

Oregon Health & Science University  
Graduate Medical Education

# 2024 Welcome Booklet



# GME ONBOARDING





Dear Incoming House Officer,

Welcome to Oregon Health & Science University (OHSU)! We are very pleased that you will be joining our professional staff in 2024 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 benefits, parking and more. 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 **Friday, 4/5/2024**.

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](mailto: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](mailto:gme@ohsu.edu)

503-494-8652

School of Medicine

**Office of the Dean**

Mail code: L102  
3181 S.W. Sam Jackson Park  
Portland, Oregon 97239-3098  
tel 503 494-8220  
fax 503 494-3400

**Graduate Medical Education**

Mail code: L579  
tel 503 494-8652  
fax 503 494-8513

**Office of Admissions**

tel 503 494-2998

**Continuing Professional  
Development**

Mail code: L602  
tel 503 494-8700  
fax 503 494-0392

**Development and Alumni  
Relations**

tel 503 494-0723

**Education and Student Affairs**

tel 503 494-8228

**Graduate Studies**

tel 503 494-6222

## TABLE OF CONTENTS

### OHSU Onboarding Materials

[GME Welcome Letter](#)

[GME Checklist of Tasks](#)

[MedHub and Your Onboarding Package](#)

[OHSU Background Check and Pre-Employment Drug Screening](#)

[Occupational Health Requirements](#)

[Oregon Medical Board License Application Instructions](#)

[National Provider Identifier \(NPI\)](#)

[Echo 360 Training Modules](#)

[Photograph & Badge Guidelines](#)

[GME Policies](#)

### VA Onboarding Materials

*If you rotate at the VA the Portland VA and/or your program 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.*

### GME Check-In Session

[Check-In Day Information](#)

[List of Acceptable Identification Documents](#)

[Accessing the network](#)

[Wireless devices and user guidance](#)

### Resources

[About the House Officer's Union](#)

[Benefits Information](#)

[Transportation and Parking Options](#)

[GME Contact Information](#)

# 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 19, 2024:

- Current Contact Information Form via MedHub
- Lab Coat and Scrubs Form via MedHub

## Items to be completed by April 5, 2024:

- 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 Occupational Health Requirements
- Apply for Oregon medical license
- Apply for NPI number
- View online learning modules via Echo 360
- Upload passport-style photo via MedHub
- Review and indicate acceptance of all policy forms in MedHub
- Upload copies of ACLS/BLS/PALS/NRP cards and Medical School Diploma via MedHub (if you have them)

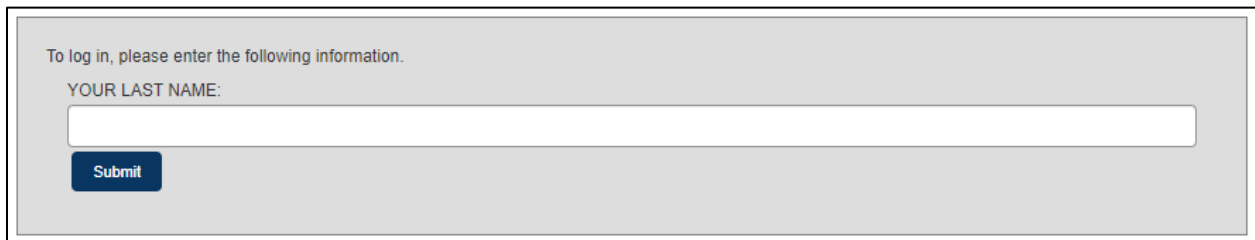
## VA Items to be completed by April 5, 2024:

If your program rotates at the VA you will receive direct communication from the VA and/or your program about what to complete for your onboarding with them.

## MedHub and your Onboarding Package

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):



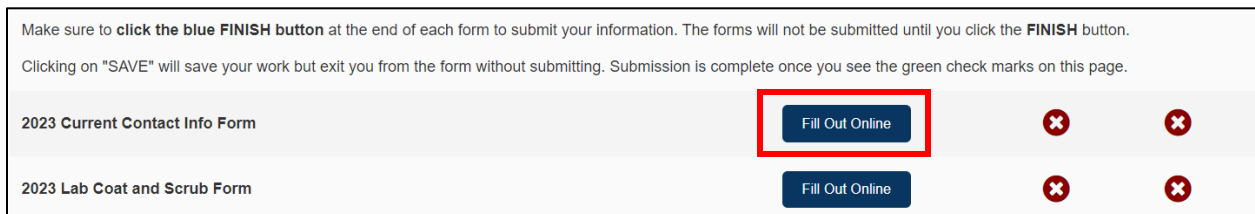
To log in, please enter the following information.

YOUR LAST NAME:

Submit

Review the instructions for each task listed and complete all items in your onboarding package. You can exit the onboarding package 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.

