

Oregon Health & Science University  
Graduate Medical Education

# 2025 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 2025 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, 4/4/2025**.

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

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### 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.*

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# 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 25, 2025:

- ☐ Current Contact Information Form via MedHub
- ☐ Incoming Information Form via MedHub
- ☐ Lab Coat and Scrubs Form via MedHub
- ☐ VA Pre-Onboarding Questionnaire (if your program rotates at the VA)

## Items to be completed by April 4, 2025:

- ☐ Review and electronically sign OHSU Contract/Appointment Agreement via MedHub
- ☐ 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 2 copies of Personal ID
- ☐ Upload copies of ACLS/BLS/PALS/NRP cards and Medical School Diploma via MedHub (if you have them)
- ☐ Upload copies of USMLE/COMLEX transcripts

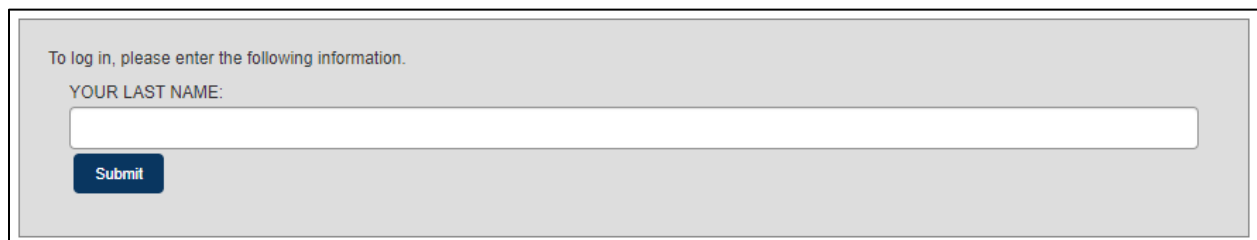
## Items to be completed as soon as they are assigned:

- ☐ OHSU background check via Advanced Reporting
- ☐ Complete drug screening via A WorkSafe Services
- ☐ VA background check (if your program rotates at the VA)
- ☐ Activate (when prompted) [Enterprise Portal](#) and submit documentation and surveys
- ☐ Set up VA account (when prompted) via communication from MVI.System@va.gov

## 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.

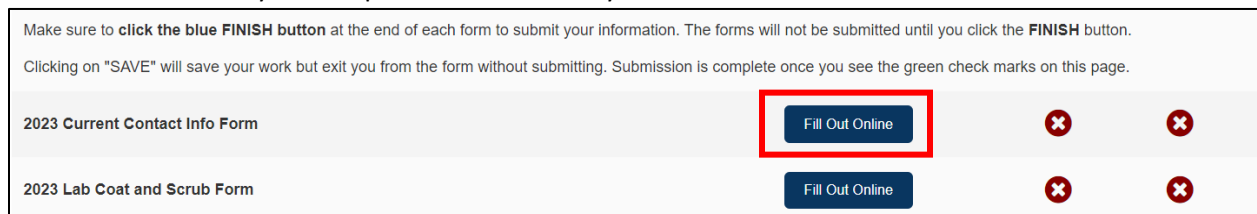
YOUR LAST NAME:

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.

### “Fill Out Online”

Some documents may be completed online directly via MedHub:



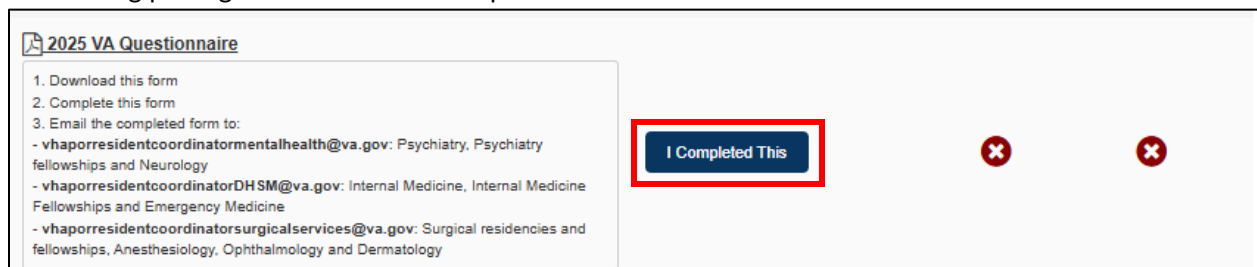
Make sure to **click the blue FINISH button** at the end of each form to submit your information. The forms will not be submitted until you click the **FINISH** button.


