



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 training experience 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 mailed or emailed to your respective program coordinator **NO LATER than April 23, 2010:**

- California Medical License (if applicable)
- DEA Certificate (if applicable)
- 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
- All requested documents for Employee Health (bring to 2nd 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.

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

EMPLOYEE HEALTH

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.



Health Services
www.ladhs.org

ACLS CERTIFICATION

You are required to provide proof of current ACLS Certification before you can start. Please fax a copy of your ACLS card to the GME office at 310/782-8599.

Mandatory orientation for all Residents and Fellows will be held on **July 1st and 2nd, 2010**. 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 the second day of 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. This will save you tons of time during orientation and allow you to get your first paycheck on schedule.
2. If you will be employed by Los Angeles County (and 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 8:30AM and 4:00 PM.

ORIENTATION SCHEDULE

Mandatory training and orientation will be held on **July 1st and 2nd, 2010**. Please report to the Parlow Auditorium at **8:00 A.M.**

Please bring the following items to the second day of orientation (Friday):

1. Copy of your Medical School Diploma (if not already submitted).
2. 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.
3. 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.
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.

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

Sincerely,

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

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