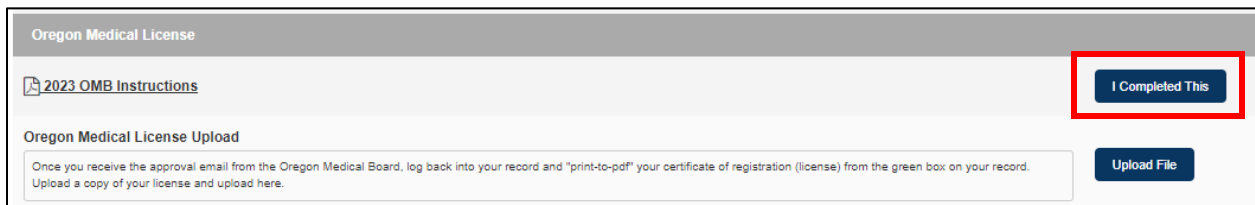
Some documents may be completed online directly via MedHub:



Make sure to click the blue **FINISH** button at the end of each form to submit your information. The forms will not be submitted until you click the **FINISH** button. Clicking on "SAVE" will save your work but exit you from the form without submitting. Submission is complete once you see the green check marks on this page.

2023 Current Contact Info Form	<a href="#">Fill Out Online</a>	✘	✘
2023 Lab Coat and Scrub Form	<a href="#">Fill Out Online</a>	✘	✘

Some documents may need to be processed outside of this onboarding package. 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 onboarding package to select the "I Completed This" button:



Oregon Medical License

[2023 OMB Instructions](#) [I Completed This](#)

Oregon Medical License Upload

Once you receive the approval email from the Oregon Medical Board, log back into your record and "print-to-pdf" your certificate of registration (license) from the green box on your record. Upload a copy of your license and upload here.

[Upload File](#)

Some items require a file to be uploaded:



Upload Photograph [Upload File](#) ✘ ✘

When an item is complete and has been submitted, you will see a green check mark:

2023 Current Contact Info Form	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:

2023 Lab Coat and Scrub 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](mailto:gme@ohsu.edu) or 503-494-8652.

## OHSU Background Check and Pre-Employment Drug Screening

- You must respond to the background check request e-mail from Advanced Reporting within 5 days of receipt.
- You must complete your pre-employment drug screen within 2 days of receiving the e-mail from A Work Safe Services.

### BACKGROUND CHECK

You will receive an e-mail from Advanced Reporting, OHSU's background check vendor, **on approximately April 5, 2024**. The e-mail will contain 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.

Note: For trainees whose start date is in **July or August**, expect an email **around May 13<sup>th</sup>**.

**It is important to submit your information as soon as possible to ensure a quick turnaround, so that you may be cleared for work.**

If you do not receive the Advanced Reporting e-mail by April 10, please check your junk or spam folders. If it is not found, please e-mail Advanced Reporting at [ohsubbackgrounds@advrep.com](mailto:ohsubbackgrounds@advrep.com).

### PRE-EMPLOYMENT DRUG SCREENING

Your pre-employment drug screen will be coordinated by A WorkSAFE Service Inc **once the background check has been authorized**. If testing within the State of Oregon A WorkSAFE Service Inc. will send you an e-mail with a list of collection sites. This list will include the collection sites name, address, phone number, and hours of operation. If you are testing outside the State of Oregon the e-mail they provide will include an attachment with a bar code. The attachment will also include the collection site name, address, and phone number. Please take a printed copy of your e-mail to the collection site. **You have 2 days upon receipt of the e-mail to go to the collection site and complete your drug screen.** If the e-mail is not in your inbox please check your spam/junk folder. If not found, please e-mail A WorkSAFE Service at [brittany.andrews@aworksafeservice.com](mailto:brittany.andrews@aworksafeservice.com). If you have any address change in the process, please e-mail A Work Safe Service.

**Employment shall not be finalized except upon completion of a negative drug screen result, which includes marijuana screening.** Despite Oregon state law regarding marijuana use and possession, OHSU will continue to adhere to federal law and maintain a zero-tolerance policy in this regard. Test results are confidential as required by federal and state laws. OHSU pays for pre-employment drug screen testing.





## Occupational Health Requirements

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 **must** be completed prior to arrival at your GME Check-in Session.

### Required Actions:

#### 1. Activate your Enterprise Health account

You will receive an email with instructions and an activation code for setting up an account in Enterprise Health, OHSU's Occupational Health system. Please watch for an email from <[DoNotReply@ohsu.edu](mailto:DoNotReply@ohsu.edu)> with the subject line "Portal activation instructions" (**and please be sure to check your junk mail folder**).

Follow the instructions in the email for "New user registration" to activate your Enterprise Health account. If you need assistance, email [occhealth@ohsu.edu](mailto:occhealth@ohsu.edu).

#### 2. Upload documentation of your COVID-19 vaccination

Once you have activated your [Enterprise Health](#) account, upload proof of your full vaccination record, including the most up-to-date vaccine (as of September 2023) under the "Forms/Surveys/Documents". If you are not up to date with COVID-19 vaccination and choose to decline vaccination, you must complete and submit a declination form through [Enterprise Health](#).

#### 3. Upload documentation of all other past immunizations/titers you've received (HepB, MMR, Varicella, Tdap, TB screening).

Upload your past immunization/titer records on the "Forms/Surveys/Documents" tab. *Valid records should contain two unique patient identifiers that can be confirmed (i.e. name and DOB).*

#### 4. Complete your necessary Health Assessment Surveys.

Responses to these surveys help us identify potential risks and the appropriate tests, immunizations and other procedures to keep you healthy and safe while at work.

