

AHEC Information for Student Rotations

This is an overview of what information is necessary for your AHEC rotation.

Student Rotation Form	All students must complete an electronic AHEC Student Rotation Form, with both your demographic and rotation information at least four weeks prior to beginning your rotation. The AHEC Student Rotation Form is automatically sent to the UK AHEC office and the appropriate regional AHEC office once the rotation information is complete. It provides the program with reliable data on student/resident rotations and serves as a mechanism for communication among AHECs to activate specific service as you initiate your rotations. Student Rotation Form link below: https://devarsweb1.mc.uky.edu/ahecfactsheet26 Please keep in mind, the timeliness in completing the UK AHEC Student Rotation Form (SRF) and onboarding tasks for your clinical site reflects your level of professionalism. The SRF is expected to be completed in 3-5 business days. Any delays in completing the SRF or clinical site onboarding tasks will be reported to your course leadership.
Housing	You may arrange your own housing for your rotation but only AHEC arranged housing is eligible for the stipend. Please indicate your preference or any special housing needs on your Student Rotation Form. NOTE: see Reimbursement for Housing section All housing hosts go through an application, background check and inspection process. However, AHECs assume no responsibility for the safety of the student and/or his or her property at the selected housing site. All responsibility for the conditions of the housing, including the safety of the housing facilities, is solely that of the housing host. Depending on the county of the clinical rotation, housing options will vary. Please check with the regional AHEC coordinator for available housing options.
The following rules apply to all AHEC housing sites	• Rent payment is due upon arrival* <i>see below</i> • No pets are allowed • No guests are allowed • Housing is subject to availability of the housing host
Housing Note	Prior to arriving at your housing site, check to see if you will need to bring such items as linens, cooking utensils, alarm clock, compact refrigerator, televisions, etc. Each site is different and it is your responsibility to find out exactly what you are expected to supply.
Reimbursement for Housing	Only AHEC-arranged housing will receive a housing stipend. Students that commute daily or arrange their own housing will not qualify for housing reimbursement.

	Students will receive \$100 per week for rent. The rent stipend check is issued in the student's name, and the student should contact the housing host, prior to arrival, to verify the type of payment accepted (personal check, cash, etc). Students must complete the AHEC rent receipt form and sign along with the housing host when payment is given upon arrival. This form must be returned to the UK AHEC Office as soon as possible after the rotation end date or you may email a scanned copy to ukahec@uky.edu. Rent receipts can be obtained from the AHEC Central Office or their website at https://ciche.uky.edu/ahec *To request a rent check, contact the main AHEC office at: ukahec@uky.edu
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Gas reimbursement	Round Trip Mileage Per 4 weeks 60 – 200 = \$50  200 – 400 = \$75  400+ = \$100  
Post rotation	Mileage Reimbursement Checklist • Rent receipt, if applicable, is mandatory for mileage reimbursement • Completed AHEC Post Rotation Survey at https://redcap.uky.edu/redcap/surveys/?s=RNRDHEHLE4 Please contact the UK AHEC office (ukahec@uky.edu) to arrange pick-up of the mileage check at the completion of the rotation. BOTH RENT AND MILEAGE CHECKS ARE AVAILABLE FOR UP TO 6 MONTHS FROM THE END OF THE ROTATION.
Clinical Site Onboarding	Each college/department handles onboarding tasks, including TB assessment, background/drug screens, letters of good standing, etc. If you have questions about completing these items, contact your department and/or course coordinator.

Completing the UK AHEC Student Rotation Form

Click Sign in with
Linkblue (SSO)

AHEC Student Rotation Form Home Sign in



Sign in

Use LinkBlue for students or the regional login below.

STUDENT LOGIN

[Sign in with LinkBlue \(SSO\)](#)

Regional user login [+](#)

Click on Provide
Demographics.

AHEC Student Rotation Form Home My Demographics Hello, [User Name] ▾

You are using the application a: [Application Name]



STUDENT PROFILE

Demographics Needed

Student ID: 12121902

Keep your demographics current to unlock rotation entry.

[Provide Demographics](#)

Your Rotations

[Add Rotation](#)

Please review and save your demographics before adding rotations.

Fill in Demographics. (note: what is highlighted is required).	Demographics First Name Jane Middle Name Last Name Smith Maiden Name Student ID 911111111 Date of Birth 01/01/2020 Gender Male Female Enter your 9-digit student ID, including any leading 9 (e.g. 912345678). Address 800 Rose St. Address 2 City Lexington State KY Zip 40536 Primary Phone 859-323-1590 Cell Phone Work Phone UK Email jane.smith@uky.edu Personal Email Special Housing Needs allergies Emergency Contact John Smith Emergency Phone 859-323-1590 Relationship spouse
Fill in University information. (note: what is highlighted is required).	University Information College in which enrolled Public Health Discipline or Field of Study Master Public Health (MPH) Home Campus Lexington School Status Graduate Program Year 2nd Year Anticipated Graduation Month/Year 05/2050 Enter month and year as MM/YYYY.

Fill in Rotation information. (note: must have correct program prefix and class number).	New Rotation Course Number MD 830 Include your program prefix, e.g. MD-301, PT-450, PAS-210, PHR-320. Begin Date 01/01/2027 End Date 02/01/2027 Clinical Site Baptist Health Town Winchester County Clark AHEC Region Northeast Preceptor/Clinical Instructor Name Dr. Brown AHEC Qualified Rotation ☐ Yes ☒ No Save Close
Select Yes/No for AHEC Qualified Rotation. If need AHEC housing, select Yes and Yes for AHEC rent, and No for Commuting. If not needing rent/housing, select NO and Yes for Commuting. Click Save.	AHEC Qualified Rotation ☒ Yes ☐ No I prefer AHEC arrange my housing ☒ Yes ☐ No I will need AHEC rent ☒ Yes ☐ No I will commute / make my own housing arrangements ☐ Yes ☒ No Save

Rotation Should
look like this
when completed.

Your Rotations									Add Rotation
Course #	Begin Date	End Date	Preceptor / Clinical Site	Town	AHEC Qualified	AHEC Housing	AHEC Rent	Commute	
MD-830	01/01/2027	02/01/2027	Dr. Brown - Baptist Health	Winchester	Yes	Yes	Yes	No	<a>Edit <a>Cancel

***Please scan/take a picture of the completed rent receipt and send to
ukahec@uky.edu***

***Also, please contact your housing host, prior to arrival, to arrange your arrival time
and specifics regarding host payment.***

RENT RECEIPT

UNIVERSITY OF KENTUCKY

Received from _____
STUDENT/RESIDENT

Today's Date _____

Rotation Dates/Location _____

Amount Paid to Lessee _____

LESSEE (Person Providing Housing)

LESSEE ADDRESS (Street, City, State, Zip)

LESSEE TELEPHONE #

NOTE: The funds supplied by AHEC for rent are state money and any misuse is fraud. Any unused rent money must be returned to the AHEC office. NO RENT IS ALLOWED IF A STUDENT OR RESIDENT STAYS WITH PARENTS OR RELATIVES.

I AFFIRM THAT I HAVE RECEIVED THESE FUNDS AS RENT FROM THE STUDENT/RESIDENT.

LESSEE SIGNATURE

I AFFIRM THAT I HAVE PAID THESE FUNDS AS RENT TO THE LESSEE.

STUDENT/RESIDENT