Dear Incoming House Officer,

Welcome to Oregon Health & Science University (OHSU)! We are very pleased that you will be joining our professional staff in 2022 for the next chapter in your medical education.

This booklet is full of essential information for you to begin your training program at OHSU. You will find information regarding various tasks you will need to complete before arriving at OHSU, as well as a section of resources including information on housing and relocation. Please review the checklists in each section and complete all items listed.

You should have already received an email from MedHub containing a personalized link to your GME Onboarding dashboard. All components included in the MedHub GME Onboarding dashboard are due by [insert date].

If we can be of further assistance, or if you have any questions about the information or items in this booklet, please contact us at gme@ohsu.edu, or visit the GME webpage at [http://www.ohsu.edu/gme].

Again, welcome to OHSU!

Sincerely,

The OHSU Graduate Medical Education Team

gme@ohsu.edu
503-494-8652
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If you rotate at the VA the Portland VA will reach out to you directly to complete onboarding paperwork. Please watch for that email communication if you are in one of the programs listed on this page.

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GME ONBOARDING
CHECKLIST OF TASKS

The following pages include information about forms and tasks necessary to your employment and training at OHSU. The forms are all included in the Onboarding dashboard in MedHub. You should have received an email from MedHub with a personalized link to your GME Onboarding dashboard. Please use that personalized link to login to MedHub and complete all forms and tasks.

Unless otherwise noted, on forms requiring an address, please indicate your current address, even though it may be changing shortly.

Items to be completed by March 22, 2022:
- Current Contact Information Form via MedHub
- Lab Coat and Scrubs Form via MedHub

Items to be completed by April 8, 2022:
- Incoming Information Form via MedHub
- Review and electronically sign OHSU Contract/Appointment Agreement via MedHub
- Submit OHSU background check via Advanced Reporting
- Complete drug screening via A WorkSafe Services
- Complete ReadySet account and email immunization records to Occupational Health
- Apply for Oregon medical license
- Apply for NPI number
- View online learning modules via Echo 360
- Upload passport style photo via MedHub
- Review, sign, and upload all policy forms in MedHub
- Upload copies of ACLS/BLS/PALS/NRP cards and Medical School Diploma via MedHub (if you have them)

VA Items to be completed by April 8, 2022:
If your program rotates at the VA you will receive direct communication from the VA about what to complete for your onboarding with them.
MedHub is OHSU’s Residency Management System and is used to manage mandatory onboarding requirements prior to your hire. You will also be using this system throughout your training at OHSU for additional tasks (viewing and completing evaluations, recording work hours, etc.) You will receive more information about this at your GME orientation.

You should have received an email from the MedHub system containing directions and a unique link to access your onboarding package. Log in to the onboarding package using your last name (this is not case sensitive):

Review the instructions for each task listed and complete all items in your onboarding package. You can exit the onboarding dashboard and return to finish later by using the unique link in your MedHub email. If working in a multi-question form, be sure to save your progress before exiting the window.

Some documents may be completed online directly via MedHub:

Some documents may need to be processed outside of this dashboard. We have provided downloadable instructions for completing each of these items in both this booklet and the MedHub onboarding package. After following the directions and completing the item, return to the MedHub dashboard to select the “I Completed This” button:

Some items require a file to be uploaded:
When an item is complete and has been submitted, you will see a green check mark:

| 2020 Current Contact Info Form (In Progress) | Revise Form | ✔ | ✗ |

Some of these forms require processing by the GME office. Once the form has been processed, you will see a second green check mark:

| 2019 Incoming Information Form | Print Form | ✔ | ✔ | ✔ |

If you run into any issues or have any questions regarding MedHub or your onboarding tasks, please contact the GME office at gme@ohsu.edu or 503-494-8652.
You will receive an e-mail from Advanced Reporting, OHSU’s background check vendor, containing a secure, one-time use link. You will link to Advanced Reporting’s secure portal where you will complete the authorization and disclosure and enter personal information. This enables Advanced Reporting to complete the background check. Please allow at least 15 minutes to enter your personal information for your background check. Once you begin entering your information, you must complete it within that session. Keep in mind, this link will expire in 5 days. For technical difficulties with your background check, please contact Advanced Reporting at (888) 375-0451.

If you do not receive the Advanced Reporting e-mail by April 8, please check your junk or spam folders. If it is not found, please e-mail Advanced Reporting at ohsubackgrounds@advrep.com.

Your pre-employment drug screen will be coordinated by A Work Safe Service. A Work Safe will send you an e-mail that contains the name, address and phone number of the collection site where you will complete your drug screen. The e-mail will also include a bar code if you are completing your drug screen outside the state of Oregon. If you are inside the state of Oregon, you will not have a bar code. Please take a printed copy of your e-mail to the collection site. If it is not found, please e-mail A Work Safe Service at tiffanyfarrior@aworksafeservice.com. If you have any address change in the process, please e-mail A Work Safe Service.
Dear New Trainee,

Welcome to OHSU! Occupational Health is OHSU’s centralized resource for ensuring that you are able to perform your job duties safely in the workplace. Required actions be completed prior to arrival at your GME Check-in Session.

Go to this webpage: https://OHSU.readysetsecure.com

Click and follow the instructions.

- Enter the Access/Org Code: ϒϯehiclesized
- Select the Program Type called ϒϯvehiclesized
- Employee ID – enter your full date of birth in MMDDYYYY format
- Select the Population type of ϒϯvehiclesized

Once your user account is created, please navigate to the tab and complete all of the Health Surveys assigned to you.

We will specifically be looking for proof of immunity to:

- Hepatitis B – Must be vaccination; antibody titer alone is not sufficient
- Measles – Vaccination or titer
- Mumps– Vaccination or titer
- Rubella– Vaccination or titer
- Varicella– Vaccination or titer
- Influenza – Vaccination
- Covid-19 – Must be vaccination; antibody titer alone is not sufficient

If you are unable to provide proof of immunity to any of the above, we can provide the necessary services free of charge at your onboarding appointment.

Occupational Health will be performing the TB Test using the Quantiferon Gold (QFN – IGRA) and a N-95 Mask Fit Testing.

If you have any questions, please feel free to contact Occupational Health at any time. We look forward to meeting you!
All residents and fellows must have an Oregon medical license prior to beginning training and must maintain a license throughout training.

You may have either a medical license or an unlimited license. Please check with your specialty board to ensure you get the correct type of license. (For Example, Pediatrics Fellowships requires fellows to have an unlimited license.)

Basic application information, eligibility requirements and other general information is available on the OMB webpage under the “Licensing” heading: http://www.oregon.gov/omb/licensing/Pages/MD-DO-DPM.aspx

We recommend you check the status of your license application two weeks after submission. Go to the OMB website at http://www.oregon.gov/omb. Under Applicant/Licensee Services choose “Check my application status” and log in using your application ID and password.

If you have any questions about the license application or your current status please call the Oregon Medical Board directly, at 971-673-2700 or email the OMB, at licensing@omb.oregon.gov. They are open M-F from 9 a.m. - 12 p.m. and 1 - 3 p.m. PST.
1. To apply, follow the link in your MedHub Onboarding dashboard to the Oregon Medical Board’s website (www.oregon.gov/omb).
   a. New users will have to register.
   b. Save your OMB password for future use. You will need it to log back in to the system.
2. After registering on the site, select your profession → Limited Temporary License → MD/DO Postgraduate-RESIDENT (even if you are a fellow).
3. Put OHSU for your HOME, MAILING and PRACTICE address:
4. Under “Intended Oregon Practice Location” indicate “OHSU”– in this exact abbreviated format.
5. Start and end dates for license should span 13 months:
   a. Example: If your contract start date is 7/1, license dates should be:
6. Enter your Medical/Osteopathic school information.
7. Under “Postgraduate Training”, click the “update” button. Include your prior training, if any, as well as the training you will be doing for academic year 2021-2022. In the training program box, indicate “OHSU”.
8. Enter licensing exam information, even if scores are pending.
9. Enter specialty information. If you do not see your specialty listed, choose the closest substitute and then email the OMB (licensing@omb.oregon.gov) to give them your exact specialty information.
10. Under “Licensure History” enter all health related licenses for which you have ever applied.
11. Under “Employment” list all medically related employment outside of a training program, including any moonlighting.
12. Complete all personal history questions, including explanations if needed.

Please review the online status report often, as this is how the OMB will communicate the type of required documents if
necessary. This could lengthen your application approval time, so submit your application as early as possible for review.

13. Chronologically list all of your activities since completion of medical school that are not already listed in the “Postgraduate Training” section. This should include any gaps over one month in length.