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	Fill Out Online	×	×
2023 Lab Coat and Scrub Form	Fill Out Online	×	×

### “I Completed This”

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:



 **2025 VA Questionnaire**

1. Download this form
2. Complete this form
3. Email the completed form to:
  - [vhaporresidentcoordinatormentalhealth@va.gov](mailto:vhaporresidentcoordinatormentalhealth@va.gov): Psychiatry, Psychiatry fellowships and Neurology
  - [vhaporresidentcoordinatorDHSM@va.gov](mailto:vhaporresidentcoordinatorDHSM@va.gov): Internal Medicine, Internal Medicine Fellowships and Emergency Medicine
  - [vhaporresidentcoordinatorsurgicalservices@va.gov](mailto:vhaporresidentcoordinatorsurgicalservices@va.gov): Surgical residencies and fellowships, Anesthesiology, Ophthalmology and Dermatology

I Completed This

## OHSU Contract/Appointment Agreement

You will find your OHSU Contract/Appointment Agreement in your Medhub onboarding package. You will need to click Review/Sign Contract to access the document. From here, you will need to download and view the contract before the system will accept your typed full name as your signature.

OHSU Contract/Appointment Agreement

Please review your OHSU contract and indicate acceptance of your appointment by electronically signing your Appointment Agreement. Please download a copy of your contract for your records. Upon signing your contract, you will not be able to re-access the document. If you need to re-access the document and were unable to download a copy please email the GME office.

OHSU Appointment Agreement

Review/Sign Contract

Step 1:  
Download contract here:

Contract

Step 2:  
To accept and sign the contract, please type your name.

(Spongebob Squarepants)

I accept this contract

Cancel

## “Upload File”

Some items require a file to be uploaded. Preferred file types include: jpg, pdf, png, doc, docx.

Upload Photograph

Upload File

## When Items are Submitted

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 before your hire date. **It is imperative you take quick action following this email.** 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.

**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 late May, 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 Advance Reporting **once the background check has been authorized**. Advance Reporting will send instructions for testing based on the provided zip code. If this has changed they can assist with finding a new testing site anywhere in the US. If you are outside the US upon notification of the request, please reach out to [ohsubbackgrounds@advrep.com](mailto:ohsubbackgrounds@advrep.com). Please note, any delays in completion of the drug screen may impact your start date.

**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

Welcome to OHSU! Occupational Health is OHSU's centralized resource for ensuring that you can perform your job duties safely in the workplace. Before your GME Check-In Session, you **must** complete the required actions below.

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## Required Actions:

### 1. Activate your Enterprise Health account

- Look for an email from [DoNotReply@ohsu.edu](mailto:DoNotReply@ohsu.edu) with the subject "Portal Activation Instructions" (check your junk/spam folder). This will be sent before May. If you do not hear by Mid-May, Please reach out to [gme@ohsu.edu](mailto:gme@ohsu.edu) and [occhealth@ohsu.edu](mailto:occhealth@ohsu.edu)
- Follow the instructions for "New User Registration" to activate your account
- For assistance, email [occhealth@ohsu.edu](mailto:occhealth@ohsu.edu)
- If you are a current OHSU student/employee, your records are on file and accounts will be merged on your first day.

### 2. Upload your Immunizations/Titers/TB Screening Records

Upload valid records (with name and date of birth) to the Forms/Surveys/Documents tab in Enterprise Health.

- Hepatitis B vaccine series AND positive titer
- MMR series OR positive titers
- Varicella series OR positive titer
- TB screenings/treatment
- Tdap
- 2024-2025 COVID & Flu (or submit declination through Enterprise Health)

### 3. Complete 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

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

Occupational Health will conduct (if applicable):

- TB Screening via Quantiferon Gold (QFN-IGRA) blood draw
- N95 Fit Testing (**Arrive clean shaven, OSHA prohibits testing for individuals with facial hair**)
- Immunizations and Titers

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 date may reflect the length of program up to five years:
  - a. Example: If your contract start date is 7/2025 and ends in 6/2028, license dates should be: **7/1/25 – 6/30/28**

**You should check with the GME office to determine the number of years requested for the license prior to submission of the application.**

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. 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-quality 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.
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. **Post-Graduate 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. Please remember to check with the GME office to ensure that you have permission to apply for an unlimited license. You will not receive a refund from the OMB if you have applied for the incorrect license type.**

*\*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.

