

FAQ: Clinical Placement Request

1. **Where do I find the student placement application?** You can find information about the [student placement application here](#). Please read the information on this page before beginning your [application](#).
2. **What if I don't have a middle name?** If you don't have a middle name, choose *N/A*. To submit your application, you must *complete all of the fields marked with a red asterisk*.
3. **What do I do if I have more than one request?** If you have more than one request, you must submit a form for *each* request.
4. **Is there a restriction on the time I request?** Yes. The start date to end date must not be over four months.
5. **What if I have more than one preceptor that I am working with at my site?** For the purposes of this application, you will only list one preceptor. You may work with multiple preceptors; however, the preceptor fee will be designated to the preceptor listed on this form.
6. **What should I do if I already have a secured rotation?** Please see line 24 on the application: *Do you have a secured rotation?* If the answer is yes, please list:
 - One preceptor's name
 - Practice and address of the rotation

You will also be asked to provide proof of the confirmed rotation.

7. **If I am the clinical coordinator for a program and have already secured rotations for my students, how do I enter multiple student placement requests?** Complete the **Master Rotation Schedule** spreadsheet available on the [student placement application page](#) and email the spreadsheet to ACPStudent.Placement@AtriumHealth.org.
8. **Can I only submit requests for the period listed on the calendar table on the first page of the site?** Yes. Please only submit requests for the clinical placement request periods that are open at the time of submission.
9. **When will my preceptor get their payment?** Preceptors will receive payment at the end of the quarter following their last day of the rotation.
10. **What should I do if the exact specialty I am requesting is not listed in the drop-down box?** Under specialty drop down selections, choose *other* and type in the specific request.
11. **My school will not pay the preceptor fee. May I pay the fee?** The student cannot pay the preceptor fee. The clinical education affiliation agreement is between the ACP program and Atrium Health, not the student and Atrium Health. If the school does not agree to pay the preceptor fee, you will be unable to complete a rotation at any Atrium Health practice or facility.
12. **My school does not have a current CEAA (Clinical Education Affiliation Agreement) with Atrium Health. how do I establish a new CEAA?** Currently, Atrium Health has a moratorium on entering any new CEAs. If there is not an existing active CEAA, you will be unable to complete a rotation at any Atrium Health practice or facility.