

# ACEMAPP Registration for Job Shadowing @ NGHS



ACEMAPP Customer Service 1-844-223-4292

1. Go to [www.acemapp.org](http://www.acemapp.org) and click on **Register** in the top, right corner.



2. Click **Register as a Professional/General Member**.

A screenshot of the "Professional/General Member Registration" form. The title is "Professional/General Member Registration". Below the title, there is a paragraph: "If you are a student or faculty member, please do not register unless you have been specifically instructed to do so. Instead, wait for a welcome email from your school or clinical site." This is followed by another paragraph: "If you have been instructed to complete an application in ACEMAPP, please register using the button below." At the bottom of the form is a green button with the text "Register as a Professional/General Member".

3. Scroll down to the Registration section and complete the required fields, clicking the green **Register** button when complete.

A screenshot of the "Registration" form. The title is "Registration". In the top right corner, there is a note: "\* = required". The form contains several input fields, each with a "Required" label in an orange box: "First Name", "Middle Initial", "Last Name", "Street 1", "Street 2", "City", "Country", "State", and "Zip Code". The "Address" section is grouped together. The "First Name" field is currently filled with "First Name". The "Middle Initial" field is filled with "Middle Initial". The "Last Name" field is filled with "Last Name". The "Street 1" field is filled with "Street 1". The "Street 2" field is filled with "Street 2". The "City" field is filled with "City". The "Country" field is filled with "Country". The "State" field is filled with "State". The "Zip Code" field is filled with "Zip Code".

4. **STOP:** ACEMAPP will send you an email to verify the address entered during your account creation. Upon clicking the verification link in the email, return to [www.acemapp.com](http://www.acemapp.com) to complete next steps.



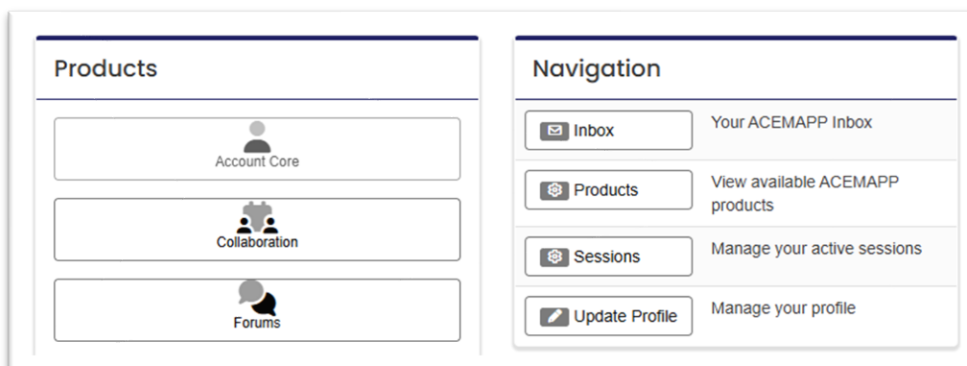
Northeast Georgia Health System

jobshadowing@nghs.com

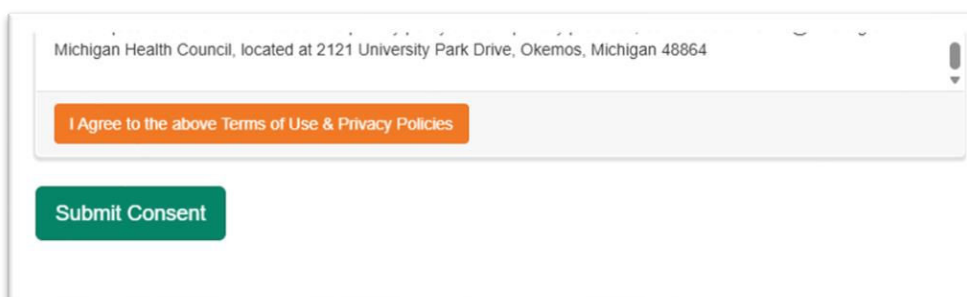
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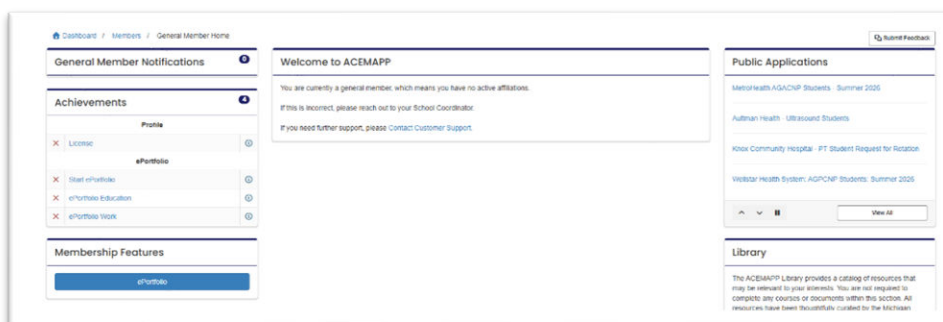
- From the ACEMAPP dashboard, click the **Collaboration** button in the Products section.