14. Submit a photo to Licensing@omb.oregon.gov or upload directly to application portal.
   a. You will need to submit a passport-style photo taken within 90 days, directly to the Oregon Medical Board in order to complete your application. This does not have to be a professional portrait, but should have a plain background. This photo is not posted so “selfies” are acceptable.

15. In the field where you see “If you are appointed at summer start time, request your name on the list...”, you must add your name to the list. GME has already submitted your name to the Oregon Medical Board as a new trainee with OHSU.

16. Record your Application number and remember your password. This is your login to the OMB site.

17. Check the “Attestation/Certification Statement” box and “SUBMIT”.

18. Payment:

19. Once you receive the approval email from the Oregon Medical Board, you will then be able to log back into your record and print your certificate of registration from the green box illustrated below.
   a.
If you are interested in obtaining instructions and reviewing eligibility for an unlimited license please view the OMB website: [http://www.oregon.gov/omb](http://www.oregon.gov/omb).

You will need to start this process **as early as possible**. Allow **3-4 weeks** for completion of the unlimited license application. If you are interested in obtaining an Unlimited License effective 7/1/2021, you will need to have the application submitted to the OMB by 5/9/2021. Be sure to track the completion of your application on the OMB’s on-line Status Report (OSR) to ensure it is issued in time for your start date. As there are several factors that may lengthen the unlimited license application process, please be aware that a full license may not be issued to you by 7/1/2021. In that case, please call GME to discuss options.
For basic application information regarding eligibility requirements, and to obtain other general information regarding licensure and license types: oregon.gov/omb/Licensing/Pages/default.aspx

Apply for a license, either limited or unlimited: omb.oregon.gov/login

New to the system? You will be required to register. Please save your password to log in for all future licensure needs.

If applying for an unlimited license, the OMB requires you to check with your GME office first. Please provide a statement regarding this when submitting your application to the OMB, as OMB staff will contact you if you have not.

Once you have submitted an application, please utilize the Online Status Report (OSR) - this is how the Board communicates with you regarding your application. This may be reviewed by logging in to the Applicant/Licensee Services page on the Board’s website: omb.oregon.gov/login

Ensure that you are submitting the correct application, as all applications are non-refundable, non-transferrable, and cannot be prorated

All applications are kept on file for one year to allow for completion.

Carefully read and answer all personal history questions on the application. Affirmative answers may require additional documentation to come directly from source. Always err on the side of caution and disclose.

Utilize the Board’s Call Center for any questions regarding the application process:

• 971-673-2700 (M-F, 9 a.m. – Noon & 1 p.m. – 3 p.m.)
• licensing@omb.oregon.gov

The Board is excited for you and your future in medicine!
The Centers for Medicare and Medicaid Services (CMS) requires that all care providers have a National Provider Identification (NPI) number. OHSU requires you to obtain an NPI for prescribing in our electronic medical record system, EPIC. Please apply now for your NPI and provide it to GME via your MedHub Onboarding dashboard. This will ensure your smooth transition to practice patient care at OHSU. This NPI is unique to you and will remain the same throughout your career.

Each provider will receive a unique NPI. It is a 10-digit number that is intelligence free, meaning it does not contain any information about the provider, such as specialty or place of practice. It does not cost anything to obtain an NPI. Since it is a permanent number, changes in practice location, license status and other demographic information about the provider need to be reported to CMS if the change. If you already have an NPI number please update the practice address to OHSU once you move.

The NPI will be used in electronic medical record systems to streamline processes and reporting.

NPPES (https://nppes.cms.hhs.gov) and follow the steps to create a new account or amend existing account.

Here is a list of information you will need to complete the application:

- Select “individual” for provider type.
- Provider Name (you)
- SSN
- Provider Date of Birth
- Country of Birth
- State of Birth (if Country of Birth is U.S.)
- Provider Gender
- Sole Proprietor (please mark NO, this is for people who are self-employed)
- Mailing Address (use OHSU’s mailing address, not your personal home address)

OHSU
3181 SW Sam Jackson Park Road
Portland OR 97239
503-494-8211

- Practice Location Address and Phone Number (OHSU)
- Taxonomy (Student, Health Care 390200000X)
- State License Information (Not required with student taxonomy information)
- Contact Person Name (you)
- Contact Person Phone (you)
- Contact Person Email (you)

For NPI technical support contact 1-800-465-3203 or email customerservice@npienumerator.com
The following required online training videos are directly related to your role as a clinical provider and an OHSU employee. These videos provide additional information that may not be covered at your GME Check-In session.

This requirement of your MedHub onboarding package is hosted through OHSU’s media system Echo360. Please follow the below instructions to access your Echo360 account and view the required learning modules. For screenshots of the below instructions see your MedHub onboarding package.

1. Go to https://echo360.org/directLogin. Your account has already been created for you, but you will need to create a password.
2. Click on “Forgot your password?”
3. Enter email address and click “SEND EMAIL”
4. Check email inbox/junk folder entered in step 3, for an email from "Echo360 password reset"
5. Click the big blue “RESET PASSWORD” button in the email body
6. Enter a new password and click “SAVE”.
7. The next screen is your dashboard. Congratulations! Your account is ready to use. To view modules, click on “COURSES”.
8. Click on the module title to proceed to the video. Once viewed, the green play button will turn gray. You can pause and return to the modules at any time. They can also be viewed multiple times.

List of Echo360 Modules:

- Hospital Lab Service
- Working with Interpreters
- Medication Safety
- Resident & Faculty Wellness Program
- Mission Control
- Pain Management
- Care Management
- Clinical Education Work Hours (aka “Work Hours” or “CEW Hours”)
- Decedent Affairs
- Sleep Deprivation
- Oregon Medical Board
- Imaging at OHSU
- Patient Relations
- Library Resources
- Blood and Body Fluid Exposure
As part of your incoming paperwork you will need to upload a professional, passport-style color photo to MedHub.

This photo will be used for your [image], so please submit a high quality image and follow the requirements below.

- Have someone other than yourself take your photo. Please, no selfies.
- Directly face the camera (head and shoulders visible)
- Photo must be in color
- Use a solid colored background
- Allowable graphic formats: JPG, GIF, PNG
- Recommended photo size: Larger than 200 x 200px and smaller than 500 x 500px
- Files must be smaller than 3MB
- Do not manipulate the image in any way (i.e. with Photoshop, filters, etc.)

If you have any questions, contact the GME office at gme@ohsu.edu.

A non-solid background

Florescent “office” lights and not direct facing
VA ONBOARDING MATERIALS

VA

U.S. Department of Veterans Affairs
GME Programs Who Rotate at the VA
AY 2022 – 2023

If you rotate at the VA the Portland VA will reach out to you directly to complete onboarding paperwork. Please watch for that email communication if you are in these programs:

- Anesthesiology
- Anesthesiology Critical Care Medicine
- Anesthesiology Pain Medicine
- Dermatology
- Diagnostic Radiology
- Interventional Radiology Integrated
- Interventional Radiology Fellowship
- Emergency Medicine
- Internal Medicine
- Addiction Medicine
- Cardiovascular Disease
- Clinical Cardiac Electrophysiology
- Clinical Informatics
- Critical Care Medicine
- Endocrinology, diabetes, and metabolism
- Gastroenterology
- Geriatric Medicine
- Hematology and Oncology
- Hospice and Palliative Medicine
- Infectious Disease
- Nephrology
- Pulmonary Disease and Critical Care Medicine
- Rheumatology
- Sleep Medicine
- Neurological Surgery
- Neurology
- Child Neurology
- Epilepsy
- Neurodevelopmental Disabilities
- Neuromuscular Medicine
- Vascular Neurology
- Obstetrics and Gynecology
- Ophthalmology
- Orthopedic Surgery
- Otolaryngology
- Pathology
- Psychiatry
- Consultation Psychiatry
- Geriatric Psychiatry
- Radiation Medicine
- General Surgery
- Cardiothoracic Surgery
- Plastic Surgery
- Surgical Critical Care
- Vascular Surgery
- Urology
Welcome! In partnership with Oregon Health & Science University, the Veterans Affairs Portland Health Care System (VAPORHCS) would like to extend our congratulations on joining the graduate Medical Education Program. As a Resident, you join the clinical team in achieving our mission to honor America’s Veterans by providing exceptional health care that improves their health and well-being. We are excited to embark with you on your educational journey and look forward to welcoming you to VAPORHCS.

Enclosed you will find important information regarding your appointment to the VAPORHCS.

Your check-in appointments will be held jointly with OHSU to make the best use of your time. Your check-in appointment will include taking an oath of office and signing an appointment letter, verification of ID and having your photo taken for the ID Badge.

