

Pre-Placement Requirement Clearance Information (for MD Students).

In partnership with Synergy Gateway Inc.

The Schulich School of Medicine & Dentistry has partnered with Synergy Gateway Inc. to provide support and clearance for pre-clinical placement requirements.

To have your documents validated you will be required to book an Electronic Requirements Verification (ERV) appointment through Verified, a proprietary platform that is used by students across Ontario for the purpose of digitally collecting placement requirements and documentation for verification. Log-in details for [Verified](#) will be sent to **your Western email account** once your personal account has been set up or updated which is expected to be completed later in mid to late June.

Verified can be accessed here: <https://verified.sgappserver.com/>

2023 – 2024 DEADLINES

Meds 2026 and 2027: August 14, 2023

Meds 2024 and 2025: July 28, 2023

BEFORE YOU BOOK YOUR MANDATORY ERV APPOINTMENT

- Make sure you have reviewed the list of pre-placement requirements and have planned out when and how you will be completing them. It is important to remember that some requirements may take an extended time to complete.
- Upload all required documentation to the Verified Platform at least 24 hours prior to your ERV service date (*For help in navigating the Verified system, please login to the system and go to the section titled: [Important Forms](#). There you will find user guides to assist you with the process*)
- Ensure that ***all requirements have been met and proof of completion has been received BEFORE*** you *book* your scheduled appointment[£]. You will not be cleared until *all* requirements have been submitted.

If documentation is missing or a requirement is not complete, you will need to book a follow-up appointment for an additional fee.

Synergy Gateway Inc. is *not* the authority on School of Medicine policies and deadlines. Please check with the Learner Experience Office (learner.experience@schulich.uwo.ca) if you have questions about anything related to pre-placement requirement deadlines.

Please upload for your appointment:

- Blood lab reports (as required)
- Yellow immunization card or other proof of immunization

- Certification cards (as required)
- Clear scans all documents

YOUR ERV APPOINTMENT

In order to meet the pre-clinical placement requirements, you need to complete the following steps once your access to the Verified system is activated:

- Ensure that all requirements have been uploaded to your profile in the **Verified** platform.
- **Book an ERV appointment through your Verified account** (well before your requirement deadline). This notifies Verified by Synergy Gateway that your profile is ready for verification.
- To avoid paying additional appointment fees, ensure all your documentation has been uploaded *prior* to 9am of your ERV appointment date.
- Please upload for your appointment:
 - Blood lab reports (as required)
 - Yellow immunization card or other proof of immunization
 - Certification cards (as required)
 - Clear Scans of all documents
- Please note that you do not need to “show up” for an appointment with Verified. When you book an appointment, you are reserving a time for your documents to be reviewed. Once your documents have been reviewed you will receive an electronic notice in the *Compliance* tab of the Verified Platform within 24- 48 hours of the completion of the booked appointment

If you need to cancel an appointment, ensure you cancel **at least 24 hours** prior to your appointment, or *you will be charged for a missed appointment*.

STUDENT FEES (2023 - 2024)

Initial Clearance Appointment	\$ 51.50 +HST
Missed Appointment	\$ 51.50 +HST
Follow-up Appointment (missing documentation/fail)	\$ 10.00 +HST
Late Cancellation/Re-schedule	\$ NO FEE (done before 9:00 am of appointment day)

We're here to help! Contact us at www.Synergyhelps.com - Submit a Help Desk ticket and we will be in touch. Our Help Desk hours are Monday to Friday, 10am – 3pm Eastern Standard Time, excluding holidays.