



Office of Graduate Studies
Sloan Kettering Institute
1275 York Avenue – Box 441
New York, NY 10065
Office: 646.888.6639
Fax: 646.422.2351

Non-Employee Record Form

Please submit the completed form by dropping it off in ZRC 669, or faxing it to 646-422-2351. If you are submitting the form electronically, please email it to gradstudies@sloankettering.edu

MSKCC ID#: <i>(if known)</i> ----->	
Start Date:	
First Name/Middle Name or Initial:	
Last Name:	
Street Address:	
City/State/Zip code:	
Home Phone:	
Weill Cornell E-mail:	
Personal Email:	
Gender: <i>(M or F)</i>	
Date of Birth:	
Country of Citizenship:	
Program <i>(Please check one)</i>	
WGS PhD	<input type="checkbox"/>
Tri-I MD/PhD	<input type="checkbox"/>
Tri-I Program in Chemical Biology	<input type="checkbox"/>
Tri-I Program in Computational Biology & Medicine	<input type="checkbox"/>
Entry into Program: <i>(ex. m/d/year)</i>	
Rotation <i>(Please check Rotation or Full-Time)</i>	<input type="checkbox"/>
Rotation Sponsor: <i>(PI Name/Reports To)</i>	
Rotation Number <i>(ex. 1st, 2nd, 3rd):</i>	
Full-Time <i>(Please check Rotation or Full-Time)</i>	<input type="checkbox"/>
Major Sponsor: <i>(PI Name/Reports To)</i>	
End Date: <i>(Full-Time students do not need to enter an end date. If no End Date is provided for Rotation students, we will enter an end date 3 months from the Start Date)</i>	
1. Will this position work for MSK for more than 30 days over the course of 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Will this position work onsite at an MSK facility/office/location?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Will this position work with Animals?	<input type="checkbox"/> Yes <input type="checkbox"/> No

4. Does this position engage in direct patient care, billing for services or procedures, or in other ancillary services that support patient care (or directly supervise a position that does)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Does this position have access to human subject's research data that includes identified patient data (or directly supervise a position that does)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Does this position authorize, modify, or revoke access to systems, applications, or databases that contain PHI or employee data (or directly supervise a position that does)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Does this position order clinical services, perform technical services ordered by others, accession lab specimens, administer or fill drug orders, reconcile drug charges, or provide or document clinical services (or directly supervise a position that does)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Does this position schedule patient visits or procedures, check-in patients for outpatient visits, or admit patients to the hospital (or directly supervise a position that does)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Does this position choose billing codes (e.g., CPT or dx codes), complete charge tickets, manage the department's charges (service codes) administratively or in the clinical system, collect insurance information from patients, process insurance claims, or otherwise interact with insurance carriers or patients on billing matters (or directly supervise a position that does)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Does this position work with or near radiation-producing equipment (e.g., CT scanner, x-ray machine, C-arm, LINAC, or in nuclear medicine), radioactive material, patients who have received radioactive material (or directly supervise a position that does)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Does this position have direct or indirect interactions with patients, use patient data to make decisions about patient care, or evaluate the actions of staff who interact with patients (or directly supervise a position that does)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Does this position work in an area where there are patients, tissue or body fluids are handled, equipment used with patients is processed, or food or drugs are prepared (or directly supervise a position that does)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Does this position work in an area where patients are treated or cared for, tissue or body fluids are handled, or equipment used with patients is processed (or directly supervise a position that does)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Does this position participate directly in a patient's physical care (or directly supervise a position that does)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Does this position require entry into MRI Zones 3 or 4, or directly supervise a position that does?	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Does this position perform MRI scans, maintain MRI equipment, provide patient support or care during MRI procedures in Zone 4, screen Level 1 MRI staff or patients, or directly supervise a position that does?	<input type="checkbox"/> Yes <input type="checkbox"/> No
17. Does this position handle hazardous materials in a laboratory (or directly supervise a position that does)?	<input type="checkbox"/> Yes <input type="checkbox"/> No