After your check-in, you will be contacted to pick up your VA ID badge. You will need to complete Computerized Patient Record System (CPRS) training, your VA Program Coordinator will be contacting you about the CPRS class (TMS# VA 35795). If you have any questions related to your department/service, please contact them directly at

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact Person</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Service</td>
<td>Earl Emery</td>
<td>503-220-8262</td>
</tr>
<tr>
<td>Division of Hospital &amp; Specialty Medicine</td>
<td>Chester Hughes/Rhonda Gay</td>
<td>503-220-8262</td>
</tr>
<tr>
<td>Emergency Department</td>
<td>Smith Rejoy</td>
<td>503-220-8262</td>
</tr>
<tr>
<td>Imaging Service</td>
<td>James Boyer</td>
<td>503-220-8262</td>
</tr>
<tr>
<td>Mental Health Division</td>
<td>Stephanie King</td>
<td>503-220-8262</td>
</tr>
<tr>
<td>Neurology Service</td>
<td>Chester Hughes</td>
<td>503-220-8262</td>
</tr>
<tr>
<td>Operative Care Division (OCD)</td>
<td>Lenwit Belanger</td>
<td>503-220-8262</td>
</tr>
<tr>
<td>Pathology &amp; Laboratory</td>
<td>Elisa Romero</td>
<td>503-220-8262</td>
</tr>
<tr>
<td>HR/Security</td>
<td>503-220-8262 x 57337 (HR Front Desk)</td>
<td>503-220-8262 x 57337</td>
</tr>
</tbody>
</table>

Please contact the VA Graduate Medical Education office at 503-220-8262 x56109, or vhapor-odsoa@va.gov. Thank you for your interest in the Portland VA Health Care System, we look forward working with you.

Sincerely,

VA Graduate Medical Education Team
Dear VA Health Professions Trainee,

Welcome to the Department of Veterans Affairs and the Veterans Health Administration (VHA). To participate in training, interact with patients and gain access to our information systems you must complete an on-line mandatory training item using the VA Talent Management System (TMS) 2.0. The item is titled VHA Mandatory Training for Trainees, you will be happy to know, that your training transfers between VA’s. If you complete the training every 364 days and remain “in good standing” there should be minimal interruptions as you proceed through your education.

VA TMS 2.0 is on the internet and works best when accessed using Chrome and MS Edge. Give yourself some time because there is a 20-minute delay while your profile is created. After enrolling you will need to wait 20 minutes before you can log in and complete the training.

- VA Facility: Portland VA Health Care System
- VA Location Code: [three characters] POR
- VA Point of Contact First Name: VA Resident Coordinator First Name
- VA Point of Contact Last Name: VA Resident Coordinator Last name
- VA Point of Contact Email address: VA Resident Coordinator email address
- VA Point of Contact Phone Number: 5032208262
- Printed Certificate Required? [recommend “No”]

If you already have a VA TMS account, contact your POC or call the VA Enterprise Service Desk (ESD) at 1-855-673-4357.

Again, welcome to the VA and thank you for doing your part toward establishing VA as a 21st century organization built on providing the best care and service possible for our Veterans!
1.1 Already Have a TMS Account? Contact your POC listed on page 1 or the ESD at 1 (855) 673-4357

1.2 Step-by-Step Instructions for Managed Self Enrollment (New Users)

1. From a computer, launch a web browser [Works BEST with Chrome and Edge] and navigate to https://www.tms.va.gov/SecureAuth35/
2. Click the [i ŨĞĂƚĞӖĞǁhƐĞƌ] button
3. Select the radio button for ĩĞůƚŚĚŵŝŶŝƐƚƌĂƚșŽŶ; Click the [ƌđƚ] button
4. Select the radio button for ĩĞůƚŚWƌŽĨĞƐƐșŽŶƐdƌĂʂŶĞĞ (NOT WOC) Click the [ƌđƚ] button
5. Complete all required fields, indicated by asterisk* and any non-required fields if possible. The email address you enter here will be your Username to log into the system.

- Create Password*
- Re-enter Password*
- Social Security Number*
- Re-enter Social Security Number*
- Date of Birth*
- Legal First Name*
- Legal Last Name*
- Middle Name is optional, but extremely helpful
- Your e-mail Address* 'Q4e7W8o72z14%3 3' % ģșňe2zǒl4, d 2'2\(4513 e1\(414 z \(21\(146) '3 e 'A 342261e2a46â741') 411'1141 '424%16014, Aěedo
- Re-enter your e-mail address*
- Phone Number 'Q4e7A1+7B'14e4+3 6e716e3c 'eA3, '14A1â6e3eA4e4, '3 e '342261e2a46â741') 411'1141 '424%16014, Aěedo
- i '3 eA14e46ă

6. You should now see the Congratulations! Screen. Take note of your Username/Email Address.
7. A bó 5 lý 3 $, please return to https://www.tms.va.gov/SecureAuth35/
8. On the TMS 2.0 Login Screen enter your Username/Email Address and click the [Enter] button
9. An email will be sent to your Username/Email Address containing a one-time-passcode enter it using your keyboard or the on-screen number pad and click the [Enter] button
10. During this first-time log in you will be asked to select and answer two security questions. These will be used to reset your TMS password.
11. Select questions, enter response, confirm response.
12. Click the [Enter] button.
13. You have now completed your TMS User Profile.

1.3 Launching and Completing the Content

1. Log into TMS using Username and one time Passcode
2. Click on the Home dropdown and select Learning
3. Click “Start Course” next to [Start Course]
   - Pop-Up blockers MUST BE TURNED OFF
4. Complete all content following the on-screen instructions.
5. Exit the training as instructed to accurately record your effort.
6. To print a Certification of Completion, click on My History and View All
For you to train at the VA, you are required to complete a mandatory training program titled "VA Training Management System (TMS)." This training is available through the TMS. TMS offers web-based training to VA employees and its partners.

The instructions are included in this Digital Welcome Booklet. Please use the TMS training instructions handout provided to complete your TMS account creation and MTT training.

