Graduate Medical Education

2016 WELCOME BOOKLET

Photo © Jeremy Kelty

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Dear Dr. <<LAST>>,

Welcome to Oregon Health & Science University (OHSU). We are very pleased that you will be joining our professional staff in 2016 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'll need to complete before arriving at OHSU, as well as a section of resources including information on housing/relocation. Please review the checklists and complete all items listed.

You should have already received an email from MedHub containing login information. This will link you to our onboarding package and we require you to login and complete all components. All components are due by 4/15/2016.

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 (503) 494-8652, 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
COMPLETE AND SUBMIT IN MEDHUB

DUE: APRIL 15, 2016

The following pages include information about **forms** and **tasks** necessary to your employment and training at OHSU. The forms are all in the onboarding package in MedHub. You should have received an email with login information from MedHub on March 19th. Please login and complete all forms and tasks **before April 15, 2016**.

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

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**ACTIVITIES TO BE COMPLETED BY 4/15/16**

- [ ] Update contact information in MedHub
- [ ] Complete OHSU Incoming Information Form via MedHub
- [ ] Review and electronically sign OHSU Contract in MedHub
- [ ] OHSU background check via PreEmploy
- [ ] Drug screening kit via US Mail
- [ ] Apply for [Oregon medical license](#)
- [ ] Apply for [NPI](#) number
- [ ] Upload photo to MedHub
- [ ] Review, sign, and upload all forms in MedHub
- [ ] View MedHub online training modules
- [ ] Upload copy of ACLS/BLS/PALS/NRP cards & copy of medical school diploma to MedHub (if you have them)
OHSU BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG SCREENING

- Online background checks must be completed before April 15, 2016.
- Drug screening kits will be mailed to your address. Please ensure that your address is correct in MedHub.
- Once you receive the drug screening kit you have 48 hours to complete the test.

BACKGROUND CHECK
Around April 1, 2016, you will receive an email from OHSU’s background check vendor, Pre-employ. The email will contain instructions for submitting your information electronically, including the completion of an Authorization and Disclosure. This allows OHSU and Pre-employ to complete the background search.

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

The email request will come from Pre-employ. If you do not receive the Pre-employ email by April 2, please check your junk mail folder and if it is not there, call the OHSU Human Resources department at 503-494-4077.

For technical difficulties please call Pre-employ.com at 1-800-300-1821.

NOTE: The Pre-employ.com application accepts Internet Explorer (up to Version 9), Firefox and Google Chrome. If your computer is not compatible, please follow the instructions provided in the email invitation from Pre-employ.com

DRUG SCREENING
Your pre-employment drug screening will be facilitated via mail. Once the kit has been sent out via regular postal mail you will also receive supplemental information via email. That will include the name of the screening facility as well as their address, hours of operation and contact number. **You will then have 48 hours to go in and take your drug screen.**

If you are starting in June, your drug screening kit will be sent out via US mail by March 28th. If you are starting in July, your drug screening kit will be sent out via US mail by April 25th.

Employment shall not be finalized except upon completion of a negative drug test, which includes marijuana screening. Despite pending changes in Oregon statute 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. Tests are paid for by OHSU.
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).
  
  o NOTE: If you are entering a fellowship, PLEASE apply for either a Postgraduate Limited License or an Unlimited Full Permanent License, NOT the MD Fellow License.
  
  o NOTE: For entering fellows, 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 right kind of license.

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

Postgraduate Limited License:

NOTE ABOUT PAYMENT: If you have any prior training in the US, you will have to pay for your license. OHSU requires PGY1s to have a license, but the state of Oregon does not. Because this is an institutional requirement only, OHSU can pay for limited licenses for all PGY1s. However, it is an Oregon state requirement for PGY2s and above to be licensed by the OMB, and therefore, OHSU does not cover that cost. PGY2s and above will need to make payment to the OMB upon applying for your license.

1. Go to the GME website (http://www.ohsu.edu/gme) → Residents & Fellows → Incoming Residents & Fellows → Oregon Medical Board – Apply for license.
   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

   a. Since most of you will be moving, this will ensure your license certificate is mailed to OHSU. We will make a copy of your license for our files and provide the original to you at your GME Check-In session. It is essential that GME has a copy of your license.
   b. You will update your home address at your GME check-in session.

4. Under “Intended Oregon Practice Location” indicate “OHSU” – in this exact abbreviated format.

5. Start and End Dates for License – 13 months:
   a. If your contract start date is 6/26: 6/26/16 – 7/25/17
   b. If your contract start date is 7/1: 7/1/16 – 7/31/17

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 2016-2017. In the training program box, indicate “OHSU”.

