and questions during this process.

Once you receive the link to the MARS online training modules, it should take you no longer than 3 hours to complete in full. The deadline to complete the MARS online training modules is **Friday, July 30th at 10:00am CST**. If you fail to meet this deadline, you will receive an email notifying you that your application was deemed incomplete and are ineligible to register for UNIV 330 Medical Exploration and Observership.

Completed Application

If you have met all the stated deadlines and received Houston Methodist Hospital approval, you will receive an email from hpa@rice.edu informing you that you have been approved to move forward with the registration process for UNIV 330 Medical Exploration and Observership and which will provide you with further details on how to proceed. In this email, you will be sent Google Form asking for your shadowing timeblock availability, specialty preferences, and scrub size in the case that your observership requires it.

As always, we are here to support and guide you through this process. Please reach out to us at hpa@rice.edu with any questions or concerns you may have, or just to say hello to us!

Best,

Aliya, Christine, and Genevieve