- Standard Respirator Survey – Baseline
- Tuberculosis Screening Survey - Baseline

---

### What to expect at your GME Session for Occupational Health Requirements:

Occupational Health will be performing the TB Screening using the Quantiferon Gold (QFN – IGRA), N95 fit testing, immunizations, and blood draws as needed.

*Per OSHA regulations, respirator fit testing cannot be conducted for individuals with facial hair.*

If you have any questions, please feel free to contact Occupational Health at any time. We look forward to meeting you!

### Occupational Health

t –503-494-5271

f –503-494-4457

e - [occhealth@ohsu.edu](mailto:occhealth@ohsu.edu)

# Oregon Medical Board (OMB) Online Medical License Application

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 **Limited License (MD/DO Postgraduate)** or an **Unlimited License (Full Permanent MD/DO License)**.

**OHSU PAYS FOR ALL LIMITED MEDICAL LICENSES.**

## Notes for Fellows

- Apply for either a **Postgraduate Limited License** or an **Unlimited Full Permanent License**, do NOT apply for the MD Fellow License unless required by your program. *Please note, MD Fellow Licenses are only be granted for one year at a time, up to two consecutive years. For this reason, this license type is not recommended.*
- Some specialty boards require that you have an unlimited license to take your board exams. 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.)
- Some programs require that you have an unlimited license for ACGME Requirements in the parameters of your program. Please check with your program coordinator to ensure you get the correct type of license. If this is the case, your unlimited license may be eligible for reimbursement.

## Check your Status

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.

## Questions

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](mailto:licensing@omb.oregon.gov). They are open M-F from 9 a.m. - 12 p.m. and 1 - 3 p.m. PST; closed during the Noon hour.

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>

## **Postgraduate Limited License Instructions:**

**NOTE ABOUT PAYMENT:** Per the House Officer Union contract, OHSU will pay for all limited licenses for GME residents and fellows. Select the “Pay by Mail” method to have GME cover the cost of your license. If you pay for your license by mistake, the OMB cannot guarantee you will be reimbursed.

1. To apply, follow the link in your MedHub Onboarding dashboard to the [Oregon Medical Board's website \(www.oregon.gov/omb\)](http://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:

### **OHSU**

**3181 SW Sam Jackson Park Rd. L-579  
Portland, OR 97239**

NOTE: The address you list is public information, which is why we ask that you enter the above OHSU address 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: 7/1/24 – 7/31/25
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 2023-2024. 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 \(licensing@omb.oregon.gov\)](mailto: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 received.
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 NOTE: ADDITIONAL INFORMATION MAY BE REQUIRED.** 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](mailto:licensing@omb.oregon.gov) or upload directly to application portal.

- a. You will need to submit a passport-style photo taken within the past 90 days. You cannot utilize a previous submitted photo. Please send 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 **Required Documentation Checklist**, where you see “If you are appointed at summer start time, request your name on the list...”, you **do not need to request** to be added 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:
  - a. **Limited Licenses → Select “pay by mail”; GME will send payment on your behalf.**
  - b. **Unlimited Licenses → Pay OMB licensing fees online at the time of your application. If your unlimited license is eligible for reimbursement (see below), we will process your reimbursement post-application.**

*\*After you select “pay by mail”, you will be redirected to the homepage. Your application has been submitted, and you should see your license processed with in a few weeks. You may keep an eye on your OMB profile for messages from OMB staff regarding any additional documentation they are needing from you.*

### **Unlimited Full Permanent License:**

If you are interested in obtaining instructions and reviewing eligibility for an unlimited license please view the OMB website: <http://www.oregon.gov/omb>. Before you apply for an unlimited license, please contact the GME office to obtain permission, as the OMB will require a letter from us allowing you to apply while you are in our postgraduate education program.

### **Unlimited Full Permanent License Reimbursement Eligibility:**

GME only covers the cost of an unlimited license if your program **requires** an unlimited license because of an ACGME requirement within the parameters of your program. GME does not cover the cost of unlimited licenses if obtained to moonlight or prepare for future employment. If you are unsure if your unlimited license is required by your program due to ACGME program requirements, please check with your program coordinator. If your unlimited license is eligible for reimbursement, please email [gme@ohsu.edu](mailto:gme@ohsu.edu).

You will need to start this process as early as possible. Allow **at least twelve weeks** for completion of the unlimited license application. If you are interested in obtaining an Unlimited License effective 7/1/2024, you will need to have the application submitted to the OMB by **early April**. 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 7/1/2024. In that case, please call GME to discuss options.

**If you are on a visa, or planning to have a visa, you cannot have an unlimited license or moonlight.**

**You may need an unlimited license to sit for your specialty boards. Double-check with your boards to determine this. If you are on a Visa please reach out to the GME office before applying for an unlimited license.**

# Oregon Medical Board

## *Beginning the Licensure Process*

### **Information & Resources**

For basic application information regarding eligibility requirements and to obtain other general information regarding licensure and license types:

**[omb.oregon.gov/licensing](http://omb.oregon.gov/licensing)**

To apply for a limited or unlimited license:

**[omb.oregon.gov/login](http://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. Your application will not be completed without it.

