Welcome and thank you for your interest in observing at UW Health. You will have the opportunity to see first-hand the healthcare workplace and day-to-day work of professionals in the healthcare field. The following checklist will guide you through all requirements in order for you to observe. Please read and/or sign the following documents included in this packet.

☐ UW Health Observer Checklist (this document)
☐ UW Health Observer Application
☐ UW Health Observer Health Assessment
☐ UW Health Confidentiality Agreement and Release of Liability
☐ UW Health Infection Control Basics for Observers

Once you have completed your packet, please drop off, mail, fax or email the completed packet to the Vendor Liaison Office at least 2 weeks in advance of requested observation date. The office is located at:

**UW Health Vendor Liaison Office**

600 Highland Avenue G5/140 Mail Code 1639 Madison, WI 53792

Forms may be scanned and emailed to: vlo@uwhealth.org. The Vendor Liaison Office will verify receipt of your application and will be in contact with further information.

There is a $25.00 processing fee for each observation. Payment will be accepted during the time designated for badge creation.