



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

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)

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.

ORIENTATION

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

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

Health Services
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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', with a stylized flourish at the end.

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