8. Enter licensing exam information, even if scores are pending.
9. Enter specialty information.
10. Under “Licensure History” enter all health related licenses ever applied for.
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.
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.
14. Submit PHOTO to omb.appdocuments@state.or.us
   a. You will need to submit a passport-style photo taken within 90 days, directly to the Oregon Medical Board in order to complete your application. This does not have to be professional portrait, but should have a plain background. Email your photo to omb.appdocuments@state.or.us or upload directly via the OMB application system.
15. Where you see “If you are appointed at summer start time, request your name is on the list...”, GME has already submitted your name to the Oregon Medical Board as a new trainee with OHSU. You do not need to request to be added to the list.
16. Record your file ID and remember your password. This is your login to the OMB site.
17. Check the “Attestation/Certification Statement” box and “SUBMIT”.
18. Payment:
   a. PGY2 and above → Pay OMB licensing fees online at the time of your application.
   b. PGY1 ONLY → Select “pay by mail”, GME will send payment on your behalf for your PGY1 year only. (This refers only to those who do not have any postgraduate training in the US.)

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

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 7/1/16, you will need to have the application submitted to the OMB at least 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 elongate the unlimited application process, please be aware that a full license may not be issued to you by 7/1/2016. In that case please call GME to discuss options.

You will need an unlimited license if you plan on moonlighting. Also, you may need an unlimited license to sit for your specialty boards. Double-check with your boards to determine this.

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 License Applications choose Online Status Report (OSR) and log in using your file ID and password. From there, you can check your application status.

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. They are open from 9 a.m. - 12 p.m. and 1 - 3 p.m. (Pacific Standard Time).
National Provider Identifier (NPI)

APPLY NOW!

The Centers for Medicare and Medicaid Services (CMS) requires that all care providers have an 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 ASAP to ensure your smooth transition to practice patient care at OHSU. This NPI is yours for life.

If you already have an NPI number, provide that number to GME and simply update the practice address to OHSU once you move.

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.

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)

Select “individual” for provider type.

Here is a list of information you will need to complete the application:
- 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)
- Practice Location Address and Phone Number (OHSU, 3181 SW Sam Jackson Park Road, Portland OR 97239, 503-494-8211)
- Taxonomy (Student, Health Care 390200000X)
- State License Information (Not required with student taxonomy information)
- Contact Person Name (you)
- Contact Person Phone (use OHSU phone 503-494-8211)
- Email

For NPI technical support contact 1-800-465-3203 or email customerservice@npienumerator.com

When you receive your NPI number, please email it to the GME office at gme@ohsu.edu.
LAB COATS & SCRUBS

Indicate your lab coat and scrub size on the Incoming Information Form in MedHub using this resource as a guide.

SIZING YOUR SCRUBS AND LAB COATS

- **Chest**: Place one end of the tape measure at the fullest part of your bust. Wrap it around your body: under your armpits, around your shoulder blades, and back to the front.
- **Waist**: Use the tape to circle your waist (sort of like a belt would) at your natural waistline, which is located above your belly button and below your rib cage. If you generally wear your clothes below your waist, take that measurement as well.
- **Hips**: Start at one hip and wrap the tape measure around your rear, around the other hip, and back to where you started. Make sure the tape is over the largest part of your buttocks.
- **Inseam**: This is the distance from the uppermost inner part of your thigh to the bottom of your ankle. An easy way to measure your inseam is to take a pair of pants that fit you perfectly and measure the inseam of the pants, again from the crotch to the hem.

*Lab coats are made with pre-shrunk cotton, and scrubs consist of a 55% cotton/45% polyester fabric blend, which is not conducive to shrinkage.

### TOP SIZING CHART | DICKIES EDS SIGNATURE SCRUBS

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<td>28.50”</td>
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</tbody>
</table>

| SHORT COAT | IN EXTREME CASES, REGULAR COAT LENGTHS MAY BE TAILORED |
OHSU is proud to have many of their clinical and non-clinical staff who are proficient in English and a second language. This great diversity is what makes OHSU stand out among its peers.

If you are interested in taking the exam, please email gme@ohsu.edu or indicate your interest via the Incoming Information form in the onboarding package on MedHub. You will then be contacted by the interpreter services to set up a time to complete the exam.

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

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

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

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

**Eligibility**

Languages available for testing to meet OHSU needs:

- Spanish
- Arabic
- Russian
- Vietnamese
- Cantonese/Mandarin
- Korean
- American Sign Language

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

In addition, all applicants who pass each category at 80% or higher, may provide direct care in the second language but MAY NOT function in the role of an interpreter between the patient and another staff member. This screening is good for five (5) years after passing.
PHOTO FOR OHSU ID BADGE,
BUSINESS CARDS & PHOTO ROSTER

As part of your incoming paperwork you will need to upload a passport-style color photo to MedHub by April 15.

This photo will be used for your OHSU ID Badge, OHSU Business Cards, 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 directly face the camera (head and shoulders visible)
- Take the photo indoors
- Photo must be in color
- Use a SOLID and LIGHT COLORED background
- Please do not use flash
- Do not manipulate the image in any way

If you have any questions, contact the GME office at 503-494-8652 or gme@ohsu.edu.

GOOD EXAMPLES:

PLEASE AVOID:

A non-solid background
Florescent “office” lights and not direct facing
THINGS TO BRING TO GME CHECK-IN SESSION

The GME check-in session is our opportunity to meet you and to provide you with information about payroll, benefits, pagers, and other information you will need before you can begin your education at OHSU. You will also complete a variety of necessary tasks.