### Categories and Contact Information

<table>
<thead>
<tr>
<th>Category</th>
<th>Residents</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anesthesia critical care</td>
<td>All residents from Providence Healthcare System</td>
<td><a href="mailto:vhapor-OCDResidentCoordinator@va.gov">vhapor-OCDResidentCoordinator@va.gov</a></td>
</tr>
<tr>
<td>Pain medicine</td>
<td>All residents from Providence Healthcare System</td>
<td><a href="mailto:vhapor-OCDResidentCoordinator@va.gov">vhapor-OCDResidentCoordinator@va.gov</a></td>
</tr>
<tr>
<td>Gerontology</td>
<td>All residents from Providence Healthcare System</td>
<td><a href="mailto:vhapor-OCDResidentCoordinator@va.gov">vhapor-OCDResidentCoordinator@va.gov</a></td>
</tr>
<tr>
<td>Hospice and Palliative Care</td>
<td>All residents from Providence Healthcare System</td>
<td><a href="mailto:vhapor-OCDResidentCoordinator@va.gov">vhapor-OCDResidentCoordinator@va.gov</a></td>
</tr>
<tr>
<td>Sleep Medicine</td>
<td>All residents from Providence Healthcare System</td>
<td><a href="mailto:vhapor-OCDResidentCoordinator@va.gov">vhapor-OCDResidentCoordinator@va.gov</a></td>
</tr>
<tr>
<td>Gastroenterology</td>
<td>All residents from Providence Healthcare System</td>
<td><a href="mailto:vhapor-OCDResidentCoordinator@va.gov">vhapor-OCDResidentCoordinator@va.gov</a></td>
</tr>
<tr>
<td>Hematology/Oncology</td>
<td>All residents from Providence Healthcare System</td>
<td><a href="mailto:vhapor-OCDResidentCoordinator@va.gov">vhapor-OCDResidentCoordinator@va.gov</a></td>
</tr>
<tr>
<td>Infectious Diseases</td>
<td>All residents from Providence Healthcare System</td>
<td><a href="mailto:vhapor-OCDResidentCoordinator@va.gov">vhapor-OCDResidentCoordinator@va.gov</a></td>
</tr>
<tr>
<td>Nephrology</td>
<td>All residents from Providence Healthcare System</td>
<td><a href="mailto:vhapor-OCDResidentCoordinator@va.gov">vhapor-OCDResidentCoordinator@va.gov</a></td>
</tr>
<tr>
<td>Preventive medicine</td>
<td>All residents from Providence Healthcare System</td>
<td><a href="mailto:vhapor-OCDResidentCoordinator@va.gov">vhapor-OCDResidentCoordinator@va.gov</a></td>
</tr>
<tr>
<td>Pulmonary &amp; Critical Care</td>
<td>All residents from Providence Healthcare System</td>
<td><a href="mailto:vhapor-OCDResidentCoordinator@va.gov">vhapor-OCDResidentCoordinator@va.gov</a></td>
</tr>
<tr>
<td>Radiation oncology</td>
<td>All residents from Providence Healthcare System</td>
<td><a href="mailto:vhapor-OCDResidentCoordinator@va.gov">vhapor-OCDResidentCoordinator@va.gov</a></td>
</tr>
<tr>
<td>Rheumatology</td>
<td>All residents from Providence Healthcare System</td>
<td><a href="mailto:vhapor-OCDResidentCoordinator@va.gov">vhapor-OCDResidentCoordinator@va.gov</a></td>
</tr>
<tr>
<td>Transplant/Hepatology</td>
<td>All residents from Providence Healthcare System</td>
<td><a href="mailto:vhapor-OCDResidentCoordinator@va.gov">vhapor-OCDResidentCoordinator@va.gov</a></td>
</tr>
<tr>
<td>Neurodevelopmental</td>
<td>All residents from Providence Healthcare System</td>
<td><a href="mailto:vhapor-OCDResidentCoordinator@va.gov">vhapor-OCDResidentCoordinator@va.gov</a></td>
</tr>
<tr>
<td>Neurophysiology</td>
<td>All residents from Providence Healthcare System</td>
<td><a href="mailto:vhapor-OCDResidentCoordinator@va.gov">vhapor-OCDResidentCoordinator@va.gov</a></td>
</tr>
<tr>
<td>Vascular neurology</td>
<td>All residents from Providence Healthcare System</td>
<td><a href="mailto:vhapor-OCDResidentCoordinator@va.gov">vhapor-OCDResidentCoordinator@va.gov</a></td>
</tr>
<tr>
<td>Cardiothoracic</td>
<td>All residents from Providence Healthcare System</td>
<td><a href="mailto:vhapor-OCDResidentCoordinator@va.gov">vhapor-OCDResidentCoordinator@va.gov</a></td>
</tr>
<tr>
<td>Dermatology</td>
<td>All residents from Providence Healthcare System</td>
<td><a href="mailto:vhapor-OCDResidentCoordinator@va.gov">vhapor-OCDResidentCoordinator@va.gov</a></td>
</tr>
<tr>
<td>General surgery</td>
<td>All residents from Providence Healthcare System</td>
<td><a href="mailto:vhapor-OCDResidentCoordinator@va.gov">vhapor-OCDResidentCoordinator@va.gov</a></td>
</tr>
<tr>
<td>Neurosurgery</td>
<td>All residents from Providence Healthcare System</td>
<td><a href="mailto:vhapor-OCDResidentCoordinator@va.gov">vhapor-OCDResidentCoordinator@va.gov</a></td>
</tr>
<tr>
<td>Obstetrics and gynecology</td>
<td>All residents from Providence Healthcare System</td>
<td><a href="mailto:vhapor-OCDResidentCoordinator@va.gov">vhapor-OCDResidentCoordinator@va.gov</a></td>
</tr>
<tr>
<td>Ophthalmology</td>
<td>All residents from Providence Healthcare System</td>
<td><a href="mailto:vhapor-OCDResidentCoordinator@va.gov">vhapor-OCDResidentCoordinator@va.gov</a></td>
</tr>
<tr>
<td>Orthopedic surgery</td>
<td>All residents from Providence Healthcare System</td>
<td><a href="mailto:vhapor-OCDResidentCoordinator@va.gov">vhapor-OCDResidentCoordinator@va.gov</a></td>
</tr>
<tr>
<td>Otolaryngology (ENT)</td>
<td>All residents from Providence Healthcare System</td>
<td><a href="mailto:vhapor-OCDResidentCoordinator@va.gov">vhapor-OCDResidentCoordinator@va.gov</a></td>
</tr>
<tr>
<td>Surgical critical care</td>
<td>All residents from Providence Healthcare System</td>
<td><a href="mailto:vhapor-OCDResidentCoordinator@va.gov">vhapor-OCDResidentCoordinator@va.gov</a></td>
</tr>
<tr>
<td>Transplant</td>
<td>All residents from Providence Healthcare System</td>
<td><a href="mailto:vhapor-OCDResidentCoordinator@va.gov">vhapor-OCDResidentCoordinator@va.gov</a></td>
</tr>
<tr>
<td>Transplant nephrology</td>
<td>All residents from Providence Healthcare System</td>
<td><a href="mailto:vhapor-OCDResidentCoordinator@va.gov">vhapor-OCDResidentCoordinator@va.gov</a></td>
</tr>
<tr>
<td>Urology</td>
<td>All residents from Providence Healthcare System</td>
<td><a href="mailto:vhapor-OCDResidentCoordinator@va.gov">vhapor-OCDResidentCoordinator@va.gov</a></td>
</tr>
<tr>
<td>Vascular neurology</td>
<td>All residents from Providence Healthcare System</td>
<td><a href="mailto:vhapor-OCDResidentCoordinator@va.gov">vhapor-OCDResidentCoordinator@va.gov</a></td>
</tr>
<tr>
<td>Diagnostic radiology</td>
<td>All residents from Providence Healthcare System</td>
<td><a href="mailto:vhapor-OCDResidentCoordinator@va.gov">vhapor-OCDResidentCoordinator@va.gov</a></td>
</tr>
<tr>
<td>Interventional</td>
<td>All residents from Providence Healthcare System</td>
<td><a href="mailto:vhapor-OCDResidentCoordinator@va.gov">vhapor-OCDResidentCoordinator@va.gov</a></td>
</tr>
<tr>
<td>Neuroradiology</td>
<td>All residents from Providence Healthcare System</td>
<td><a href="mailto:vhapor-OCDResidentCoordinator@va.gov">vhapor-OCDResidentCoordinator@va.gov</a></td>
</tr>
</tbody>
</table>
To expedite your VA onboarding, we are asking that you complete 45253, 3 at a local VA close to your current location. If you do not get courtesy prints, your onboarding and ability to rotate will be delayed by 4-weeks due to processing time.

If you are unable to get your courtesy prints completed, please email: vhapor-odsooa@va.gov or call 503-220-8262 x56109.

You will need to complete the follow steps:

- Contact your local VA to schedule your Courtesy Fingerprinting
  - Select a date that works for you, but please no later than
  - Select a time that works for you
- Email vhapor-odsooa@va.gov

When you arrive for your appointment, bring two pieces of valid ID (State or Federal); one must be a photo ID. The list of acceptable identification documents has been included, please provide the following information ensuring your information is routed to VA Portland Health Care System.

For Questions or if you have problems scheduling with your local VA, please contact the Portland VA Security Team at 503-220-8262 x57337 (HR Front Desk).
List of Acceptable ID’s

Please note - student IDs are not a valid form of identification for the PIV issuance process.

Two identity source documents from the matrix below are required. **Neither identity document may be expired or cancelled.**

One ID must be from the **Primary Identity Source Document** column. The second ID can be either a **Primary Identity Source Document** or a **Secondary Identity Source Document**.

Applicants may not provide two documents from the Secondary Identity Source Documents. The two identity credentials must be **different types of credentials**. For example, a driver’s license from New York plus a driver’s license from Iowa is not an acceptable combination of identity documents.

