



Harbor-UCLA
MEDICAL CENTER

*To improve health
through leadership,
service and education*

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OFFICE OF GRADUATE MEDICAL EDUCATION

March 2010

Congratulations and welcome!

This is to acknowledge that you have been matched through the National Resident Matching Program with a first postgraduate year position at Los Angeles County Harbor-UCLA Medical Center for the period June 24, 2010 through June 23, 2011. We at Harbor-UCLA are looking forward to you joining our staff for a year that will be both stimulating and educationally rewarding. **PLEASE READ ALL OF THE FOLLOWING INFORMATION CAREFULLY.**

There are numerous documents that you will be required to provide and/or complete and return to your coordinator before you can start your training. The following GME Institutional documents are required and must be received by your respective program coordinator **NO LATER than April 23, 2010:**

- Release of Information Form
- License Requirement Agreement
- Contract (signature page only)
- Combined Data Sheet/Resident Application
- Harbor HIPAA Certification Test
- Code of Conduct Test
- Medical Records/Radiology Agreement
- Postgraduate Training Registration form
- Medical School Diploma copy
- Request for Special Consideration form
- California Medical License (if applicable)
- DEA Certificate (if applicable)
- All requested documents for Employee Health (bring to 3rd day of orientation)

If you are a foreign medical graduate, in addition to the above documents, we also require:

- ECFMG Certificate
- Medical Board Postgraduate Training Authorization Letter (if unlicensed by CA Medical Board)

HEALTH INSURANCE

Your County coverage starts 60 days after your employment begins.

The health insurance coverage provided by LA County will start 60 days after you start work on June 24, 2010. Please extend your present health insurance coverage or purchase a temporary coverage plan to cover yourself during the waiting period

MEDICAL SCHOOL DIPLOMA

Your program and the GME Office will require a copy of your medical school diploma. Please mail or fax a copy to your Program Coordinator prior to orientation.

SCHEDULE

Please complete (if applicable) the enclosed Request for Special Consideration form and return it to the GME office by April 16, 2010.

EMPLOYEE HEALTH

Complete the enclosed Employee Health Packet and bring with you to the third day of Orientation. You are required to have a licensed physician complete a history and physical on you using the enclosed *Examination* form. It is required that you complete

Health Services
www.dhs.lacounty.gov



this before you move to California and/or before your current insurance plan coverage ends.

Mandatory training and orientation for all Interns will be held on **June 19-23, 2010**. For ACLS/Pals Training (June 19th and 20th), please report to the D9 Conference Room. For your first day of Orientation (June 21st), please report to the Parlow Auditorium (see Map) at **8:00 A.M.**

Things you can do prior to orientation to speed up the process: Completing these steps should allow you finish early with orientation.

1. If you do nothing else before orientation do this! At least one week **before** orientation, get fingerprinted in Human Resources, building L3 on the Harbor Campus (see attached map). This will save you tons of time during orientation and allow you to get your first paycheck on schedule.
2. If it wasn't included in your HR Packet, please pick up the *Choices Guide* from Human Resources on the day of your fingerprinting. Review and choose your benefits. You must sign up for them at orientation.
3. Stop by the GME Office (Room 8E8 of the Hospital, 8th floor) anytime after June 1, 2010 to get an ID badge made. Please stop by M-F between 8:30 AM and 4:00 PM.

INTERN ORIENTATION SCHEDULE

- 8:00 AM – 4:30 PM, Saturday, June 19 – ACLS/BLS (PALS/BLS for Pediatric Interns)** **NOTE: Please be prompt. You will not be admitted after 8:30 a.m.**
- 8:00 AM – 4:30 PM, Sunday, June 20– ACLS/BLS BLS (PALS/BLS for Pediatric Interns)** **NOTE: Please be prompt. You will not be admitted after 8:30 a.m.**
- 8:00 AM – 5:00 PM, Monday, June 21 – Orientation
- 8:00 AM – until complete, Tuesday, June 22 – Orientation/Hospital Services Admin Fair
- 8:00 AM – until complete, Wednesday June 23 – Enrollment, First Service Orientation and Department Orientation
- Wednesday, June 24 – Your duties begin

***If you are already ACLS/BLS certified (PALS/BLS certified for Pediatric Interns) then you do not have to attend the course we are offering. **This certification must be valid through March 31, 2011.** Please fax proof of your current certification to the GME office at 310/782-8599 to be excused from the 2-day training.*

Please bring (DO NOT MAIL) the following items to the third day of orientation (Wednesday):

1. Complete immunization records depending on your documentation you may need to have a PPD placed at orientation. Also, those with a positive PPD may be required to get an x-ray during orientation.
2. Copy of your Medical School Diploma (if not already submitted).
3. Proof of eligibility of employment (see List of Acceptable Documents). Please be aware that the name on your Social Security card must match the name you use for employment.
4. Blank Check if signing up for direct deposit of your paycheck (if not already submitted).
5. Driver's License (or state I.D.) along with your Social Security Card or Birth Certificate.

PARKING:

Due to construction there is limited parking available. PRIOR to arriving at Harbor for orientation, we **strongly** suggest that you arrange to carpool (or share a taxi) with your colleagues in order to avoid searching for parking. If you do choose to drive to

orientation, please allow yourself ample time (at least 45 minutes) to find parking. You may park in the designated parking areas noted on the attached map. These include the LA BioMed Parking Lot that is located to the south of the hospital campus across 220th Street. You may also park at other designated parking areas that are located at Lot V on the corner of Vermont and 220th Streets, as well as the Caltrans Park and Ride which is located at Carson Street and the 110 Fwy. You may want to consider wearing comfortable shoes. You will be notified by email prior to orientation for any updates.

Please keep your new program informed of any address, email, and phone number changes. We need to have the most up-to-date address for you at all times so that you receive our mailings. Again, it is a pleasure to welcome you as a physician at Los Angeles County Harbor-UCLA Medical Center, and we look forward to your arrival.

Sincerely,

A handwritten signature in black ink, appearing to read "Darrell W. Harrington". The signature is stylized with a large initial "D" and "H".

Darrell W. Harrington, M.D., F.A.C.P.
Associate Medical Director and Director of Medical Education