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](http://omb.oregon.gov/login)**



### **Things to Remember**

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:

- Hours: **M-F, 9 a.m. - Noon & 1 - 3 p.m.**
- Phone: **971-673-2700**
- Email: **[licensing@omb.oregon.gov](mailto:licensing@omb.oregon.gov)**

***The Board is excited for you and your future in medicine!***

# National Provider Identifier (NPI)

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.

**If you do not have a US Social Security Number, you will not be able to apply for an NPI at this time. Please skip this task until you have received a US Social Security Number. When you obtain your SSN, please return to the Medhub Onboarding package to provide both your SSN and your NPI numbers.**

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 **within 30 days** of 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.

**To apply online, go to: [NPPES \(https://nppes.cms.hhs.gov\)](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](mailto:customerservice@npienumerator.com)

## Online Training Modules via Echo360

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 [donotreply@echo360.org](mailto:donotreply@echo360.org) with subject "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. **All videos must be viewed by May 31, 2024.**

List of Echo360 Modules:

- Imaging at OHSU
- Pain Management
- Services Provided by Patient Relations
- Decedent Affairs
- OHSU Mission Control
- Sleep Deprivation
- Care Management
- Medication Safety
- Parking and Transportation
- GME Office

*If you experience any issues loading videos, please report it to [gme@ohsu.edu](mailto:gme@ohsu.edu).*

## Photo for OHSU ID Badge & Photo Roster

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 **OHSU ID Badge** and the **House Officer Photo Roster**, so please submit a high quality image and follow the requirements below.

### PHOTO REQUIREMENTS:

- 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](mailto:gme@ohsu.edu).

### GOOD EXAMPLES:



### AVOID:



A non-solid background



Florescent "office" lights and not direct facing



**Information about badges:**

When submitting the orders for your badge, we use the information below you submit via your onboarding package:

- The photo you upload
- The Legal first and last names as you enter them
- Your educational degrees pulled from your ERAS application
- Preferred pronouns if you enter them into your Medhub form
- Your official title (resident or fellow)
- Your official program (the department you are based in)

If on the GME check-in day you do not like how your badge is displayed, please keep your badge and complete the form to update your badge. This form will be kept by the parking office. Please allow for a week minimum for the updated badge.

## OHSU Graduate Medical Education Policies

Please read and review the listed [“appointment agreement and policies” here](#). By clicking the "I've Completed This" button in MedHub, you attest that you have read and understand these policies.

Please note that policies are subject to change.

[COVID-19 Immunizations and education policy](#)

[GME 01 - Accommodation for those with Disabilities](#)

[GME 06 - Disaster and Extraordinary Circumstances Preparedness Policy](#)

[GME 09 - Clinical and Educational Work Hours](#)

[GME 14 - Grievance](#)

[GME 18 - Moonlighting](#)

[GME 19 - Procedures for Addressing Resident-Fellow Performance Deficiencies](#)

[GME 20 - Paid Time Off Policy](#)

[GME 23 - Promotion Procedure for GME Training Programs](#)

[GME 24 - Eligibility Recruitment & Selection](#)

[GME 25 - Radio Cab House Officer Policy](#)

[GME 27 - Restrictive Covenants](#)

[GME 33 - USMLE-COMLEX Policy](#)

[GME 47 - Diversity](#)

Welcome!

The Veterans Affairs Portland Health Care System (VAPORHCS) congratulates you on joining us for a portion of your clinical training. As a resident or fellow at VA, you are a key member of the clinical team in achieving our mission to honor America's Veterans by providing exceptional healthcare 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.

Note: If your co-residents or fellows set up a group chat, feel free to paste this information and any subsequent updates in there for easy reference!

Once OHSU shares your contact information with us (please provide a non- edu email address) you will receive an email from [MVI.System@va.gov](mailto:MVI.System@va.gov). **Do not delete this; it is not junk.** The email includes an AccessVA link, instructions on what to click, and your unique invitation code. The system requires 2-factor authentication and will send you to ID.me with instructions on how to set this up.

**Step 1:** Set up your account with the VA and fill out the first set of paperwork; please complete this *soon as possible* after receipt of the email as nothing can proceed without it; you should plan for 30-45 minutes for this step.

FAQs/Issues for this step:

- The name you enter in the system **must** match two forms of legal ID that you will be presenting. Please check this carefully!
- Have any immigration or name change documents handy
- When utilizing the provisioning system and ID.me, do not use your medical school email address as it is likely to be deleted while you still need access to these systems
- After you have filled out the forms, you need to click submit one final time to release them to us; otherwise your account will sit in a pending status

— NAVAS MUNOZ, JONATHAN_PROV	IIPI	<div style="border: 1px solid green; padding: 2px; display: inline-block;">PENDING</div> <div style="background-color: green; color: white; padding: 2px; display: inline-block;">100%</div>	05/10/2022	<a href="#">Details</a> <a href="#">Messages</a> <a href="#">Submit</a>
✓ <b><u>INITIAL WORKSHEET</u></b>				<a href="#">Reset Form</a>
✓ <a href="#">APPLICATION FOR HEALTH PROFESSIONS TRAINEES (VA FORM 10-2850D)</a>				<a href="#">Reset Form</a>
✓ <a href="#">RANDOM DRUG TESTING NOTIFICATION AND ACKNOWLEDGEMENT</a>				<a href="#">Reset Form</a>
✓ <a href="#">DECLARATION OF FEDERAL EMPLOYMENT (OF 306)</a>				<a href="#">Reset Form</a>



**Step 2:** When we receive the documents from the step above, we will set up your profile. This starts the process of building your account and importantly, your computer access. The first part of your required training will then be generated (HIPAA, etc known as “mandatory training for trainees”).