<table>
<thead>
<tr>
<th>162 45A5e3A, 34A0×55A Mb&lt;2 e3A</th>
<th>ge503.nH5A5e3A, 34A0×55Amb&lt;2 e3A</th>
</tr>
</thead>
<tbody>
<tr>
<td>• A U.S Passport or U.S. Passport Card</td>
<td>• A U.S. Social Security Card issued by the Social Security Administration</td>
</tr>
<tr>
<td>• A Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td>• An original or certified copy of a birth certificate issued by a state, county, municipality authority, or outlying possession of the U.S. bearing an official seal</td>
</tr>
<tr>
<td>• A foreign passport</td>
<td>• An U.S. ID card issued by a federal, state, or local government agency or entity, provided it contains a photograph</td>
</tr>
<tr>
<td>• An Employment Authorization Document that contains a photograph (Form I-766)</td>
<td>• A U.S. voter’s registration card</td>
</tr>
<tr>
<td>• A Driver’s license or an ID card issued by a State or possession of the United States provided it contains a photograph</td>
<td>• A U.S. Coast Guard Merchant Mariner Card</td>
</tr>
<tr>
<td>• A U.S. Military card</td>
<td>• A Certificate of U.S. Citizenship (Form N-560 or N-561)</td>
</tr>
<tr>
<td>• A U.S. Military dependent’s ID card</td>
<td>• A Certificate of Naturalization (Form N-550 or N-570)</td>
</tr>
<tr>
<td>• A PIV Card</td>
<td>• A U.S. Citizen ID Card (Form I-197)</td>
</tr>
<tr>
<td>• A U.S. Social Security Card issued by the Social Security Administration</td>
<td></td>
</tr>
<tr>
<td>• An original or certified copy of a birth certificate issued by a state, county, municipality authority, or outlying possession of the U.S. bearing an official seal</td>
<td></td>
</tr>
<tr>
<td>• An U.S. ID card issued by a federal, state, or local government agency or entity, provided it contains a photograph</td>
<td></td>
</tr>
<tr>
<td>• A U.S. voter’s registration card</td>
<td></td>
</tr>
<tr>
<td>• A U.S. Coast Guard Merchant Mariner Card</td>
<td></td>
</tr>
<tr>
<td>• A Certificate of U.S. Citizenship (Form N-560 or N-561)</td>
<td></td>
</tr>
<tr>
<td>• A Certificate of Naturalization (Form N-550 or N-570)</td>
<td></td>
</tr>
<tr>
<td>• A U.S. Citizen ID Card (Form I-197)</td>
<td></td>
</tr>
<tr>
<td>• An Identification Card for Use of Resident Citizen in the United States (Form I – 179)</td>
<td></td>
</tr>
<tr>
<td>• A Certification of Birth Abroad or Certification of Report of Birth issued by the Department of State (Form FS-545 or Form DS-1350)</td>
<td></td>
</tr>
<tr>
<td>• A Temporary Resident Card (Form I-688)</td>
<td></td>
</tr>
<tr>
<td>• An Employment Authorization Card (Form I-688A)</td>
<td></td>
</tr>
<tr>
<td>• A Reentry Permit (Form I-327)</td>
<td></td>
</tr>
<tr>
<td>• A Refugee Travel Document (Form I-571)</td>
<td></td>
</tr>
<tr>
<td>• An Employment Authorization Document issued by Department of Homeland Security (DHS)</td>
<td></td>
</tr>
<tr>
<td>• An Employment Authorization Document issued by DHS with photograph (Form I-688B)</td>
<td></td>
</tr>
<tr>
<td>• A driver’s license issued by a Canadian government entity</td>
<td></td>
</tr>
<tr>
<td>• A Native American Tribal document</td>
<td></td>
</tr>
</tbody>
</table>
GME CHECK-IN SESSION
GME check-in sessions offer you a chance to complete many new employee tasks in one-stop. Your GME check-in session will be mostly online, with a few in-person tasks. GME will contact you via email to communicate your check-in date and time. Your program coordinator will contact you regarding other orientation activities. Check-in sessions will take place in the BICC/Library building. Directions and parking options will be sent to you via email closer to your check-in date.

The check-in appointments will be between 8:00 a.m. and 5:00 p.m. Your check-in appointment will be approximately 1 hour but please do not make any plans for this day. The online tasks will still take a full work day. The online portion of your check-in will include reviewing detailed benefits options, parking options, GME office services and more. The online portion will also include signing up for benefits and watching required new-hire training modules.

To complete your I9 during your in-person appointment, you must bring two forms of acceptable identification. You will not be hired and will be turned away from your GME Check-in session if you do not have two forms of ID in your legal name. Please refer to I-9 instructions in this section for more information and other examples of acceptable ID. If rotating at the VA, see VA Section for identity documentation criteria and a list of acceptable ID for the VA. If you want to sign up for Direct Deposit, please bring a blank, voided check or account and routing number to sign up for direct deposit.

### Examples of acceptable ID include:
- Hawaii Driver's License
- US Passport
- Permanent Resident Card
- Green Card
- Social Security Card
- State ID
- Military ID
- State ID

### In-person check-in session
- Complete I-9
- OHSU ID badge
- Occupational Health requirements
- Complete VA requirements

### Online tasks
- Activate OHSU network login
- Sign up for Direct Deposit
- Sign up for benefits
- Sign up for parking
- Training modules

### Informative voiceover PowerPoints to watch virtually on your GME Check-in
- GME Onboarding Part One will cover:
  - GME office introduction and services
  - Payroll
  - Resident wellness program
- GME Onboarding Part Two will cover:
  - MedHub
  - Meal tickets
  - Call rooms
- Benefits
- Parking & Commuting
- Wireless Services
LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>Documents that Establish Both Identity and Employment Authorization</th>
<th>LIST B</th>
<th>Documents that Establish Identity</th>
<th>LIST C</th>
<th>Documents that Establish Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. U.S. Passport or U.S. Passport Card</td>
<td>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td>1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
<td>3. School ID card with a photograph</td>
<td>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</td>
<td>5. U.S. Military card or draft record</td>
<td>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Form I-94 or Form I-94A that has the following:</td>
<td>7. U.S. Coast Guard Merchant Mariner Card</td>
<td>5. U.S. Citizen ID Card (Form I-197)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) The same name as the passport; and</td>
<td>8. Native American tribal document</td>
<td>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</td>
<td>9. Driver's license issued by a Canadian government authority</td>
<td>7. Employment authorization document issued by the Department of Homeland Security</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

For persons under age 18 who are unable to present a document listed above:

10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.
You will have default benefits on your date of hire – effective your GME Check-in session. At the time of your GME check-in, you will have the option to change your benefit plans (see choices below for medical, dental, and vision plans) and add family members. If you add family members to your coverage, your family members' coverage will begin retroactive to your effective date of hire (your check-in date).

You will have the option to add family members, change your medical, dental, and vision policies, add accidental death & dismemberment coverage, increase your voluntary life insurance, and sign-up for short and long-term disability insurance, flex spending accounts, as well as hospital indemnity and critical illness insurance. Detailed benefit information can be found under the OHSU PPO, OHSU EPO, and OHSU High Deductible sections of the GME webpage (http://www.ohsu.edu/xd/education/schools/school-of-medicine/gme-cme/gme/) and at your GME check-in.

OHSU provides benefits-eligible employees with “benefit dollars” to apply toward the cost of benefits. If your benefit dollars do not cover the complete cost of all the benefits you choose, you will pay the difference. The difference will be deducted from your pay semi-monthly with each paycheck.

<table>
<thead>
<tr>
<th>Employee</th>
<th>OHSU PPO</th>
<th>OHSU EPO</th>
<th>OHSU High Deductible</th>
<th>All Dental Plans</th>
<th>All Vision Plans</th>
</tr>
</thead>
<tbody>
<tr>
<td>Only</td>
<td>$690</td>
<td>$645</td>
<td>$690</td>
<td>$43.72</td>
<td>$6.36</td>
</tr>
<tr>
<td>&amp; spouse</td>
<td>$1212.64</td>
<td>$1141.20</td>
<td>$1212.64</td>
<td>$83.74</td>
<td>$11.18</td>
</tr>
<tr>
<td>&amp; child</td>
<td>$1091.20</td>
<td>$1032.08</td>
<td>$1091.20</td>
<td>$93.50</td>
<td>$10.08</td>
</tr>
<tr>
<td>&amp; family</td>
<td>$1697.52</td>
<td>$1602.68</td>
<td>$1697.52</td>
<td>$135.54</td>
<td>$16.24</td>
</tr>
</tbody>
</table>
Learn more about all these topics and request a trip plan at www.ohsu.edu/commute. The trip plan will include turn by turn directions by all major modes, estimated travel times, related OHSU resources and free off campus parking matched to your route and time of travel.

Parking at OHSU’s Central Campus facilities (Marquam Hill and South Waterfront) is available for residents and fellows. Three options are provided below.

Parking facility information, including addresses: www.ohsu.edu/visit/parking-facilities.

1. **Wage based daily reservations**: Are available at MyCommute (paid via payroll deduction). The cost of the reservation is based on your wage and the parking location selected.

2. **HOU annual or monthly permits**: Available online for Garages E or F on Marquam Hill or for the Schnitzer Lot on South Waterfront. With your OHSU login information, select “Get Permits” to see options. These permits are a flat rate every pay period (for annual) or a one-time charge (for monthly). Available permits are limited. The rates are partially subsidized by OHSU Hospital (subsidization is included in listed online rate online). The HOU annual and monthly permits are only available to current members of the House Officers Union.

