1Health Interprofessional Rural Rotation Reimbursement Program, Guiding Principles, 2015-2016
Academic Health Center Office of Education

Program Purpose
The purpose of the 1Health student reimbursement program is to create and advance interprofessional rural rotation training opportunities for University of Minnesota health professions students, while also offsetting a portion of the travel- and housing-related expenses associated with participation in community-based clinical rotations in rural areas of Minnesota.

Program Structure
The student reimbursement is based on a structure defined by the population size of the practice site location. The reimbursement amount is set at a flat rate of **$300 per student, per fiscal year**, and will be disbursed to students who meet all eligibility requirements and submit all of the necessary forms.

The reimbursement is intended to alleviate costs pertaining to food, housing and mileage. These guidelines cover requests made during the period of July 1, 2015 through June 30, 2016.

Program Eligibility
1. Student must be currently enrolled in a health professional program at the University of Minnesota.
2. Students must complete a community-based clinical rotation that meets the rotation practice site location requirements (see #4 and 5) for a minimum of two weeks. If a student completes a one-week rotation at such a site, he/she would be eligible for the $300 reimbursement only after completing two one-week rotations at sites meeting location requirements. (Two one-week rotations will require all steps to be completed twice, with the exception of the W-9.)
3. Student must complete all steps of the process as detailed below.
4. Rotation must occur at a practice site that meets these location requirements:
   a. Practice site must be located in a Minnesota city/town with a population less than 30,000.
   b. Practice site must not be located within the eleven counties surrounding the Twin Cities metro area: Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, Washington, and Wright.
5. No reimbursements will be provided to students for completing rotations under the following circumstances:
   a. Communities located within any of the eleven counties surrounding the Twin Cities metro area: Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, Washington, and Wright.
   b. Communities outside of Minnesota.
   c. City with populations greater than 30,000.

Reimbursement Amount
This is a one-time reimbursement in the amount of $300 per student, per fiscal year (July 1, 2015-June 30, 2016.)

Step-by-Step Process
To receive a reimbursement, students must login into the 1Health data management system ([https://1health.ahc.umn.edu/](https://1health.ahc.umn.edu/)) using a UMN x.500 and password and complete all of these steps within two months of completing the rotation:
1. Complete the ‘Rotation Information’ form;
2. Upload completed, signed W-9 form. (Note: The W-9 form is required according to University of Minnesota policy);
3. Complete the ‘Rotation Activity Survey’ form;
4. Complete the ‘Rotation Reflection Activity’ form.

After submission of all of the online forms listed above, reimbursement checks will be delivered directly to students by mail within approximately 4-5 weeks. Reimbursement checks will be mailed to the address indicated on your W-9 form.

Online Links
You may access the 1Health Interprofessional Rural Rotation Reimbursement Program details and a link to the online forms via the AHC Office of Education 1Health website at: [http://tinyurl.com/1health-reimbursement](http://tinyurl.com/1health-reimbursement)

_for additional information or questions, please contact Heather Mead Kim at hmead@umn.edu or 612-624-4032._