Please bring the following items with you:

☐ **YOU MUST** bring **TWO FORMS OF ID**.
  
  o **YOU WILL NOT BE HIRED** if you do not have two forms of ID in your legal name with you at day one of your GME check-in session.
  
  o Examples of acceptable ID include:
    - BOTH Passport AND US Driver’s License
    - BOTH US Driver’s License AND Social Security Card
  
  o Please refer to I-9 instructions on page 12 in this section for more information and other examples of acceptable ID. If rotating at the VA, see VA Section, page 27 for identity documentation criteria and a list of acceptable ID.
  
  o **YOU WILL BE TURNED AWAY FROM THE CHECK-IN SESSION** if you do not have two forms of ID in your current legal name.

☐ **YOU MUST** bring **IMMUNIZATION RECORDS** for Occupational Health
  
  o You will not be able to complete the mandatory Occupational Health requirements without your immunization records.

☐ Laptop and charger

☐ A pair of headphones for use with online training modules

☐ License plate number, car make and model to sign up for parking

☐ Blank, voided check or account and routing number to sign up for direct deposit

☐ This Welcome Book for reference
**GME CHECK-IN SESSION**

The GME check-in session is our opportunity to meet you and to provide you with information about payroll, benefits, pagers, etc. Additionally, you will complete a variety of essential activities necessary for your employment.

You have been assigned to a two-day GME check-in session. Attendance on both days is mandatory. Your program coordinator will contact you regarding your check-in session dates and other orientation activities.

The check-in appointments will start at **7:30 a.m.** and end around **5:00 p.m.** both days. All sessions will be located in the BICC/Library building on the first floor in the BICC Gallery. Directions are on the following pages.

We will review your benefits in detail and help you sign up for them during your GME check-in appointment. Please familiarize yourself with the options for benefits by using the information in this welcome book and online prior to your check-in appointment.

The checklist on page 10 lists exactly what to bring with you. We encourage you to bring a laptop, charger, and headphones.

You cannot be hired or paid without attending both GME Check-In session dates.

**CHECK-IN SESSION ACTIVITIES:**

***ESSENTIAL: BRING 2 FORMS OF ID and IMMUNIZATION RECORDS for day one***

**Day One:**
- GME Presentation: Part 1
- Activate OHSU network login
- New hire paperwork (**bring two forms of ID**, see page 12)
- Occupational Health (**bring copy of immunization records**)
  - N-95 mask fitting
  - TB Screening
- Obtain OHSU ID Badge
- Obtain OHSU pager
- Obtain OHSU scrubs and lab coats
- Sign up for direct deposit
- Sign up for parking
- Check-in with the VA – If you rotate to the VA you will take an oath of appointment, get your fingerprints verified, and get your VA ID Badge photo taken.
- Online training modules (bring laptop, charger, and headphones)

**Day Two:**
- GME Presentation: Part 2
- Sign up for benefits
- Have TB screening read (if applicable)
- Participate in interactive tables/ hospital orientation tables/ fair
- Complete any remaining online 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.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>LIST B</th>
<th>LIST C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents that Establish Both Identity and Employment Authorization OR</td>
<td>Documents that Establish Identity AND</td>
<td>Documents that Establish Employment Authorization</td>
</tr>
<tr>
<td>1. U.S. Passport or U.S. Passport Card</td>
<td>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td>1. A Social Security Account Number card, unless this card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT</td>
</tr>
<tr>
<td>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</td>
</tr>
<tr>
<td>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
<td>3. School ID card with a photograph</td>
<td>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</td>
</tr>
<tr>
<td>4. Employment Authorization Document that contains a photograph (Form I-758)</td>
<td>4. Voter's registration card</td>
<td>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</td>
</tr>
<tr>
<td>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status a. Foreign passport; and</td>
<td>5. U.S. Military card or draft record</td>
<td>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</td>
</tr>
<tr>
<td>b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport and</td>
<td>6. Military dependent's ID card</td>
<td>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</td>
</tr>
<tr>
<td>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form</td>
<td>7. U.S. Coast Guard Merchant Mariner Card</td>
<td>5. Native American tribal document</td>
</tr>
<tr>
<td>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</td>
<td>8. Native American tribal document</td>
<td>6. U.S. Citizen ID Card (Form I-197)</td>
</tr>
<tr>
<td></td>
<td>For persons under age 18 who are unable to present a document listed above:</td>
<td>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</td>
</tr>
<tr>
<td></td>
<td>10. School record or report card</td>
<td>8. Employment authorization document issued by the Department of Homeland Security</td>
</tr>
<tr>
<td></td>
<td>11. Clinic, doctor, or hospital record</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12. Day-care or nursery school record</td>
<td></td>
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</tbody>
</table>

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the Instructions, titled “Employer or Authorized Representative Review and Verification,” for more information about acceptable receipts.
IMMUNIZATION RECORDS

Occupational Health requires new residents and fellows to bring their previous immunization and titer (blood draw) records to their GME Check-In Session.

