

Shadow Visitors Guidelines

UNC Hospitals Volunteer Services does not arrange placement for Shadow Visitors. Interested parties must contact Hospital Departments individually to set up shadow experiences. Once a department agrees to work with a shadow visitor, the visitor may click on the following **link for HIPAA, Policy and Confidentiality Information**.

<http://www.unhealthcare.org/site/volunteers/Shadow.html>

➤ *To the Preceptor*

From the link provided above:

Please read the Shadow Visitor Policy

Send an email to Volsvcs@unch.unc.edu with the following information: (*** Effective 4/20/11 begin using this email address for requests).

(The email must be received at least 24 hours in advance)

Name of Shadow Visitor

Preceptor's Name, Department and contact phone number

Date(s) of the visit - beginning and ending (not to exceed 6 weeks)

➤ *To the Shadow Visitor*

From the link provided above:

Please read the Shadow Visitor Policy

Complete the HIPAA training

Print and sign the Confidentiality Statement

You may pick up your badge **and** turn in the signed Confidentiality Statement in the Volunteer Services department 24 hours after we receive the email request from the preceptor. Our office is open M-F 8:00 to 5:00 and we are located on the ground floor of Memorial Hospital (right down the hall from the Corner Café).