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 7/1/2025, 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 7/1/2025. In that case, please call GME to discuss options.

### **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).

**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 April 4, 2025.**

List of Echo360 Modules:

- ☐ Care Management
- ☐ Coding and Billing
- ☐ Decedent Affairs
- ☐ GME Office
- ☐ Imaging at OHSU
- ☐ Medication Safety
- ☐ OHSU Mission Control
- ☐ Oregon Medical Board
- ☐ Pain Management
- ☐ Parking and Transportation
- ☐ Services Provided by Patient Relations
- ☐ Sleep Deprivation
- ☐ EPAS
- ☐ Any other videos as listed in the Echo360 course

*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 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.

## Introduction

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!

VA utilizes an online onboarding platform, so it will be important to use an email that is easy to access, and to check it regularly. Several elements are both time sensitive, and an absolute requirement for moving on to next steps in your onboarding.

Once OHSU shares your contact information with us (please provide a **non- edu email address** as your school address will likely deactivate before you are done needing it) 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.

To contact your support at the VA:

Please contact all three VA team members:

Kerry Rhyne: [Kerry.rhyne@va.gov](mailto:Kerry.rhyne@va.gov)

Marcie Evans: [Marcie.evans@va.gov](mailto:Marcie.evans@va.gov)

Joe Mallett: [Joseph.mallett@va.gov](mailto:Joseph.mallett@va.gov)

Or call 503-220-8262 ext 56109 and identify yourself as an incoming resident or fellow so your call/message will be routed appropriately.

You should expect to hear back on queries within 2 business days; if having any difficulties whatsoever feel free to elevate to the Associate Chief of Staff for Education, Dr. Kerry Rhyne [Kerry.rhyne@va.gov](mailto:Kerry.rhyne@va.gov).

## Step 1



Complete the pre-onboarding survey and return to us by 3/25/2025. This lets us identify whether you have any issues we should be aware of that could impact your onboarding, and keeps us from turning off any active VA accounts prematurely.

Due: 3/25/25

## Step 2

Set up your account with the VA and fill out the first set of paperwork; please complete this *within 1 business week* receipt of the email as nothing can proceed without it; you should plan for 30-45 minutes for this step. Consider this your APPLICATION to onboard, and no further steps can happen until this is complete. This will included setting up an account with a dual factor authentication services such as ID.me or login.gov.

What you need:

- The two forms of legal ID that you will be using to get your PIV card
  - [USAccess -Acceptable Forms of ID Guide.pdf.](#)
  - **Note:** If you plan for your state ID to be one of the forms of ID you bring, it needs to be REAL ID COMPLIANT.
- Any citizenship or name change paperwork
- 30-45 minutes.

FAQs/Issues for this step:

- Apple's iOS doesn't work terribly well with this; switching to PC Is a good first step if running into trouble.
- The name you enter in the system **must** match two forms of legal ID that you will be presenting. Please check this carefully! Getting this incorrect such as with a recent name change will substantially slow down your onboarding.
- 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.
- Please be careful about the middle name field (if you do not have one, ensure that you haven't entered a name in that field) and proofread your data entry
- Don't forget to include your residency training even if you haven't started yet- put your future anticipated graduation date in the field





— NAVAS MUNOZ, JONATHAN_PROV	IIPT	<div>PENDING</div> <div>100%</div>	05/10/2022	<a href="#">Details</a> <a href="#">Messages</a> <a href="#">Submit</a>
✓ <u>INITIAL WORKSHEET</u>				<a href="#">Reset Form</a>
✓ <u>APPLICATION FOR HEALTH PROFESSIONS TRAINEES (VA FORM 10-2850D)</u>				<a href="#">Reset Form</a>
✓ <u>RANDOM DRUG TESTING NOTIFICATION AND ACKNOWLEDGEMENT</u>				<a href="#">Reset Form</a>
✓ <u>DECLARATION OF FEDERAL EMPLOYMENT (OF 306)</u>				<a href="#">Reset Form</a>



Due: Within 1 business week of receiving the invitation (you should have the invite by the first week of April).