The immunization records should be easily obtained from any of the following:

- Medical School, college, student health department, or high school
- Previous healthcare employer (Employee/Occupational Health Department)
- Military
- Parent or guardian
- Doctor’s Office
- County Health Department (if immigrated)

ITEMS REQUIRED (ACCEPTABLE PROOF):

- **MMR (measles, mumps, and rubella) requirement:**
  - Documentation of titer (blood draw) showing immunity for each disease, OR
  - Documentation of 2 doses of MMR vaccine

- **Varicella (Chicken Pox) requirement:**
  - Documentation of titer (blood draw) showing immunity for disease, OR
  - Documentation of 2 doses of Varicella vaccine, OR
  - Documentation of providers diagnosis of disease

- **Hepatitis B vaccine requirement:**
  - Documentation of 3 doses of Hepatitis B vaccine

- **TSTs (TB skin tests):**
  - 2 step TSTs are required on hire, if you’ve had one TST in the last 12 months, we’ll accept that documentation as your 1st step and place your 2nd step

- **TB screening for history of positive TST:**
  - Information regarding positive result (date, measurements etc.)
  - Information regarding any treatment received
  - Documentation of negative chest x-ray – most recent one performed
  - History of BCG vaccine (if applicable)
  - Documentation of Quantiferon (QFN) blood test result (if applicable)

- **Influenza (flu) requirement:**
  - Documentation of flu vaccine for current flu season, OR
  - Decline flu vaccine for current flu season (will be done in ReadySet when access is established), OR
  - Receive flu vaccine for current flu season from Occupational Health (can be done upon arrival at OHSU)

- **NOT ACCEPTABLE PROOF:**
  - Hepatitis B titer showing immunity
BENEFITS

You will have default benefits on the first day that you are physically working at OHSU – effective your check-in appointment. The default benefit plans cover only you with the OHSU PPO, Moda Dental and $25,000 core life insurance. At the time of your GME check-in meeting, you will have the option to change your benefit plans (see choices below for medical, dental, and vision plans) and add family members. If you add family members to your coverage, your family members’ coverage will begin retroactive to your effective date of hire (your check-in date). Any changes you make to your benefits during your check-in appointment will also be retroactive to your first day of check in.

You will have the option to add family members, change your medical, dental, and vision policies, add accidental death & dismemberment coverage, increase your voluntary life insurance, and sign-up for short and long-term disability insurance. Detailed benefit information can be found under the Employment & Benefits section of the GME webpage, the MedHub video, and at your GME check-in appointment. Please review the options and be ready to make your selections on the second day of your check-in session.

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

### BENEFIT DOLLARS FOR 2016

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<tr>
<th></th>
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<th>Employee &amp; spouse/domestic partner</th>
<th>Employee &amp; child(ren)</th>
<th>Employee &amp; family</th>
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<tr>
<td>Employee &amp; spouse/dp</td>
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### MEDICAL, DENTAL, AND VISION COSTS FOR 2016

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OHSU TRANSPORTATION AND PARKING OPTIONS FOR RESIDENTS

More information about parking and other transportation options can be found on the Transportation and Parking website at www.ohsu.edu/parking.

Parking Option Details:
Parking at OHSU’s Central Campus facilities (Marquam Hill and South Waterfront) is available for residents and fellows by purchasing online www.ohsu.edu/parking using one of the following three options:

- **Annual 2 Diamond Marquam Hill or Annual South Waterfront Schnitzer Permit**: You will pay for the cost of the parking permit through a pre-tax payroll deduction. *Do not use your parking permit prior to informing T&P of your start date and receipt of the email confirming when payroll deductions will start or you may be subject to T&P enforcement policies. Your permit is only active when payroll deductions are occurring from your paycheck.*

- **Monthly or Quarterly 2 Diamond Marquam Hill or Monthly or Quarterly South Waterfront Schnitzer Parking Permit**: You may select 1-3 months and pay with credit card.

- **Daily Passes**: You may purchase day passes online or at pay stations located in the Dotter lot and the Schnitzer lot at the South Waterfront.

Alternative Transportation Option Details:

**Biking**: www.ohsu.edu/bike

The OHSU Bike Program offers facilities, resources, cash-for-biking, bike share and trip tracking. At South Waterfront, our partner, Go by Bike (www.gobybikepdx.com), offers free bike valet, free loaner bikes, and professional repair for a reasonable fee. The Student Center on Marquam Hill has a self-repair station, lockers, and showers.

**Portland Aerial Tram**: www.gobytram.com

The Tram is free with your OHSU ID Badge. The ride is approximately 5 minutes from the lower terminal at South Waterfront to Marquam Hill (Kohler Pavilion).

**OHSU Shuttle**: www.ohsu.edu/parking/shuttle.pdf

Marquam Hill Shuttle travels downtown every 30 minutes 7 am – 5 pm, Monday through Friday.

**Portland Streetcar**: www.portlandstreetcar.org

The Streetcar system is free with your OHSU ID Badge. The NS Line connects NW Portland, Downtown Portland, and South Waterfront. The A & B lines connect to the Central Eastside, Lloyd and Rose Quarter district. You can plan your trip via TriMet.org or TriMet apps.