- Scroll to the bottom of the consent form, click the orange **I Agree to the above Use & Privacy Policies** button, then select the green **Submit Consent** button.



- Now it's time to set up your requested job shadowing rotation. On your Collaboration dashboard, click the **View All** button at the bottom of the Public Applications window.



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- In the search box, start typing to reveal the list of applicable shadowing settings. Select **Start** next to the option for 18 and up if you're an adult or the under 18 option if you are a minor.

The screenshot shows the 'Applications' page with a search bar at the top. Below the search bar, there's a table with columns: Actions, Availability, Name, Pending, and Type. The table lists four shadowing opportunities, all with 'No' in the Pending column and 'General' in the Type column. The first three are for 'Northeast Georgia Health System (NGHS) Shadowing (18 and Up)' and the fourth is for 'Northeast Georgia Health System (NGHS) Faculty/Employee Confirmation'.

- After selecting the correct opportunity, click the **Apply** button.

The screenshot shows the 'Northeast Georgia Health System - Shadowing (18 and Up)' application form. It includes a welcome message, instructions to complete the application for an Observer placement, and details about the shadowing experience (structured, planned observation of care and services). It also mentions that no 'hands on' provision of care or services is permitted and that the shadowing experience must be for a minimum of four (4) hours and maximum of twenty-four (24) hours in a two-week period. At the bottom, there's an 'Apply' button.

- Select the Connecting Entity in which you intend to shadow. Typing 'north' will list most major system facilities. Type 'ngpg' for the Physician Group, 'ghi' for the Heart Institute, and 'long' for all Longstreet facilities. You may leave the Partner Entity blank. Click the **Save & Continue** button to proceed.

The screenshot shows the 'General' section of the application form. The 'Connecting Entity' dropdown menu is open, showing a list of entities including 'North', 'NGPG - Northeast Georgia Physicians Group', 'Northeast Georgia Community Physicians Clinic (Longstreet Clinic) (NGC)', 'Northeast Georgia Medical Center - Gaines', 'Northeast Georgia Medical Center - Dawson', and 'Northeast Georgia Medical Center - Georgia Heart Institute (GHI)'. The 'Partner Entity' field is empty. The 'Rotation End Date' field is also empty.



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11. Complete all required Application Fields. Click the **Submit** button. On the following screen, click the green **Save** button to Confirm and Apply to your request.

12. **STOP:** At this point, wait for ACEMAPP to send you an email confirmation titled “Welcome to ACEMAPP – Next Steps”. You might receive an email from [jobshadowing@nghs.com](mailto:jobshadowing@nghs.com) prior to this, but you won’t be able to return to your account and proceed until ACEMAPP sends you the “Next Steps” email.

13. Upon receiving the “Next Steps” email, log back into your ACEMAPP account. Now complete the Requirements section. Follow the specific directions within each requirement as they each work a bit differently. If flu is required, upload your flu vaccine information for the current flu season but **DO NOT UPLOAD YOUR FLU EXEMPTION, BUT RATHER FOLLOW THE DIRECTIONS TO SUBMIT VIA EMAIL.**

14. Upon completion of your requirements, NGHS Workforce Development will review your documentation and notify you of next steps via email from [jobshadowing@nghs.com](mailto:jobshadowing@nghs.com).