### Step 3

What you need:

About 8 hours of time.

The ability to connect to the VA training system (TMS).

Training- When we receive the documents from the step above, we will set up your profile, arrange for your background investigation, and sponsor you for an ID badge (called PIV card). We will then generate the TWO trainings that are required in order to grant any computer access: Mandatory Training for Trainees (MTT, with an annual refresher) that covers HIPAA and Rules of Behavior and is a prerequisite for building any accounts, and CPRS Tab-by-tab that teaches you how to utilize the electronic health record and is a prerequisite for getting the “keys” to use the health record.

- 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”.
- Complete your training with the electronic health record at this time as well. This also takes about 4 hours. You cannot be given access to the health record without this training. You can take a variety of refreshers closer to your clinical start.
  - Send a copy of your certificate to your VA Point-of-contact

Due: Within 1 week of being assigned

## Step 4

PIV (ID and access badge) enrollment and background investigation.

Obtaining your VA ID requires security clearance including a **background investigation**, 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 \(va.gov\)](#). **Remember, if using a state driver license as one of your forms of ID, it must be REAL ID compliant.**

### Sequencing:

- Step 2 (application to onboard) must be completed first, as the information you submit is what allows us to “Sponsor” you for an enrollment
- Schedule your enrollment appointment (instructions below) within 3 business days of getting the email that you have been sponsored
- Complete your background investigation form within 3 days of receipt
- Note: the enrollment appointment must happen within 20 days of getting the Background investigation email, or the process starts all over again. You can do your enrollment BEFORE getting the BI email, but the fingerprints do expire after 120 days. Therefore, do NOT book your enrollment
- The enrollment appointment must happen at least 30 days prior to collecting your badge (for many of you (interns) that means you need enrollment completed by May 13

What you need:

Regular access to your email

Confirmation that you have been Sponsored.

2 forms of ID (see above).

PIV offices will be busy, plan a 2 hour block of time.

Note: Do not make an enrollment appointment until a team member from Portland has confirmed with you that all the steps are completed, so you aren't turned away.

To Enroll:

Revised 2/7/2025

- 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.
- We will also send you a set of instructions.
- Use this link to enroll: [USAccess Assured Identity Scheduler - Home](#)
  - Select New Appointment, Enroll for Credential, Sponsoring Agency: Department of Veterans Affairs, Location, and click complete. **Send confirmation of your appointment to your point of contact.**
    - Location: Pick one that shows a "shared" location or you will get turned away. Please try to complete this appointment before you move; if that is impossible please pick a Portland location.
- DO complete this step at least 30 days or more prior to your inprocessing at OHSU so we can have a badge ready for you.
- 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 and still must be done at least 30 days prior to your inprocessing in order to have a badge-in-hand
- PIV locations: [https://www.osp.va.gov/Badge\\_Office\\_Locations.asp](https://www.osp.va.gov/Badge_Office_Locations.asp).
- 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.*
- 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).

To complete your Background Investigation:

- Monitor your email for a message from [donotreply@nbis.mil](mailto:donotreply@nbis.mil).
  - First email has your user information.
  - Second has your temp password.
  - Complete within 3 days of receipt.
  - Must be completed before attending your enrollment appointment.

Due: ideally 4-6 weeks prior to your mass onboarding appointment.

## Step 5

In-person check in. VA Portland will have a table at OHSU in person onboarding sessions.

What you need:

- A device you can use to access wifi.
- The passwords you used for login.gov or ID.me.
- 2 forms of ID.

What you will do:

- 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.

## Step 6

Badge Pickup. For most of you this will take place at in person onboarding. If you are not attending in person onboarding (for example you are already a student or resident at OHSU, or in a program not using mass onboarding) you must go to the PIV office to pick up and activate your badge, and stop in Education to complete the final paperwork.

## 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.

## Prefer a checklist format? We’ve got you:

- ☐ Complete and return pre-onboarding survey by 3/25/25.
- ☐ Upgrade your state driver license to a REAL ID.
- ☐ Apply to onboarding using MVI link due within 1 business week of receiving the invitation.
- ☐ Complete Mandatory Training for Trainees.
- ☐ Complete CPRS Tab-by-Tab training.
- ☐ Send training certificate to your VA point of contact (see above).
- ☐ Make PIV enrollment appointment (after being notified that it’s appropriate).
- ☐ Send appointment date to your VA point of contact (see above).
- ☐ Complete Background Investigation.
- ☐ Attend Enrollment Appointment.