**Transit**: www.ohsu.edu/transit

There are two mass transit options that serve Marquam Hill; Portland regional transit: TriMet (www.trimet.org) and Vancouver transit: C-Tran (www.c-tran.com). Passes can be purchased at the Customer Service Center in the Physical Plant Building or at the annual Transit Pass distribution that occurs the last two weeks of August.

**Rideshare Vehicles**:

Zipcar offers vehicles on campus for round trips, log into their website for more information. You can also rent your own vehicle via Getaround. Another option is Car2Go which allows one way trips within their home area in designated Car2Go vehicles.

**Carpools**: www.drivelessconnect.com

Join an active permit or split a day pass. Find other’s interested in carpooling on drivelessconnect.com

If you have any questions, please visit the Transportation and Parking website at www.ohsu.edu/parking or contact Graduation Medical Education at 503-494-8652.
DRIVING DIRECTIONS TO MARQUAM HILL

OHSU interactive map: www.ohsu.edu/map

From Lake Oswego/Sellwood Bridge area
- Travel north on S.W. Macadam Ave.
- Turn left onto S.W. Boundary St.
- Proceed one block and turn right onto S.W. Corbett Ave.
- Turn left onto S.W. Hamilton St.
- Turn right onto S.W. Barbur Blvd. and continue for approximately 2.5 miles.
- Make a sharp left onto S.W. Caruthers St.
- Turn left at the second light onto S.W. 6th Ave.

From the west
- Travel east on Hwy 26/Sunset Hwy.
- Stay in the right lane and follow the signs to I-405 (Salem/The Dalles).
- After passing through the Vista Ridge tunnel, stay to the right as the freeway branches.
- Take the 6th Ave. exit.
- Turn right onto S.W. 6th Ave., following signs to OHSU.

From the east
- Travel west on I-84. Follow signs to I-5 south (Salem).
- Cross the Marquam Bridge and merge onto one of the two left lanes to City Center/Beaverton.
- Take the S.W. 6th Ave. exit. Immediately move to the left lane and turn onto S.W. College St. (or the next street that allows a left turn).
- Turn left onto S.W. Broadway Ave. and move to the right lane.
- Bear right onto S.W. 6th Ave., following signs to OHSU.

From the south via I-5
- Travel north on I-5.
- Take exit 297 (Terwilliger Blvd).
- Turn left at stop light onto S.W. Terwilliger Blvd.
- Turn right onto S.W. Barbur Blvd. and continue for approximately 3 miles.
- Make a sharp left onto S.W. Caruthers St.
- Turn left at the second light onto S.W. 6th Ave.

From the south using S.W. Barbur Blvd.
- Travel north on S.W. Barbur Blvd.
- Make a sharp left onto S.W. Caruthers St.
- Turn left at the second light onto S.W. 6th Ave.

From the southeast
- Travel west on S.E. Powell Blvd.
- Cross the Ross Island Bridge and take the City Center exit.
- Stay in the left lane and merge onto S.W. Kelly, which will turn into S.W. Arthur.
- After crossing S.W. Barbur Blvd., bear left onto S.W. Caruthers.
- Turn left onto S.W. 6th Ave.

From the north
- Travel south on I-5 toward Salem.
- Cross the Marquam Bridge and merge into one of the two left lanes to City Center/Beaverton.
- Take the S.W. 6th Ave exit. Immediately move to the left lane and turn onto S.W. College St. (or the next street that allows a left turn).
- Turn left onto S.W. Broadway Ave. and move to the right lane.
- Bear right onto S.W. 6th Ave, following signs to OHSU.
OHSU CAMPUS DIRECTIONS

Parking on the Hill

• Go straight through the light at SW Terwilliger, there will be a gas station on your left—do not turn onto S.W. Terwilliger Boulevard at the light.
• Continue up the hill on S.W. Sam Jackson Park Road as it curves several times.
• When you get to the hospital area you will pass under two pedestrian bridges. Immediately after the second pedestrian bridge, turn left onto U.S. Veterans Road.
• Turn left again at parking lot D. You will enter a driveway that descends into a parking lot.
• There is reserved parking for you on your check-in day. It is to the right on the top level. There will be a parking lot attendant waiting on the top level to check you in from 7 a.m. to 7:30 a.m. If you arrive after 7:30 a.m., please call GME at 503-494-8652. See parking structure “D” (Canyon Lot) Map.
• DO NOT park in any patient parking lots. You will be ticketed.

To the BICC/LIBRARY

• Go to the elevator in Parking Garage D and take it to the BR (bridge) level.
• Exit to your left and continue on the walkway.
• At the end of the walkway, turn right and enter the doors all the way at the end on the left.
• Take the elevator or the stairs down to LEVEL 1.
• Turn left as you exit the elevator, or if taking the stairs, turn slightly right as you exit the stairway.
• GME Check-In will be in the BICC Gallery, the long large room with glass doors.
**VA CHECKLIST**
**DUE 4/15/16**

**FORMS & ITEMS TO BE MAILED BACK TO VA BY 4/15**
Completed, signed, included in the envelope provided, and returned to VA by 4/15.
- [ ] VAMC Self Certification of Continuous Federal Service
- [ ] VAMC Application (10-2850d)
- [ ] VAMC Declaration for Federal Employment (OF 306)
- [ ] Photocopy of an ID with your FULL legal name, i.e. passport, green card, birth certificate.