- You will receive an email from [MVI.System@va.gov](mailto:MVI.System@va.gov) notifying you that the training has been assigned. This email suggests that the training is not required before reporting for duty but is “recommended to expedite your onboarding process”: this is not good advice and will slow down the onboarding, please take the training **upon receipt**. Plan for **four** hours of training time
  - Training is required annually (refreshers are 1.5 hours): We recommend that when you complete your first training you set up an annual reminder in your electronic calendar
- If you have NOT been at a VA before, you will get a follow up email from TMS: follow the instructions
- If you HAVE been at a VA, you won’t get the follow up email. Instead, navigate to [VA TMS 2.0](#) (you can google TMS 2.0 also). You will need your username which is probably an .edu email account or possibly your personal email account. If you forgot your password, call 855-673-4357, supply your cell phone number so you can receive a text to reset your password.
  - If you have no idea what your username is, please reach out to the health professions office or your VA Point-of-Contact (below) and ask for a team member who can access “TMS Profile Maintenance”
- If you are **currently training** at a VA and will be providing clinical services between May and July, please contact your point-of-contact with your last VA working date. When we transfer your account to Portland we do not want to prematurely terminate your active account!

**Step 3:** PIV (ID and access badge) enrollment. Obtaining your VA ID requires security clearance, provision of identification, fingerprints, and a photograph. Any time you attend a PIV appointment please ensure you have 2 forms of ID available: [USAccess -Acceptable Forms of ID Guide.pdf \(va.gov\)](#)

- Do not complete this step until you have been notified that you have been “Sponsored”; otherwise you will be turned away from the PIV office
  - When Sponsorship is complete, you will receive an email to your personal account from USAccess: follow the instructions
  - The email may look like or wind up in your SPAM folder: Keep an eye out for it and let us know if you don’t receive one
- DO complete this step 30 days or more prior to your in processing at OHSU so we can have a badge ready for you (for example if you have in processing on June 12<sup>th</sup>, complete this step prior to May 12<sup>th</sup> as the cards are MAILED to us)
- If there is no location near you where you can complete enrollment or you will be unavailable (travel etc), we can enroll you at Portland but this will take extra coordination
  - PIV enrollment locations: [AI Scheduler \(gsa.gov\)](#)
  - Bring two pieces of valid ID; one must be a photo ID. The list of acceptable identification documents is linked. *You will be turned away if you do not have two pieces of VALID ID with you at your appointment, and they must match each other and the original information you submitted (if a name change has recently been made, but your IDs have not updated yet, bring the court decree of name change).*



- To ensure your information is routed to VA Portland Health Care System, provide the following at your fingerprinting appointment:
  - a. **VAPORHCS Site Organizational Identifier SOI:** VA79 VAPORHCS Site Organizational Number **SON:** 1141

If you have questions regarding fingerprinting, don't hesitate to contact the Portland VA Security Team at 503-220-8262 x57337 (HR Front Desk) or email [VISN20PERSECPVPortland@va.gov](mailto:VISN20PERSECPVPortland@va.gov).

**Step 4:** Complete your CPRS (electronic health record) training through TMS. *Completing your TMS training will allow you to gain access to the Electronic Health Record (EHR).* You can start your computer training as soon as your TMS account has been created. You will be alerted via email when you have access.

- If your program offers in-person CPRS training, you do not need to ALSO do the online training
- Some form of training is REQUIRED, however, for access

**Step 5:** In-person check in. VA Portland will have a table at OHSU in person onboarding sessions. At this table you will:

- Complete your Oath of Office
- Re-sign several of the forms through the onboarding portal
- These final forms when countersigned are critical to your tort coverage. If you cannot be at in-person onboarding you MUST arrange an alternative date/time to meet with us
- Please bring your ID!

**Step 6:** Badge Pickup (will need one photo ID).

**Step 7:** Obtaining your "code sheets", plus service-specific programs, scrubs, etc. Prior to your first clinical rotation, you will check in with your VA-specific point of contact to get your computer code sheet, make sure you can login, and do any additional day 1 troubleshooting or access that is required.