**MyCommute**: Register on MyCommute to access a variety of tools.

- Log your commute daily to earn cash and enroll in rewards for various commute methods
- Reserve daily parking via payroll deduction
- Reserve parking for your personal medical appointments
- Find a long-term carpool
- Request a **Guaranteed Ride Home**

**Lyft Off**:
Employees commuting between 9pm and 5am to or from Marquam Hill or South Waterfront may apply for subsidized Lyft Rides. This program can also be used to travel between the campuses when the tram is not running during the overnight hours. Visit our **Lyft Off** page to learn more.

**Dynamic Carpoolls**: www.ohsu.edu/visit/carpools-and-rideshares
Get paid to drive a peer to work or pay a small fee to catch a ride with a peer. Scoop coordinates day to day carpools based on location and shift.

**Biking**: www.ohsu.edu/bike
OHSU offers bike facilities, resources, cash-for-biking, loaner bikes, and assistance to purchase your own bike. At South Waterfront, our partner, Go by Bike (www.gobypx.com), offers free bike valet, free loaner bikes, and professional repair for a reasonable fee. The Student Center on Marquam Hill has a self-repair station, lockers, and showers.

**Portland Aerial Tram**: www.gobyt.com
The Tram is free with your OHSU ID Badge and your badge is required for boarding at both the upper and lower terminals. The ride is 5 minutes from South Waterfront to Marquam Hill.

**Portland Streetcar**: www.portlandstreetcar.org
Streetcar is free with your OHSU ID Badge. The NS Line connects NW Portland, Downtown Portland, and South Waterfront. The A & B lines connect to the Central Eastside, Lloyd and Rose Quarter. Plan your trip via TriMet.org or TriMet apps.
Transit: www.ohsu.edu/transit
Two transit agencies serve Marquam Hill; Portland regional transit: TriMet (www.trimet.org) and Vancouver transit: C-Tran (www.c-tran.com). Annual passes are available at significant discount at our Customer Service Centers.

Visit www.ohsu.edu/commute or contact Graduation Medical Education at 503-494-8652.

See transportation information specific to Graduate Medical Education.

Campus maps: www.ohsu.edu/visit/maps

Transportation and Parking product rates (see Employee Rates): www.ohsu.edu/visit/rates
OHSU House Officers Union’s mission is to advocate for residents and fellow physicians as we provide safe, high-quality care to patients throughout Oregon. Our union insists that OHSU invests in its house staff in ways that materially improve our livelihood, our health, and our ability to provide excellent patient care.

The ARFDC is a sub-group of the greater Graduate Medical Education Committee – Diversity and Inclusion Subcommittee (GMEC-DISC) and is committed to community, engagement and support for URiM house officers and allies and further shaping OHSU’s commitment to providing a nurturing professional environment.

The purpose of the House Officers’ Quality & Safety Committee (HQSC) is to engage Housestaff to identify, develop, and promote institutional improvement initiatives to achieve the quadruple aim (higher quality, lower cost, more patient, and care team satisfaction). This is a council of, by, and for house officers and we value an inter-professional and multidisciplinary approach to improvement as well as in our clinical care.

The Center for Diversity & Inclusion (CDI) leads and supports the university-wide initiatives to create an environment of respect and inclusion for all people.

The school of Medicine is committed to increasing and supporting diversity among faculty, staff and learners. The SOM DEI team frequently collaborates with the DISC, ARFDC, CDI and other groups to support events, host educational forums or courses, and establish guidance for best practices.

ERGs are OHSU-sponsored and employee-managed groups comprised of people from underrepresented backgrounds or those who share a similar interest, and include their allies. ERGs offer opportunities for employees to learn about and better appreciate others whose backgrounds may be different from their own, and whose goals and policies align with OHSU’s diversity goals.
The Resident and Faculty Wellness Program seeks to provide an array of services to increase clinician wellness and reduce burnout and distress, thereby facilitating a strong and thriving workforce. Our clinical focus is on intervening early, supporting distressed physicians and finding the necessary resources to build sustainable medical practices and rewarding personal lives.

The mission of OHSU Pride is to foster an inclusive environment that promotes LGBTQ wellness, education, research and advocacy within and across OHSU and the community. For general inquiries or to get involved with the group, please email pride@ohsu.edu. The OHSU Pride Microsoft Teams page is a great place to connect with your colleagues virtually and stay up to date on the latest events and communications. In Microsoft Teams you can search for CMMT.OHSU Pride and you will be able to join the group.

The OHSU Library and its staff experts are available to support your clinical care and scholarly and research activities, including answering clinical questions, literature searches, setting up alerts, managing citations, and publishing and presenting your scholarship. Your requests, particularly those time-sensitive for clinical care, will be handled by the first available librarian.

Examples of how the Library can support you include, but are not limited to:

- Conduct and consult on patient care and research literature searches.
- Provide full-text, no-cost access to articles and other resources.
- Recommend Library resources and services relevant to your practice, teaching, learning, and scholarly activity.
- Assist with publishing choices.

We look forward to supporting you! Please contact the Library (https://ohsu.libanswers.com/) with your requests and questions. We are available to consult with you via email, chat, and in-person and virtual consultations.
Here at CDI we believe that part of being a great community member and an amazing resident or fellow is that it is imperative to have the support and community for you and your loved ones to thrive in. We welcome you and your family to OHSU and know that we are here to support and assist you throughout your tenure. https://www.ohsu.edu/center-for-diversity-inclusion
Please feel free to reach out to us at cdi@ohsu.edu

Andrew Justicia
Program Manager CDI

Here are some resources - courtesy of the Center for Diversity & Inclusion

- We are a center that is able to assist you to connect to all resources at OHSU
- Notary services
- Access to CDI’s library of Anti-racist literature
- UBCI (Unconscious Bias Campus Wide Initiative) training
- Micro/macro aggressions training
- Bystander training
- Connection to Employee Resource Groups and communities outside of OHSU
- Mentoring opportunities to mentor medical school students, undergraduates across PNW and high school students
- Involvement on campus wide initiatives to promote diversity, equity and inclusion
- Become a UBCI ambassador by emailing cdi@ohsu.edu
- Inclusive Language Guide
- Cultural Awareness Guide
- Stepping IN for Respect Training
- Access to Anti-Racist resources
- Name coach resource
Employee Resource Groups

OHSU Center for Diversity and Inclusion leads and supports university-wide initiatives to create an environment of respect and inclusion for all people. Through various programs and services, the Center for Diversity and Inclusion is enhancing the community of inclusion at OHSU, where diverse students, staff and faculty can thrive and maximize their potential for creativity, innovation and educational excellence.

Our continued success depends on the diverse skills, experiences, and backgrounds that students, faculty and employees bring to OHSU.

**Employee Resource Groups** (ERGs) are OHSU-sponsored and employee-managed groups, and are comprised of students, staff and faculty from underrepresented backgrounds or who share a similar interest. Allies and supporters are always welcome to join any employee resource group.

ERGs provide opportunities for professional development, social support, networking, mentoring and community participation, and help promote cultural awareness and employee engagement.

Groups plan social activities, cultural events, competency lectures and networking opportunities. ERGs also work closely with Student Interest Groups to host cultural events and lectures focused on addressing health disparities in underserved communities. Emerging and established groups include:

- Ability Resource Group
- Asian Pacific Islander
- Black Employees
- International
- Latinos Unidos
- Middle Eastern
- Native American
- OHSU Pride (LGBTQ and allies)
- Veterans (Active duty and reserves)
- Women

For more information about Employee Resource Groups or other diversity and inclusion resources, contact the Center for Diversity and Inclusion at 503 494-5657, email cdi@ohsu.edu or visit ohsu.edu/diversity or o2.ohsu.edu/diversity.
Many medical professionals struggle to manage the unique demands of working in the current health care environment. Sometimes, we can be resilient in the face of severe stress, but at other times we can become overwhelmed and may benefit from professional coaching, counseling and treatment. OHSU School of Medicine residents, fellows, and faculty, School of Dentistry residents and fellows, and Providence residents are eligible to receive free and confidential telehealth services from our clinical team.

We are here to help you address any concerns - personal or professional. You do not need to be in crisis, you may just want to talk or consult with us. You can schedule directly with a clinician by email.

Appointments are available from 8:00 a.m. to 6:00 p.m. Monday – Friday

**FREE AND CONFIDENTIAL**

No Epic medical record is created and no insurance is billed. No information is shared with others without your consent unless there is a risk of danger to self or others. You do not have to report meeting with a professional when you apply for or renew your medical license.

Impairment is reportable, treatment is not reportable.

If your need is urgent, we are available by urgent pager 7 days a week from 9 a.m. – 6 p.m. Please call 503-494-9000, or page 1-0975.
After hours, if your need is urgent, call 911 or the Multnomah Crisis Hotline 503-988-4888; OHSU EAP: 800 433-2320; or go to Unity Psychiatric Hospital 503 944-8000, or to the nearest emergency room.

