**Contractor’s Orientation Receipt**

You must view the 2 hour video and read the handbook carefully and become familiar with its content. Once this is done and the electronic receipt forwarded, then you ID card can be made by the Methodist Security department. If you cannot complete this then you must go to a mandatory 2 hour orientation session. To schedule yourself for the orientation session which held every other Wednesday, please contact JC Moore Safety and Compliance Officer at 402-354-4048. Should you have questions regarding policies and procedures or issues on the job, you are encouraged to communicate with your Methodist Health System contacts, JC Moore. Contract workers on the campus of Methodist Health System are held in the highest regard by the Methodist Health System leadership. Working as a team, it is our goal to provide the highest quality of care to our patients.

*Please watch the video and read the handbook; then read, print, sign and forward this electronic receipt to your Methodist Health System contact, JC Moore at* jc.moore@nmhs.org. *In the Safety Department. Failure to complete this mandatory orientation may result in termination of assignment or contract.*

**Video and Orientation Receipt:**

I acknowledge having received and reviewed the Contractor’s Orientation Video and Handbook. I agree to abide by the guidelines as listed in each, as covered in the orientation I received and is listed in the MHS policy, “Construction/Renovation/Repair Guidelines” which is covered in the both the video and handbook for my particular area.

**Name**

**Employer**

**Date**