Your support team during your training here includes:

- Health Professions Education office (503) 220-8262 x56109
- Associate Chief of Staff for Education: Kerry Rhyne, MD [Kerry.Rhyne@va.gov](mailto:Kerry.Rhyne@va.gov)

Program level support includes:

Training Program	VA Point of Contact
<b>Surgical Services</b> <ul style="list-style-type: none"> <li>• Anesthesia</li> <li>• Anesthesia Subspecialties</li> <li>• General Surgery</li> <li>• Surgical Subspecialties</li> </ul>	<a href="mailto:VHAPORResidentCoordinatorSurgicalServices@va.gov">VHAPORResidentCoordinatorSurgicalServices@va.gov</a> (use this email first as it has built-in cross coverage)  <b>Shayn Vetere</b> shayn.vetere@va.gov
<b>Internal Medicine and Emergency Medicine</b> <ul style="list-style-type: none"> <li>• General Internal Medicine</li> <li>• Internal Medicine Specialties and Fellowships</li> <li>• Emergency Medicine</li> <li>• Neurology and Neurologic Fellowships</li> </ul>	<a href="mailto:VHAPORResidentCoordinatorDHSM@va.gov">VHAPORResidentCoordinatorDHSM@va.gov</a> (use this email first as it has built-in cross coverage)  <b>Internal Medicine, Emergency Medicine, Family Medicine and Geriatrics</b>



	<p><b>Alisa Huson</b> Alisa.huson@va.gov <b>Internal Medicine Fellowships and Neurology</b> <b>Dash Madigan</b> Dash.madigan@va.gov</p>
<p><b>Mental Health</b></p> <ul style="list-style-type: none"><li>• Psychiatry</li><li>• Psychiatric Fellowships</li></ul>	<p><a href="mailto:VHAPORResidentCoordinatorMentalHealth@va.gov">VHAPORResidentCoordinatorMentalHealth@va.gov</a> (use this email first as it has built-in cross coverage)</p>
<p><b>Pathology, Radiology, Ophthalmology, and Dentistry</b></p> <ul style="list-style-type: none"><li>• Pathology</li><li>• Diagnostic Radiology</li><li>• Interventional Radiology</li><li>• Ophthalmology</li><li>• Dentistry</li></ul>	

# GME CHECK-IN SESSION



## 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. You will be directed to park in the Garage D parking lot which will be managed by a parking attendant who will guide you to your reserved space. More 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 30 minutes but please do not make any plans for this day, because 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 I-9 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.

### **YOU MUST BRING TWO FORMS OF ACCEPTABLE IDENTIFICATION**

- Examples of acceptable ID include:
  - **BOTH Passport AND US Driver's License**
  - **BOTH US Driver's License AND Social Security Card**
  - **TWO forms of government-issued personal identification**

## Check-In Session Activities

- In-person check-in session
  - Complete I-9 and sign up for Direct Deposit
  - Pick up your OHSU ID badge
  - Complete Occupational Health in-person requirements (fit tests, TB test, etc.)
  - Register for phones and pagers with Wireless
  - Complete paperwork with the VA
  - Meet the HOU Union representatives
  - Meet the GME staff and complete GME documentation
- Online tasks
  - Activate OHSU network login
  - Sign up for benefits
  - Sign up for parking
  - Complete training modules



## 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.

<b>LIST A</b> <b>Documents that Establish Both Identity and Employment Authorization</b>	OR	<b>LIST B</b> <b>Documents that Establish Identity</b>	AND	<b>LIST C</b> <b>Documents that Establish Employment Authorization</b>
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(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.</li> </ol> </li> </ol> </li> <li>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</li> </ol>	OR	<ol style="list-style-type: none"> <li>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</li> <li>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</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	AND	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>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</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security</li> </ol>

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

**Refer to the instructions for more information about acceptable receipts.**

# 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.

## 5 steps to secure surfing

1. Choose **eduroam** from your computer's or smartphone's list of available wireless networks.
2. Turn off the "Private Wi-Fi Address" setting.
3. Enter your **OHSU email address** and **password** when prompted.
4. If you see a **trust certificate** prompt, accept it.
5. **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](https://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.

## 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](mailto: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](http://O2.ohsu.edu) and search "Intelligent Hub" to learn more.

[Intelligent Hub for iPhone Users](#)

[Intelligent Hub for Android Users](#)



### Get started

Go to the ITG Self Service Portal at [service.ohsu.edu](http://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.*



### **What is Webex Phone Service?**

Webex Phone Service has softphone capability built into the Webex app, allowing users to make and receive calls from their OHSU phone number. Through the Webex Phone Service, you will be able to make telephone calls over the internet using a computer or mobile device rather than physical phone. Webex is the system used for virtual video calls at OHSU, and should be installed on your computer or mobile device. Having this software already installed, you will be able to access Webex Phone service to place and receive calls without requiring a physical desk telephone. You can use this service for patient-care as Webex Phone Service is HIPAA secure.

With Webex Phone Service, you can:

- Use your OHSU extension on desktop and mobile devices, both OHSU managed and personal
- Mask your outbound caller ID
- Access calling features off network
- Access the OHSU Smart Web directory

### **GME-specific information:**

All GME residents and fellows are assigned a unique 10-digit OHSU phone number, configured for Webex Phone Service. The Webex app, along with the Webex Phone Service, are part of the OHSU standard workstation software suite. Your 10-digit phone number can be found on Medhub under your personal profile -> contact information -> work phone.

### **How do I start using Webex Phone Service?**

To use Webex Phone Service, you must install the Webex app first on your OHSU-managed device, personal computer, or mobile device.