To Schedule a Meeting: Contact any member of our team via email or send an email to wellnessmeeting@ohsu.edu
Your Learning, Care and Discovery Partner
Anytime. Anywhere.
www.ohsu.edu/library

Access library resources and services wherever you are

We are here to support your roles and activities as clinicians, learners, teachers and scholars. You can access the library’s electronic resources, books and journals 24/7 from any location, and download mobile apps to use resources on your phone or tablet.

Use our Get It For Me service for no-cost access to electronic and print materials owned or not owned by the library.

OHSU librarians can work with you

From one-on-one consultations to curated lists of the best tools and resources, we’ve got you covered. Our experts can help you with researching clinical questions, scholarly projects and more.

Contact us to submit your question or schedule an appointment

Library staff are available to answer your reference and literature searching questions Monday through Friday from 8:00 AM to 6:00 PM.

ohsu.libanswers.com
library@ohsu.libanswers.com
503-494-3460

The library’s physical spaces on Marquam Hill

The Library’s 4th floor space in the Biomedical Information Communications Center (BICC) is accessible 24/7. It includes spaces and workstations to study and chart, access to specialized software for scholarship, and printing and scanning stations.
OHSU is proud to have many of their clinical and non-clinical staff who are proficient in English and a second language. This great diversity is what makes OHSU stand out among its peers.

If you are interested in taking the exam, please see the Bilingual Screening page on O2 for more details on the program and to fill out the application. Language Services will follow up with you accordingly.

The OHSU Bilingual Proficiency Screening Program is eligible for all employees of OHSU and is coordinated and paid for by the Language Services department. The Language Services department will pay for one screening per individual per fiscal year.

The State of Oregon requires that healthcare providers providing direct patient care take the bilingual proficiency screening to ensure fluency if choosing to provide care in a language other than English. A

To ensure neutrality, OHSU has contracted with a third party to provide the bilingual proficiency screening. The test takes approximately 45 minutes and is administered over the phone, so it can be completed before you arrive at OHSU. The test that you will be taking is:

- Clinician Cultural and Linguistic Assessment: designed to assess physicians’ ability to communicate with their patients in a language other than English in a primary care medical setting.

All individuals using a language other than English while conducting patient care MUST pass the bilingual proficiency exam by obtaining a competency level of proficient or superior proficiency in each category. If the applicant has not obtained this level of fluency, they CANNOT use a language other than English while providing patient care. The applicant MUST contact Language Services to provide a professional interpreter for patient encounters.

In addition, all applicants who pass each category at 80% or higher, may provide direct care in the second language but MAY NOT function in the role of an interpreter between the patient and another staff member. This screening is good for five (5) years after passing.
It is extremely important that you understand your financial obligations as you transition into residency. The information and resources below will help you better understand student loan repayment options during residency by helping you locate your student loans and develop a loan repayment strategy. It also provides a timeline example of what to expect in the coming months as well as additional resources.

As you review the information, please keep in mind that you have several repayment and forbearance options available to you during your time as a resident and it may change from year to year depending on your circumstances. If you have any questions, please contact the GME office.

In order to effectively manage student loan repayment it’s important to understand your educational debt, including how many and what types of loans you have. Do you have federal student loans, such as Direct Stafford and/or Graduate PLUS loans? Do you have loans from your undergraduate and graduate programs? Do you have private loans from a private lender such as a bank? Did you take out any sort of institutional loan from your former institution(s)? You can locate your loans using the following resources.

This is the central location for all of your federal student loan* information. This includes all FFEL & Direct subsidized and unsubsidized Stafford loans, Graduate PLUS loans, and Perkins loans that you borrowed for both (or either) undergraduate and graduate school. It includes information on each loan including the loan type, loan status, interest rate, and loan servicer. In order to log into this site you will need your FSA ID and password, which is the same ID and password used to fill out your FAFSA.

On this site you can also:

- Apply for an Income-Driven Repayment Plan.
- Apply for a Direct Consolidation Loan.
- Complete the Public Service Loan Forgiveness (PSLF) Form with the PSLF Help Tool.
- Download your “My Aid Data” file to use for the AAMC MedLoans® Organizer and Calculator.

This website allows you to view your credit report (not score) for free from each of the three credit-reporting agencies once per year. If you have a private loan, it should show up on your credit report. If you have a loan through your institution, it may show up, depending on if they have reported the account of not.
Once you’ve determined the type(s) and servicer(s) of your loans, you can contact your loan servicer(s) and determine when repayment begins and what repayment plans or postponement options are available. Please keep in mind federal student loans will be treated and repaid separately from private and/or institutional loans. After you understand what your balances are, who your loan servicer(s) is, and your timeline for repayment, you need to determine if you are going to start payments on your loans or enter into forbearance.

Here are resources to help determine your federal student loan repayment strategy (including Direct Stafford, Graduate PLUS, and Direct consolidation loans, but excluding Perkins and Health Professions Loans).

This site goes over the various repayment plans and the pros and cons or nuances of each plan. There is also a Repayment Plans Compared chart for a side-by-side comparison of each plan.

This is a free resource for medical students and residents to assist with managing educational debt. The MLOC provides a secure location to organize and track your student loans and allows you to calculate and explore different monthly payment amounts in the various repayment plans. It also calculates overall interest paid, total repaid over the repayment term, and possible forgiveness amounts under PSLF. In addition, you have the option to see what repayment looks like if you choose to be in a forbearance during residency. To get started, either upload a .txt file from StudentAid.gov (referenced above) or manually input your loan information into the calculator and see what repayment might look like for you.

*Your loan servicer(s) will have the most accurate data (especially regarding accrued interest), but this will allow for you to get an idea of how things might look over the course of your residency and beyond.

There are several different income-driven repayment plans but two of the most common are PAYE and REPAYE. Please refer to AAMC’s Repayment Plans Compared chart to understand the difference between the two. You can find additional details on each plan at StudentAid.gov.

When choosing income-driven repayment, your monthly payment will be determined based on total federal student loan debt, household size, and your previous year’s taxable income (taken from your previous year’s federal tax return, if filed). For instance, based on your answers to the questions in the application, if your income was $0 for 2021, your monthly payment would be based on that amount.

- If you do not choose to enter into an income driven repayment plan, your loans will automatically enter into the Standard repayment plan. This requires the largest monthly payment because it has the shortest term of 10 years.
• If you are on an IDR, you must recertify your income and household size annually, which may change your monthly payment for the subsequent 12-month period. In general, your monthly payment will increase (even if slightly) each year as your income increases and your overall federal student loan balance decreases.

• If you are considering setting up auto payments on your loans, please wait until you know exactly how much they will be withdrawing from your bank on a monthly basis. It is entirely possible that a servicer could pull your ‘full’ payment before your forbearance or income driven repayment request has been accepted and approved.

• If you have Perkins loans, they cannot be placed on an income driven repayment plan and you will likely get an error stating that ‘one or more of your loans’ does not qualify for income driven repayment. The only way Perkins loans can be in an IDR (and eligible for PSLF) is if they are consolidated into a Direct consolidation loan.

• The GME Office cannot comment on which repayment program to choose.

**Federal Direct Consolidation Loan**

You have the option to consolidate your federal student loans into a single Direct consolidation loan with a fixed interest rate based on the average of the interest rates on the loans being consolidated. *If you consolidate your loan prior to your grace period expiring, it will prematurely end your grace period once the new consolidation loan is made.* This may be a good option if you’re pursuing Public Service Loan Forgiveness (PSLF) and you want to start counting qualified payments immediately.

**Medical Residency Forbearance**

During a medical residency forbearance, you can either pay the interest as it accrues, or you can allow it to accrue and be capitalized (added to your loan principal balance) at the end of the forbearance period. If you don’t pay the interest on your loan and allow it to be capitalized, the total amount you repay over the life of your loan may be higher because you’re paying additional interest on this capitalized amount. *Forbearance time does not count toward Public Service Loan Forgiveness.* Forbearance is not automatic and must be requested by completing this [form](#). You would complete sections 1 through 3 and the GME Office will complete section 4. You would then submit the completed form to your loan servicer for processing.

