



## Finger Lakes Donor Recovery Network Organ Procurement Coordinator

### **REQUIRED DOCUMENTATION**

Prior to engaging in organ procurement activities, each coordinator must complete/submit the following items located online at: [https://providerportal.crouse.org/?page\\_id=893](https://providerportal.crouse.org/?page_id=893) :

- Print and submit the FLDRN **new applicant checklist** with documentation indicated below to your office coordinator:
- Complete the **infection control education**. Print and complete the post-test. Submit the post-test to your office administrator. There is no charge for FLDRN employees working at Crouse Hospital.
- Print and complete and print the **hold harmless form**. Submit the hold harmless form to your office administrator.
- Print and complete the **health assessment form**. Submit the health assessment form **including proof of immunizations/immunity** to your office administrator.

NOTE: A health assessment signed by a medical provider or URMC health office completed within the past year is accepted. **Proof of immunizations/immunity must be included.**

- Print and complete the **CareXpress form**. Submit the CareXpress form to your office administrator.

Upon completion and submission of forms to the office coordinator, the complete application packet will be forwarded by the office coordinator to: Crouse Hospital Medical Staff Administration ([AnnieAgrasto@Crouse.org](mailto:AnnieAgrasto@Crouse.org)) for review and approval.

Upon review and approval, Medical Staff Administration will create the coordinator profile and send email notification to FLDRN and hospital downstream systems to authorize EMR access.

Upon receipt of the notification and prior to providing services, the coordinator shall obtain a Crouse Hospital ID badge from Human Resources located on 8 Memorial. The ID badge is to be worn at all times while on hospital premises.

### **PARKING**

Crouse Hospital is pleased to offer free parking in the Crouse garage for FLDRN coordinators while providing organ procurement services. Coordinators should print their name/FLDRN/ID badge # on the back of the ticket and give to the parking attendant. Please park only in open, non-reserved spots.

Thank you.