[Install Webex](#) - Learn how to install the Webex app

### **Voicemail**

You are also set up with voicemail and Single Inbox, which allows you to access your voicemail messages via email. Both tools can be accessed with the PIN 41250.

### **About Webex Phone Service**

- [This video](#) highlights some of the basic functions of Webex Phone Service like making and answering calls, checking voicemail and more.
- [This Help and How-To article](#) covers how the tool works with various device types and operating systems.

### **Resources**

You can find more information about the Webex application, Webex Phone Service and more on the [Webex O2 page](#). You'll also find helpful articles and [frequently asked questions](#) about this tool.

### **What if my Webex Phone Service isn't working?**

If you need assistance setting up or using your Webex phone service, please contact the ITG Service Desk at 503-494-2222, option 1, or submit your issue via the [ITG service portal](#).

Before calling the ITG Service Desk for help, please verify you are running the most current version of Webex (not Webex Meetings). You can also clear issues by signing out of Webex, closing the app and reopening the app.

# RESOURCES





# Welcome to your union

Being a union employee means having a real voice at the decision-making table at OHSU.

We are part of the conversation!



## Pay

Incoming house officers will earn \$75K in total compensation. We worked hard making OHSU a competitive west coast institution. By unionizing, we are projected to earn up to 29% by 2027.



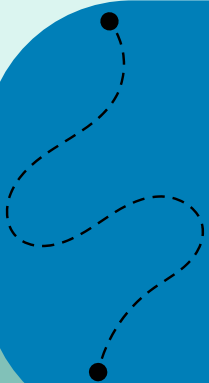
## Benefits

Relocation expenses, meal allowance, and bilingual bonus are among some of the great benefits your union won! Being in a union means you have a seat at the table for health benefit decisions.



## Balance

OHSU house officers now have more leave time than ever. Our new contract grants 28 vacation days and new measures to ensure fair scheduling around holidays.



## Beyond

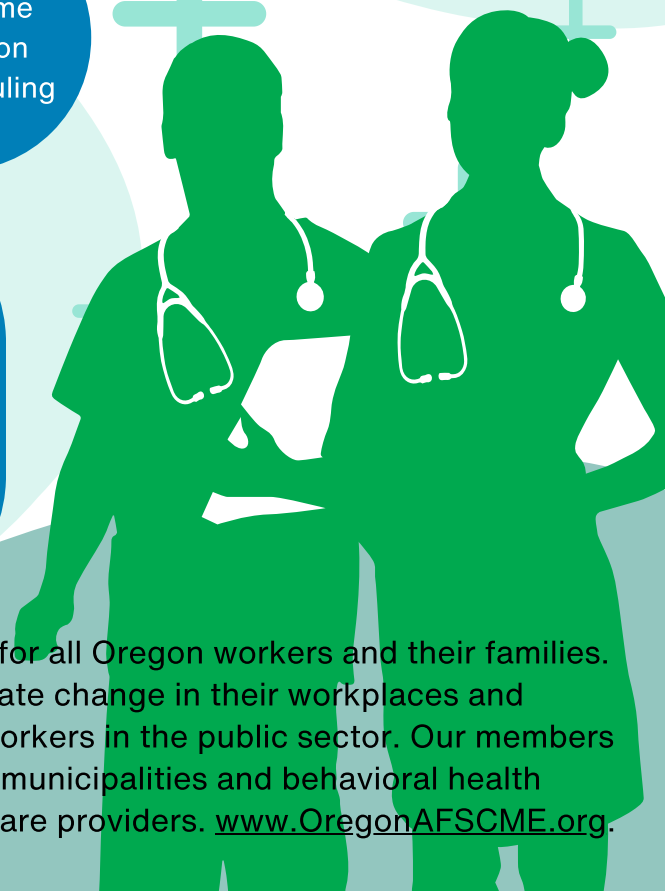
Your union makes life inside and outside OHSU better. Any house officer may apply for hardship funds for those difficult times. Local businesses are providing discounts and incentives for our members. We are also looking out for your future by building partnerships with companies to make job searches better!



visit our website &  
become a member

Oregon AFSCME believes in economic and social justice for all Oregon workers and their families.

Our mission is to empower and unite workers to create change in their workplaces and communities. Oregon AFSCME represents over 37,000 workers in the public sector. Our members work for the State of Oregon in addition to counties, municipalities and behavioral health nonprofits across Oregon as well as self-employed child care providers. [www.OregonAFSCME.org](http://www.OregonAFSCME.org).



# Benefits

You will have default benefit plans on your date of hire – effective your GME Check-in session. **The default plans cover only you and are the OHSU PPO medical plan, Delta Dental, VSP core vision plan, and 25,000 of life insurance.** 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 eligible dependents to your coverage, their coverage will be retroactive to your effective date of hire (your check-in date). **Any changes you make to your benefits during your check-in session will take effect immediately.** All benefits will be retroactive to your first day.