**Public Service Loan Forgiveness (PSLF)**

The PSLF Program forgives the remaining balance on your Direct Loans after you have made 120 qualifying monthly payments under a qualifying repayment plan while working full-time for a qualifying employer. OHSU is a qualified employer for the Public Service Loan Forgiveness (PSLF) program. Here are valuable PSLF Resources:

- [StudentAid.gov PSLF Help Tool](#)
- [PSLF Application & Employment Certification Form](#) (pdf)
- [Limited PSLF Waiver Information](#) (good through 10/31/2022)
- [AAMC PSLF Infographic](#)

When filling out the application, you will complete page 1 and the GME Office will complete page 2. They will then return it to you and you will submit it for processing.
LOAN REPAYMENT TIMELINE EXAMPLE

The timeline example below is based on a graduation date in June 2022 and assumes you take advantage of the 6-month grace period and do not consolidate your loans. *If you have loans from prior programs and have already used up the grace period, those loans may go into repayment as early as one to two months after you graduated medical school.* It is important to note that the majority of the timeline is for federal student loans. Health Professions Loans, private, and institutional loans are all treated differently because of the different loan terms, which you can find in your promissory note or by contacting the lender/servicer/institution of those loans.

**June 2022**
- Gather information on all federal, private, and institutional loans. Take note of the loan type, loan servicer(s), length of grace period or when repayment begins, interest rates, repayment plan options, etc.
- Federal student loans without any remaining grace period will enter into repayment at this time. You can request an income-driven repayment plan for these loans or may also request a forbearance to temporarily postpone payments until you know your loan repayment strategy.

**July – October 2022**
- Verify or update your address and contact information with your loan servicer(s).
- Explore the different repayment plans and monthly payment amounts to see what will work with your budget and be most effective for you both short and long-term.

**November 2022**
- Choose and apply for your repayment plan or forbearance. Contact your loan servicer and confirm that they received and processed your income-driven repayment or forbearance request.

**December 2022**
- Your loans will enter into repayment and any unpaid interest will capitalize and be added to your principal balance.
- After you confirm your monthly payment amount is accurate, set up auto-pay.

**January 2023**
- Your monthly loan payments should begin.

**ADDITIONAL RESOURCES**

**AAMC Financial Wellness Program**: This is a free, self-paced online resource that provides information about a variety of financial topics to students, residents, and practicing physicians.

**StudentAid.gov – 4 Things to Know about Marriage and Student Loan Debt**: This article discusses the impact of marriage on federal student loan repayment, including the impact of tax filing status on loan payments.

**AAMC Education Debt Manager**: This is a comprehensive guide to educational debt and includes in-depth information and charts on several topics.

**AAMC – Easing into Residency: Transition Tips**: This article addresses important issues to help you transition from medical school to residency.

**AAMC – Should I Refinance My Student Loans?**: This article outlines the pros/cons and impact of refinancing.
Two-Step Authentication

OHSU uses Duo for two-step authentication (also called multi-factor authentication). It adds an extra layer of security to your OHSU account by requiring something you know (your password) and something you physically have (the Duo Mobile app on your smartphone) to log in to certain OHSU systems and applications from off campus.

When do I use it?

Duo Mobile is required to log in to many OHSU systems and applications from off campus, including:

- The Outlook Web App at mail.ohsu.edu
- The Citrix Web Portal at portal.ohsu.edu
- VPN via Cisco AnyConnect
- Single sign-on applications, such as Box, Compass, LinkedIn Learning, MedHub, OHSU Now and ReadySet

How do I get it?

Duo Mobile is a free app that you can download from your smartphone’s app store. Then, the first time you log in to one of the OHSU systems and applications listed above from off campus, you’ll be guided through the app setup.

How do I use it?

You’ll be prompted to confirm your identity each time you log in to a Duo-protected system from off campus. After entering your username and password, you’ll receive a push notification on your mobile device. If it’s you who’s trying to log in, tap approve and carry on. If it’s not you, tap deny — someone else is trying to log in with your username and password! Then call the ITG Service Desk at 503-494-2222 ASAP to change your password.

Duo takes trust and transparency seriously. Visit the Duo Mobile Privacy Information page to learn more.

Why use a mobile app?

Mobile apps like Duo Mobile are popular for two-step authentication because of their convenience — if you have a smartphone, it’s probably always on you. If you decide the app isn’t right for you, you can request a Duo security token (key fob). You can request one from your IT Contact after you start at OHSU.
Wireless Internet Access

Looking for a Wi-Fi network to use while you're on campus? Choose eduroam from the list of available networks, and log in with your OHSU email address and password.

4 steps to secure surfing

1. Choose eduroam from your computer's or smartphone's list of available wireless networks.
2. Enter your OHSU email address and password when prompted.
3. If you see a trust certificate prompt, accept it.
4. That's it! Once your device connects to eduroam, you can go about your work or studies securely.

IMPORTANT REMINDERS FOR FACULTY, HOUSE OFFICERS AND STAFF

- You’ll need the Duo Mobile app on your smartphone to verify it's really you when connecting to certain OHSU systems and applications from eduroam, just like you do when connecting from your home Wi-Fi network.
- Don’t use the OHSU-Secure Wi-Fi network. OHSU-Secure is a secured wireless network for computers and other devices managed by the Information Technology Group at OHSU. If you are using a personally owned device, you should use the eduroam Wi-Fi network.
- Don’t use the OHSU-Guest Wi-Fi network. OHSU-Guest is an unsecured wireless network for OHSU patients, visitors, vendors and others who need a basic internet connection. It is not appropriate for use by OHSU employees and students.

What is eduroam?

Eduroam is a secure wireless service used by research and education institutions around the world. As an OHSU employee or student, you can use your OHSU email address and password to connect to eduroam from any OHSU location — and from any other participating college, university or research institution.

Go to eduroam.org to learn more about the service and to find a map of all participating organizations.
Mobile Device Management

Do you want quick access to OHSU resources from your personally owned mobile device? Get the Boxer, Content and Web apps.

**Boxer**

Boxer integrates your OHSU email, contacts and calendars into a single app on your device. Meetings and appointments on your calendar can be easily viewed and accepted.

**Content**

Content gives you a convenient way to store OHSU data and documents on your device. It also gives you read-only access to the X: drive.

**Web**

Web lets you visit internally hosted OHSU websites, such as Oracle and SmartWeb. Installing Web is optional, but it will be necessary if you want to visit internally hosted websites from your device.

**More ways to stay connected**

If you don't want to use Boxer, Content and Web for quick access to OHSU resources, you have other options:

1. **Use a mobile browser to check your OHSU email:**
   Go to mail.ohsu.edu. You'll enter your username and password, and then authenticate with Duo Mobile when your mobile device isn't connected to the OHSU network.

2. **Use your device’s built-in apps for OHSU business:**
   Enroll your personally owned mobile device in Intelligent Hub, which is required for all OHSU-owned mobile devices. Go to O2.ohsu.edu and search "Intelligent Hub" to learn more.

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**Get started**

Go to the [ITG Self Service Portal](service.ohsu.edu) to find step-by-step instructions for setting up Boxer, Content and Web on your personally owned mobile device.

*Note: To access the portal, you must be connected to the OHSU network, either directly or via VPN or Citrix.*
Restricted Information

You are responsible for protecting all restricted information that you come across in your role at OHSU. Simply put, restricted information is any information not intended for the public.

What do I need to do?

Here are eight ways you can help keep restricted information safe:

1. **Only access the minimum patient information** necessary to do your job. Don’t use patient-care tools, such as Epic, to access your family members’ and friends’ information.

2. **Use Haiku and Canto to access Epic from mobile devices.**

3. **Only discuss patient information with the care team** where it is safe to do so. Don’t discuss or view restricted information in public places, such as the Tram.

4. **Safeguard all physical notes and charts** and lock rooms, drawers and cabinets containing restricted information.

5. **Secure computing devices.** Lock screens when you step away, log out of Epic on shared computers and encrypt removable storage devices, such as thumb drives. Any personally owned computing devices you use to access restricted information must meet security and software requirements.

6. **Use Box.com to securely store files in the cloud.**

7. **Create a strong password for your OHSU account.** Don’t use it for other personal accounts, and don’t share it with anyone.

8. **Report security and privacy incidents right away.** These include the unauthorized use, access, destruction or disclosure of restricted information, such as losing a laptop or sending an email with restricted information to the wrong address.

Where can I ask questions?

The Information Privacy and Security Office is here to help you. Email oips@ohsu.edu, call 503-494-0219 or visit o2.ohsu.edu/oips.

What is restricted information?

Information that shouldn’t be printed in a newspaper, shared on social media or wrapped around a Tri-Met train is restricted. PHI is just one example of restricted information. Other examples include:

- Employee and student records
- Financial statements, clinical business plans and strategic planning documents
- Law enforcement investigatory or advisory information
- Non-public research data, such as sensitive research for Department of Defense contracts
Graduate Medical Education
gme@ohsu.edu
Phone: (503) 494-8652