- ☐ Pack for onboarding (2 forms ID, a device, your passwords, a little patience).
- ☐ Stop at VA stations during mass onboarding (or come to our offices): Signing ceremony (3 documents), Oath of Office, PIV pickup and Activation.

Welcome to all!

Kerry Rhyne, MD

Associate Chief of Staff for Education



**DEPARTMENT OF VETERANS AFFAIRS**  
**3710 SW US Veterans Hospital Road**  
**Portland, OR 97239**

Congratulations on your next stage of training! If you do NOT have clinical training time at the VA, please disregard the following. Otherwise, read on!

We have seen that certain situations can create significant delays in or challenges with onboarding. Identifying these early will help us support you in a smooth onboarding. Please review the form below, fill out, and return to [Marcie.evans@va.gov](mailto:Marcie.evans@va.gov) no later than **March 25, 2025**.

This questionnaire is also included and linked in your Medhub onboarding package.

Last Name, First Name, Middle Name \_\_\_\_\_

- Have you ever changed your legal name, or plan to do so between selection to the program and onboarding, such as marriage, divorce, chosen name?
  - ☐ Yes (continue below)
    - What is the legal name you will onboard under (must have 2 pieces of ID to match this). Your onboarding will go far more smoothly if the invitation goes out to the desired legal name.  
\_\_\_\_\_
  - ☐ No
- Is your Citizenship any nation OTHER than the United States of America?
  - ☐ Yes
  - ☐ No
- Will you be employed by VA during any of your training?
  - ☐ Yes
  - ☐ No
- Have you ever trained or had employment at any other VA?
  - ☐ Yes (continue below)
    - What is the name of the VA? \_\_\_\_\_
    - What is your VA email address \_\_\_\_\_
    - What is your VHAname if known (for example, if you were at Portland, it would start with VHAPOR)  
\_\_\_\_\_



- What is the last date your need computer access at your current VA, so we don't shut it off prematurely? \_\_\_\_\_
- Do you have a PIV (VA ID) Card?
  - ☐ Yes
    - What is the card # and expiration? \_\_\_\_\_
  - ☐ No

☐ No

- Are you transitioning from one OHSU program to another such as residency to fellowship or one residency to a different one?

☐ Yes

- What is the "old" program \_\_\_\_\_
- What is the "new" program \_\_\_\_\_

☐ No

# 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 60 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 IDs are on the next page. **Please make sure to bring two.** We do not recommend packing IDs in storage during your move.

## **Check-In Session Activities**

- Before Check-in session
  - [Complete part 1 of your I-9](#)
- In-person check-in session
  - Complete I-9 with HR
  - Pick up your OHSU ID badge
  - Complete Occupational Health in-person requirements (fit tests, TB test, etc.)
  - Learn about SPOK paging 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
  - Sign up for direct deposit
  - Complete training modules

## LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

\* Documents extended by the issuing authority are considered unexpired.

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

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

LIST A		LIST B	LIST C
Documents that Establish Both Identity and Employment Authorization	OR	Documents that Establish Identity	AND Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		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	1. A Social Security Account Number card, unless the card includes one of the following restrictions:  (1) NOT VALID FOR EMPLOYMENT  (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION  (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		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	2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph	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
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card	4. Native American tribal document
5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole:  a. Foreign passport; and  b. Form I-94 or Form I-94A that has the following:  (1) The same name as the passport; and  (2) An endorsement of the individual's status or parole 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.		5. U.S. Military card or draft record	5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card	6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card	7. Employment authorization document issued by the Department of Homeland Security  For examples, see <a href="#">Section 7</a> and <a href="#">Section 13</a> of the M-274 on <a href="https://uscis.gov/i-9-central">uscis.gov/i-9-central</a> .  The Form I-766, Employment Authorization Document, is a List A, <b>Item Number 4.</b> document, not a List C document.
		8. Native American tribal document	
		9. Driver's license issued by a Canadian government authority	
For persons under age 18 who are unable to present a document listed above:			
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		10. School record or report card	
		11. Clinic, doctor, or hospital record	
		12. Day-care or nursery school record	
Acceptable Receipts			
May be presented in lieu of a document listed above for a temporary period.			
For receipt validity dates, see the M-274.			
• Receipt for a replacement of a lost, stolen, or damaged List A document.  • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual.  • Form I-94 with "RE" notation or refugee stamp issued to a refugee.	OR	Receipt for a replacement of a lost, stolen, or damaged List B document.	Receipt for a replacement of a lost, stolen, or damaged List C document.