**ACTIVITIES TO BE COMPLETED FOR THE VA**
- [ ] Schedule courtesy fingerprinting at your local VA.
- [ ] Complete [VHA Mandatory Training for Trainees](#) Online Training
Welcome! Congratulations on joining the Oregon Health & Science University Graduate Medical Education (OHSU GME) Program and the Portland Veterans Affairs Health Care System (PVAHCS). We are proud of our relationship with OHSU, and look forward to our educational experience with you at the PVAHCS where our mission is to honor America's Veterans by providing exceptional health care that improves their health and well-being.

Enclosed in this booklet you will find important information regarding your appointment to the PVAHCS.

The GME and VA check-in appointments will be held jointly to make the best use of your time. Your check-in appointment will include taking an oath of office and signing an appointment letter*, verification of ID** and having your photo taken for the ID Badge (fingertips should be done at least a week BEFORE your check in session—See Courtesy Prints memo for instructions).

*Your signed appointment letter entitles you to coverage under the US Federal Tort Claims Act (i.e. malpractice insurance). Please note an appointment is based upon a satisfactory fingerprint criminal history report.

**You must bring TWO valid forms of identification. (See “Identity Documentation Criteria” included in this section.)

At some point after your check-in you will be contacted to pick up your VA ID badge. You will also need to attend Computerized Patient Record System (CPRS) training. Your VA Program Coordinator will be contacting you about the CPRS class. If you have any questions related to your department/service please feel free to contact them directly at 503-220-8262 extensions listed below:

- Dental Service – Earl Emery x55860
- Division of Hospital & Specialty Medicine – Rhonda Gay x55593
- (DHSM) - Miguel Celis x59822
- - Livia Lee x56245
- Emergency Department – Charles Dailey x55435
- Imaging Service – Kathleen Bolton x54480
- Mental Health Division – Catarina Felix x58281
- Neurology Service – Elizabeth Cooper x57019
- Operative Care Division (OCD) – Rhonda Bird x57540
- OCD includes: Anesthesiology, Dermatology, Eye Care and Surgery
- Pathology & Laboratory – Donna McMahon x56773
- HR/Security – 503-273-5236 Fax 503-273-5029

I hope the information provided here answers most of your questions, if not, please do not hesitate to contact me at 503-220-8262 x57420, or by e-mail at Barbara.Wells@va.gov. I thank you for your interest in the Portland VA Health Care System and look forward to meeting with you.

Sincerely,

Barbara Wells
Graduate Medical Education
Portland VA Medical Center
Department of Veterans Affairs  
Health Care System  
Graduate Medical Education – P6EDUC  
Building 101, Room 216b  
3710 SW US Veterans Hospital Road  
Portland OR 97239-2964

An envelope is provided for you in the center pocket of this Welcome Book. Mail all items to:

PVAHCS  
c/o Barbara Wells  
P2EDUC  
3710 SW US Veteran’s Hospital Rd  
Portland, OR  
97239-2999

Please complete and return the following 4 items to the VA.
1. Self Certification of Continuous Federal Service*
2. Application for Health Professions Trainees – VA Form 10-2850D*
3. Declaration for Federal Employment - Form OF306*
4. Photocopy of an ID with your FULL legal name, i.e. passport, green card, birth certificate. A middle initial is NOT considered a full name.

* These forms are in the center pocket of this Welcome Book. Please complete fully, sign and date all pages where required.

Things to look for on Declaration for Federal Employment – Form OF306:
• If you answer YES to 9 through 11, you must give the details of your violation in the following format: (#9: 12/31/2001; DUI; Portland, OR, Multnomah County Courthouse, 1021 SW 4\textsuperscript{th} Ave, Portland, OR 97204.)

• If you answer YES to 12 through 14, please ensure you supply the information requested by each question.

• You are considered an applicant until you are appointed at check-in. On the Declaration for the Federal Employment Form OF306, please only sign and date 17\textsuperscript{a} not 17\textsuperscript{b}.

Things to note on Application for Health Professions Trainees - VA Form 10-2850D:
• Check ‘NO’ on boxes 21-23
In order to expedite your VA check in process, we are asking that you get “courtesy fingerprinting” done at a VAMC close to your current location. If you do not get courtesy prints, you will be at least a week behind in processing by the time of your OHSU check in.

If you are for some reason not able to get your courtesy prints done, please email Barbara.Wells@va.gov or call 503-220-8262 x57420.

