PIV Cards, Non-PIV Cards, Flash Badges for TRAINEES at the Richmond VAMC

Update July 24, 2013

Note: Website and e-mail links in this file should work well. Links to documents will work best if this file is opened within the desktop apple from the Trainee and Housestaff Information Folder – see subfolder PIV Cards.

All trainees must have a VA issued credential/I.D. card/Smart Card. There are three types and each trainee must have one appropriate to their level of service at the VAMC

- **PIV cards** are for trainees such as Podiatry Residents, Psychology Residents and Fellows, and Pharmacy Residents, and Dental Residents who will be here full time, daily, for the entire year or more of training.

- **Non-PIV** cards are for trainees who require computer access for their rotations that are less than a year in duration, or are intermittent (rotating back and forth between home institution and the VAMC over the course of training). Most VCU Residents, Fellows, and Medical Students, and Associated Health Trainees with patient care responsibilities will need this type of I.D. Non-PIV cards are good for up to 3 years and must be renewed if the training appointment is longer than 3 years.

- **Flash-Badges** are for trainees who will be here for brief or intermittent rotations and do not need computer access.

A PIV card or non-PIV card will be required in order for physician trainees (Residents and Fellows) to prescribe controlled substances. This new system for Schedule II or higher prescriptions is slated to go live by September 1, 2013. Information regarding e-prescribing is in the apple. Linked here. (In the Education Information /Trainee and Housestaff Information/Clinical Tools.

Before Trainees can receive a smart card, the following must be in place:

- Each service sponsors their trainees’ smart cards. See the list of trainee sponsors in the apple (ctrl click here). If your program is not listed, please check with your preceptor/site director. Sponsors must enter the appropriate smart card request and demographic information into the PIV Portal.

- **Trainees must be fingerprinted** (this is called a Special Agreement Check [SAC]) not more than 120 days in advance of the issuing of their smart card. AND the ensuing background check must be adjudicated as acceptable prior to PIV card issue (usually within 2 weeks of fingerprinting).
  - Fingerprinting is by appointment only. Please use the PIV Scheduling tool (https://va-piv.com/) below to schedule getting fingerprinted.
  - Trainees who have not yet been issued a smart card and were fingerprinted prior to 120 days ago, will need to be re-fingerprinted.
  - Fingerprinting/refingerprinting must be done at a VA Medical Center (not a police station or other government office).
  - Incoming trainees, return your fingerprint form with your on-boarding package.
  - Returning trainees, give your fingerprint form to your sponsor. (Sponsors, return them all to Education once you have sponsored your trainees).

- **Mandatory Training for Trainees (MTT) must be current**. See MTT instructions for trainees in the apple. Contact Cassandra McMillan (ext. 5249) or VHARICTMSHelpDesk@va.gov (our local TMS Team) to determine your trainee’s MTT status if you are not sure.

- Trainees must have been entered into VISTA by their program ADPAC's before they can receive a smart card.
After the above are in place, an appointment must be made through the universal PIV Scheduling Tool:

https://va-piv.com/

*Please use the scheduling tool rather than calling the PIV Office or reporting there without an appointment. A tutorial on how to use the tool (CTRL click here) is available in the apple, and imbedded here*

PIV Scheduler Tool
Tutorial for TRAINEE!

CONTACTS

PIV CARD SPONSORS

Please see the most up to date lists in the apple in the PIV Sponsor Roster and Application Process folder.

The PIV Office (for information only, please use scheduling tool website above to make an appointment):

Room number: 5B-173
Hours: Monday through Friday: 8:30 a.m. – 11:30 a.m.  (to process cards – by appointment only*)
       Monday through Friday: 1:00 p.m. – 3:30 p.m.  (to pick up cards – by appointment only*)

Points of Contact:  
Ms. JoEtta Chance: 675 – 5000, ext. 3133
Mr. Fred Pennington: 675 – 5000, ext. 4685
Additional number: 675-5000, ext. 2960

* Appointments must be made using the scheduling tool. https://va-piv.com/ Also, due to the lack of space in the new PIV quarters, there is no waiting area availability.

Fingerprinting Office  (for information only, please use scheduling tool website above to make an appointment):

Room number: 2K-121
Hours: Mondays and Fridays: 8:30 a.m. – 11:30 a.m.
       1:00 p.m. – 3:30 p.m.

Point of Contact:  Ms. Arnita Neal: 675 – 5000 ext. 3316

*Appointments must be made using the scheduling tool. https://va-piv.com/

Education Service (If you need additional data/information)

Room number 2K-129/128
Hours: 7:00 a.m. – 5:30 p.m.
Points of Contact:  Ms. Cassandra McMillan: 675 – 5249 (hours 7:00 a.m. to 3:30 p.m.)
Dr. Lenore Joseph: 675 – 6247 (hours 9:00 a.m. to 5:30 p.m.)

ADDITIONAL QUESTIONS???

GEORGE.BOUJAOUDE@VA.GOV

It's going to be ok.