# SAMPLE COMET Application 2018 - 2019

**COMET Fellowship Application 2018 - 2019**

Thank you for your interest in the Stanford COMET Fellowship Program! To apply, please complete this application, which contains the following five pages:

1. General Information
2. Education
3. References
4. Essays
5. Agreements and Authorization

**Please Read:** Since the application requires you to upload document files (CV and college transcripts),

1. We highly recommend using a computer to apply for COMET.
2. Please prepare all materials before starting the application process.
3. Your application progress will be saved automatically. The auto save feature will only work if you are using the same device that you started the application with.

**Application deadline is 11:59 PM (PST) on February 09, 2018**

For any questions or difficulties, please email cometscribe@stanford.edu

When you are ready, please click 'Next' to begin the application process.

## 1. General Information

Q1 Name (First & Last)

Q2 Date of Birth (mm/dd/yyyy)

Q3 Gender Identity

Male

Female

Other

Q4 Current Home Address

Address Line 1

Address Line 2

City

State/ Province/ Region

Zip Code

Country

Q5 E-mail Address

Q6 Phone Number (### - ### - ####)

Q7 How did you hear about the Stanford COMET Fellowship Program?

Q8 If applying to medical school, physician assistant school, nursing school, or other graduate school in the healthcare field, please indicate so here.

## 2. Education

Q9 CV and Transcript Upload

Please upload **a single PDF file** that includes:

- Your curriculum vitae (CV)
- Transcripts from every university/college you have attended (unofficial transcripts are acceptable).

**Maximum file size limit for uploading: 16 MB**

Q10 Are you currently enrolled as student in an undergraduate or graduate program?

Yes
No

*Display This Question:*

*If Are you currently enrolled as student in an undergraduate or graduate program? = Yes*

Q11 What is the name of your current school, major or field of study, GPA, years attended, and expected graduation date?

*Display This Question:*

*If Are you currently enrolled as student in an undergraduate or graduate program? = No*

Q12 What is your current occupation?

Q13 Medical scribing requires mastery of the English language. Please list any English or writing centered courses you have taken as listed on your transcript; be sure to include your associated grade.

Example: ENGL 110, Creative Writing, B+ or HIST-W 320, studies in American History, A-

Q14 Please list any other languages spoken. Be sure to list your proficiency (Basic, Intermediate, Fluent, or Native)

Example: Spanish - Fluent

**3. References**

Q15 We require two professional references. Referees must be familiar with your work in the academic or workplace setting.

**Reference #1**

Relationship to you

Phone number

Email

**Reference #2**

Relationship to you

Phone number
Email

**4. Essays**

**We highly recommend drafting your essay responses in Word, GoogleDoc, etc.**

**Please copy/paste your essay responses in their respective boxes below.**

Q16 **Prompt 1**

Please discuss how you have balanced school with your other activities during college/graduate school. If your activities included a job, please briefly describe your job duties. (250-word limit)

Q17 **Prompt 2**

Tell us why you feel you are the best candidate for this. Be sure to touch on your motivation towards a career in medicine, your prior experience in the healthcare field, and how this position would fit into your long-term goals. Please ensure that your response is coherent and well-organized. (500-word limit)

Q18 Please rank which clinic is your first choice, second choice, and so on.
_____ Family Medicine
_____ Internal Medicine
_____ Senior Care
_____ Palliative Care
_____ Endocrinology
_____ Dermatology
_____ Cardiology

**Prompt 3**

Why do you feel you are a good fit for your FIRST CHOICE clinic? (250-word limit)

Q19 The COMET Fellowship program has a limited number of scholarships available to support fellows for whom tuition represents a significant hardship.

Please note: Your answer to the question below in NO way affects your eligibility for interview.

Q20 Do you have financial needs?

Yes
No

*Display This Question:*

*If The COMET Fellowship program has a limited number of scholarships available to support fellows fo... = Yes*

Q21 Please use the box below to describe your financial circumstances. (300-word limit)

**5. Agreements & Authorizations**

Q21**Please read and answer each statement below.**

| | Yes or No? | |
|---|---|---|
| | Yes | No |
| Are you able to start orientation for the fellowship at the Stanford campus on June 1, 2018? | ○ | ○ |
| Are you able to commit a minimum of 13 months (until June 29, 2019)? | ○ | ○ |
| Are you able to work 20 hours per week? | ○ | ○ |
| Are you legally authorized to work in the United States? | ○ | ○ |

**Please read and sign each statement below. You will be asked for your signature in the event of an interview.**

I certify that the **facts contained in this application are true and complete to the best of my knowledge** and understand that, if selected, falsified statements on this application shall be

grounds for dismissal. I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have personal or otherwise, and release Stanford University School of Medicine from all liability for any damage that may result from utilization of such information.

I, the undersigned, understand that **I may only perform the following duties as a Medical Scribe:** 1. Accompany the physician on patient interviews in order to transcribe a history (including pertinent positives and negatives) and physical examination as stated by the physician during the patient encounter. 2.Complete the medical chart by transcribing results of any labs, studies, or other examinations; transcribing any consultations or discussions with family; transcribing a proper diagnosis on the medical record; transcribing the discharge and follow up instructions, as well as any prescriptions or orders that the physician may dictate.

I, the undersigned, **understand and acknowledge that state and federal law require that patient information, including, but not limited, identity, diagnosis, treatment, prognosis, and financial information to be kept strictly confidential**. I understand that there are civil (monetary) and in some cases, criminal penalties which may be imposed upon a person who releases such information to anyone, including family and friends, without legal grounds for such release. I further understand and acknowledge that if I release or disclose any confidential patient information in any authorized manner, that such act may be grounds for immediate termination of fellowship.

Please review your responses for all five pages before submitting your application for our review.

Once completed, please click 'Next' to submit your application for the Stanford COMET Fellowship Program 2018 - 2019.

**End**