In order to get your courtesy prints, you will need to follow these steps:

- Go to https://va-piv.com Click on “Accept the Terms and Conditions” and then “Click Here to Create a new PIV Card Applicant Account”
  - Enter your First Name, Last Name, email address, phone number, and password
    - Organization is VHA
    - Type of Applicant is Affiliate
  - Click “Create Account” then “Continue” then “Make Appointment”
  - Enter your current zip code, click “Continue”
  - Select the location you would like to go to, click “Continue”
  - Select Fingerprint for the activity, click “Continue”
  - Select a date that works for you, but please no later than May 1st, 2016
  - Select a time that works for you
  - Review the appointment information, if it looks correct click “Confirm Appointment”
  - You will receive an email confirmation of your appointment
  - Please forward your confirmation email to Barbara.Wells@va.gov

**DO NOT SCHEDULE A PHOTO APPOINTMENT – THIS WILL BE COMPLETED AT YOUR CHECK-IN SESSION**

- When you arrive for your appointment, be sure to bring two pieces of valid ID. You can refer to the List of Acceptable Documents in this booklet (as confirmed when you made the appointment) and the following information so that your results get routed back to the Portland VAMC.

- To ensure that the results are sent to us here at PVAMC, please be sure to let your local VA know that you are there for “courtesy prints” and give them the following information or bring the Courtesy Print Memo (see next page) to your appointment:

  PVAMC Site Organizational Number SON: 1141
  PVAMC Site Organizational Identifier SOI: VA79
  Your position is: Resident

Please note: Fellows should also use “Resident” as position name.

For Questions or if you have problems scheduling with your local VA, please contact the Portland VA Security Team at 503-273-5236.
MEMO: COURTESY PRINTS FOR RESIDENTS

February 20, 2016

To whom it may concern:

Please process this Resident Applicant for Courtesy prints using:

- **SON:** 1141
- **SOI:** VA79

Also, please type in the word “Resident” in the occupation field.

Thank you,

Bryon K. Carver

Lead Security Assistant
Portland VA Medical Center
work 503-220-8262  x54655
fax (503) 273-5029

To schedule your VA fingerprint appointment, visit [https://va-piv.com](https://va-piv.com) and follow the prompts.

Please note: Fellows should also use “Resident” as position name.
Dear VA Health Professions Trainee,

**VHA Mandatory Training for Trainees**

In order for you to train at VA, you are required to complete a mandatory training program titled *VHA Mandatory Training for Trainees*. This training is available through the VA Talent Management System (TMS). The TMS offers web-based training to VA employees and its partners.

To use the TMS, you must self-enroll and create a profile at [https://www.tms.va.gov](https://www.tms.va.gov). Once you are at the TMS website, follow the steps listed below to create your profile, launch the mandatory training course and complete the content prior to your coming to VA to begin your clinical training.

Managed Self-Enrollment (MSE) enhances VA’s training and reporting compliance, and is another step toward establishing VA as a 21st century organization built on providing the best care and service possible for our Veterans!

1.1 **Step-by-Step Instructions**

1. From a computer, launch a web browser and navigate to [https://www.tms.va.gov](https://www.tms.va.gov)
2. Click the **Create New User** link located near the SIGN IN button.
3. Select the radio button for **Health Professions Trainee** *DO NOT SELECT "WOC" or any other option.*
4. Click the **Next** button
5. Complete all required fields, and any non-required fields, if possible.

   a. **My Account Information:**
      i. Create Password
      ii. Re-enter Password
      iii. Security Question
      iv. Security Answer
      v. Social Security Number* *(If you do not have a Social Security Number, follow the on-screen instructions when registering.)*
      vi. Re-enter Social Security Number
      vii. Date of Birth
      viii. Legal First Name
      ix. Legal Last Name
      x. Enter Middle Initial only (if you have one)
      xi. Email Address *(Enter an email address you plan to have access to throughout your training. The Email address will be used as your UserID when you login)*
      xii. Re-enter Email address
      xiii. Phone Number *(Enter a number where you can be reached by VA staff if issues arise with this self-enrollment process or in other circumstances)*

   b. **My Job Information:**
      i. VA City – *Portland*
      ii. VA State – *Oregon*
iii. VA Location Code – POR
iv. Trainee Type
v. Specialty/Discipline
vi. VA Point of Contact (POC) First Name: Please see list on next page
vii. VA Point of Contact Last Name: Please see list on next page
viii. VA Point of Contact Email: Please see list on next page

Once you have entered all of the required data, click the “Submit” button. Your profile will be immediately created. Copy and save the UserID displayed to you on the confirmation page, as you will need this for future logons to the VA TMS. Once done, click on the “Continue” button and wait until your “To-Do” list is displayed with the title of the mandatory training course.

***IMPORTANT: As soon as you complete self-registration, send an email to your VA POC to inform him/her that you are self-registered on TMS. At this time the POC has 72 hours in order to validate your registration. If your registration is not validated, your account will be erased and you will need to start over. Do not edit your profile after you have created your account***

1.2 Launching and Completing the Content

1. Mouse over the title of the VHA Mandatory Training for Trainees training course.
2. Click the [Go to Content] button in the pop-up window that appears.
3. Complete the course content following the on-screen instructions.
4. Exit the course and a completion of the course will be recorded for your effort.
5. Click on the “Completed Work” pod on the lower right hand side of your internet browser window.
6. Move your mouse over the title of the course you just completed and choose to “Print Completion Certificate”.
7. Print your completion certificate and save it in a pdf file for your records. Email the PDF to your VA Point of Contact (see list below).