\*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.

# 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 unless on an OHSU mobile device.** OHSU-Secure is a 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.
- **When rotating at the VA:** SPOK works well when connected to the VA-Guest Wifi network. Please use the password "Welcome1"



### 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.

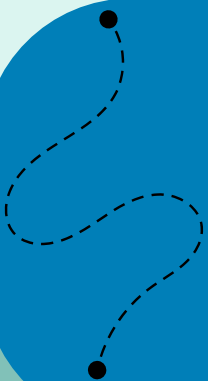


visit our website &  
become a member



## Balance

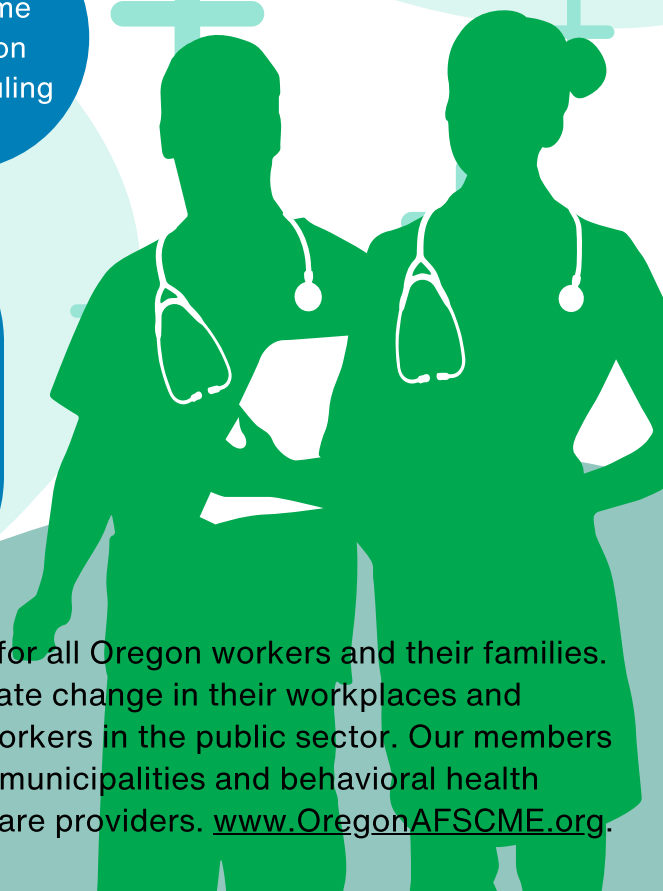
OHSU house officers now have more leave time than ever. Our new contract grants 28 vacation days and new measures to ensure fair scheduling around holidays



## Beyond

Your union makes life inside and outside OHSU better. Any house officer may apply for hardship funds for those difficult time. 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!

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 50,000 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.

## 2025 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	\$205.44	\$134.92	\$64.44
Employee & child(ren)	\$184.92	\$116.20	\$65.92
Employee & family	\$287.28	\$183.72	\$60.28

## 2025 Dental Monthly Premiums

	Delta Dental	Willamette Dental	Kaiser Dental
Employee Only	\$0.00	\$14.46	\$45.76
Employee & spouse/domestic partner	\$12.22	\$35.66	\$95.46
Employee & child(ren)	\$13.66	\$13.58	\$66.52
Employee & family	\$19.78	\$49.68	\$132.58

## 2025 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	\$24.96
Employee & family	\$2.22	\$22.68	\$40.20

## OHSU Campus Access and Commute Services Options for Residents

Learn more about your commute options and request a trip plan at [ohsu.edu/commute](https://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](https://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 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](https://www.ohsu.edu/visit/parking-facilities)

### Transportation Options:

Lyft: [www.ohsu.edu/ridehail](https://www.ohsu.edu/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](https://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](https://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](https://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