You will have the option to add dependents and choose between several medical, dental, and vision plans offered. You can also add supplemental plans including accidental death & dismemberment, voluntary life insurance, short and long-term disability, flexible spending accounts, hospital indemnity, and critical illness coverage. Detailed benefit information can be found under the **Resident & Fellows** → **Employment & Benefits** section of the GME webpage (<http://www.ohsu.edu/xd/education/schools/school-of-medicine/gme-cme/gme/>) and at your GME check-in. **Please review the options and be ready to make your selections on your GME check-in day.**

OHSU contributes towards the monthly cost of your benefits. If the employer contribution does not cover the complete cost of the benefits you choose, you will pay the difference. The difference will be deducted from your pay semi-monthly with each paycheck.

## 2024 Medical Monthly Premiums: Full Time Employees

	OHSU PPO	OHSU EPO	OHSU High Deductible
Employee Only	\$0.00	\$0.00*	\$0.00*
Employee & spouse/domestic partner	\$188.40	\$119.56	\$66.40
Employee & child(ren)	\$169.56	\$102.40	\$67.56
Employee & family	\$263.52	\$162.24	\$61.52

## 2024 Dental Monthly Premiums

	Delta Dental	Willamette Dental	Kaiser Dental
Employee Only	\$0.00	\$13.34	\$50.72
Employee & spouse/domestic partner	\$11.42	\$32.96	\$105.14
Employee & child(ren)	\$12.76	\$12.36	\$76.50
Employee & family	\$18.48	\$45.82	\$147.78

## 2024 Vision Monthly Premiums

	Core Vision	Premium Vision	Deluxe Vision
Employee Only	\$0.00	\$6.92	\$12.90
Employee & spouse/domestic partner	\$1.54	\$15.66	\$27.74
Employee & child(ren)	\$1.38	\$14.08	\$24.94
Employee & family	\$2.22	\$22.68	\$40.18

## OHSU Campus Access and Commute Services Options for Residents

Learn more about your commute options and request a trip plan at [www.ohsu.edu/commute](http://www.ohsu.edu/commute). The trip plan will include turn by turn directions for all major commute options, estimated travel times, related OHSU resources and free off campus parking matched to your route and time of travel.

### Campus Access and Commute Services GME video:

[Link to video here](#)

### MyCommute: [www.O2.ohsu.edu/MyCommute](http://www.O2.ohsu.edu/MyCommute)

Onboard into [MyCommute](#) with your OHSU network ID and password to access a variety of tools.

- Log your commute daily to earn cash (in bound bike and scooter commuters can earn \$3 per day, walk and transit commuters earn \$1.50 per day, Monday-Friday) and enroll in reward challenges for various commute methods
- Reserve daily parking via payroll deduction
- Reserve free patient parking for your personal medical appointments
- Request a [Guaranteed Ride Home](#)

### Pay to Park Options:

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

1. [Wage based daily reservations](#): Available via [MyCommute](#) (paid via payroll deduction) at a reduced price based on your wage bracket and the parking location. Half day permits are also available for a lower cost in some locations if arriving after 1pm.
2. [House Officer annual or monthly permits](#): Available [online](#) for Garages E or F on Marquam Hill, Schnitzer Lot on the South Waterfront, and for Marquam Plaza. With your OHSU login, 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). HOU annual and monthly permits are only available to current members of the House Officers Union.

Parking facility information, including addresses: [www.ohsu.edu/visit/parking-facilities](http://www.ohsu.edu/visit/parking-facilities).

### Transportation Options:

Lyft: [www.ohsu.edu/visit/ridehail](http://www.ohsu.edu/visit/ridehail)

- [Lyft Off](#): Employees commuting between 9pm and 5:30am to or from Marquam Hill or South Waterfront may apply for subsidized Lyft Rides.
- [Lyft Campus Connector](#): Lyft can be used to travel between the campuses when the tram is not running during the overnight hours.

Transit: [www.ohsu.edu/transit](http://www.ohsu.edu/transit)

OHSU offers cash for eligible trips by transit logged in MyCommute. Three transit agencies serve OHSU: Portland Streetcar (free with an OHSU badge); Portland regional transit: TriMet; and Vancouver transit: C-TRAN. For TriMet and C-TRAN, annual passes (called HOP cards) are available at significant discount. TriMet's HOP card is \$50 annually (paid via 4 payroll deductions). C-TRAN's HOP card is \$385 annually (paid via ongoing payroll deductions of \$14.80). **If you are interested in having a TriMet or C-TRAN HOP card ready at your onboarding session, please email by May 31<sup>st</sup>**

Biking and scooters: [www.ohsu.edu/bike](http://www.ohsu.edu/bike)

OHSU offers cash for eligible trips by bike or similar device (logged in MyCommute), secure bike facilities, loaner



bikes, and subsidies to purchase your own bike. At South Waterfront, our partner, Go by Bike ([www.gobybikepdx.com](http://www.gobybikepdx.com)), offers free bike valet 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.gobytram.com](http://www.gobytram.com)

The Tram is free with your OHSU ID Badge (required for boarding at either the Marquam Hill or South Waterfront terminal. The ride is approximately 5 minutes.

**More information**

Visit [www.ohsu.edu/commute](http://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](http://www.ohsu.edu/visit/maps)

Parking and commute product rates (see Employee Rates): [www.ohsu.edu/visit/rates](http://www.ohsu.edu/visit/rates)

Graduate Medical Education

[gme@ohsu.edu](mailto:gme@ohsu.edu)

Phone: (503) 494-8652

