



**Harbor-UCLA**  
MEDICAL CENTER

*To improve health  
through leadership,  
service and education*

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## OFFICE OF GRADUATE MEDICAL EDUCATION

Congratulations and welcome!

We at Harbor-UCLA are looking forward to you joining our staff for a year that will be both stimulating and educationally rewarding.

Mandatory training and in-processing for all Residents and Fellows will be held on **July 1, 2009**. Please report to the Harbor-UCLA Assembly Room on the First Floor of the main Hospital at **8:30 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! Get fingerprinted in Human Resources, building L3 on the Harbor Campus. This will save you tons of time during orientation and allow you to get your first paycheck on schedule. Call Human Resources at (310) 222-3241, tell them you want to make an appointment for LiveScan Fingerprinting. They can accommodate appointments M-F, 8 AM-4PM.
2. If you do not receive it in your HR packet (which will be coming in a few weeks) 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, 8<sup>th</sup> floor) to get an ID badge made. Please stop by M-F between 8:30AM and 4:00 PM.

### ORIENTATION SCHEDULE

Mandatory training and processing will be held on **July 1, 2009**, your work duties will begin on the same day. Please report to the Harbor-UCLA Assembly Room on the First Floor of the main Hospital at **8:30 A.M.**

Please bring the following items to orientation:

1. Proof of eligibility of employment (see attached List of Acceptable Documents). Please be aware that the name on your Social Security card must match the name you use for employment.
2. 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.
3. Blank Check if signing up for direct deposit of your paycheck (if not already submitted).

### HEALTH INSURANCE

***Your County coverage starts 60 days after your employment begins.***

Please extend your present health insurance coverage or purchase a temporary coverage plan to cover yourself during the waiting period.

### EMPLOYEE HEALTH



Health Services  
[www.ladhs.org](http://www.ladhs.org)

Complete the enclosed Employee Health Packet and bring with you to Orientation. You must have a licensed physician complete a history and physical on you using the enclosed *Examination* form. It is a good idea to complete this before you move to California and/or before your current insurance plan coverage ends.

We are looking forward to you joining us here at Harbor-UCLA Medical Center.

Sincerely,

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