1.3 Trouble-shooting and Assistance

The Check System link on the VA TMS is an automated tool that confirms the existence of basic, required software on the computer you are using to complete this training. If one of the components of your computer is not in compliance with the requirements, a red “x” will appear next to the Check System link. Should this be the case with your computer, please follow the instructions to bring your computer up to the standards that will work with the VA TMS.

If you do not have a Social Security Number, or if you experience any difficulty creating a profile or completing the mandatory content, contact the VA MSE Help Desk at 1.888.501.4917 or via email at VAMSEHelp@gpworldwide.com.

* Your SSN is used only as a unique identifier in the system to ensure users do not create multiple profiles. The SSN is stored in a Private Data Table that cannot be accessed anywhere via the VA TMS interface. It is securely transferred to a VA database table inside the VA firewall where it can be confirmed, if necessary, by appropriately vested system administrators and/or Help Desk staff.
<table>
<thead>
<tr>
<th>Training Program</th>
<th>VA Point Of Contact</th>
</tr>
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</table>
| **Anesthesiology, including**  
  • Anesthesia critical care  
  • Pain medicine | First name: Rhonda Last name: Bird  
  Email: Rhonda.Bird@va.gov or vhapor-OCDResidentCoordinator@va.gov |
| **Emergency Medicine** | First name: Charles Last name: Dailey  
  Email: Charles.dailey@va.gov |
| **Division of Hospital and Specialty Medicine (DHSM), including**  
  • Gerontontology  
  • Hospice and Palliative Care  
  • Sleep Medicine | First name: Rhonda Last name: Gay  
  Email: Rhonda.Gay2@va.gov or Vhapor-DHSMresidentcoordinator@va.gov |
| **DHSM, including**  
  • All residents from Providence Healthcare System  
  • Internal Medicine | First name: Miguel Last name: Celis  
  Email: Miguel.Celis@va.gov or vhapor-DHSMresidentcoordinator@va.gov |
| **DHSM, including**  
  • All residents from Samaritan Health System  
  • Cardiology  
  • Critical Care  
  • CCE (EP)  
  • Endocrinology  
  • Family medicine  
  • Gastroenterology  
  • Hematology/Oncology  
  • Infectious Diseases  
  • Nephrology  
  • Preventive medicine  
  • Pulmonary & Critical Care  
  • Radiation oncology  
  • Rheumatology  
  • Transplant/Hepatology | First name: Livia Last name: Lee  
  Email: Livia.Lee@va.gov or vhapor-DHSMresidentcoordinator@va.gov |
| **Neurology, including**  
  • Neurodevelopmental  
  • Neurophysiology  
  • Vascular neurology | First name: Elizabeth Last name: Cooper  
  Email: Elizabeth.Cooper@va.gov |
| **Surgery, including**  
  • Cardiothoracic  
  • Dermatology  
  • General surgery  
  • Neurosurgery  
  • Obstetrics and gynecology  
  • Ophthalmology  
  • Orthopedic surgery  
  • Otolaryngology (ENT)  
  • Surgical critical care  
  • Transplant  
  • Transplant nephrology  
  • Urology  
  • Vascular | First name: Rhonda Last name: Bird  
  Email: Rhonda.Bird@va.gov or vhapor-OCDResidentCoordinator@va.gov |
| **Pathology** | First name: Donna Last name: McMahon  
  Email: Donna.McMahon@va.gov |
| **Psychiatry, including**  
  • Addiction  
  • Geriatric  
  • Psychosomatic | First name: Catarina Last name: Felix  
  Email: Catarina.Felix@va.gov |
| **Radiology, including**  
  • Diagnostic radiology  
  • Interventional  
  • Neuroradiology | First name: Kathleen Last name: Bolton  
  Email: vhapor-ImagingResAdmin@va.gov |
APPENDIX B – IDENTITY DOCUMENTATION CRITERIA

1. The following criteria must be met by all VA employees, contractors, and affiliates prior to being issued a PIV card or Non-PIV Card.

2. FIPS 201-1, Section 2.2 states the applicant shall be required to provide two original forms of identity source documents. The identity source documents are taken from the list of acceptable documents included in Form I-9, OMB No. 1615-0407, Employment Eligibility Verification, dated August 7, 2009. At least one document shall be a valid State or Federal government-issued picture identification (ID).

3. Identity Document Criteria
   a. The Registrar must examine each identity source document provided by the Applicant.
   b. All identity source documents must be unexpired
   c. Any document that appears invalid (e.g., absence of security hologram, or other known security features, on a State issued driver’s license; absence of security features on a birth certificate or passport; smeared ink; missing information; etc.) is to be rejected by the Registrar and reported to the Office of Security and Law Enforcement (OSLE) for review.
   d. Handwritten or photocopied documents are not acceptable.

4. Acceptable Identity Documents. Two forms of identification are required from Table 1: Acceptable Identity Documents. The following combinations are accepted:
   a. Two forms of identification from Column A (Government Issued Photo ID);
   b. One form of identification from Column A and one form from Column B (Non-Picture ID or Acceptable Picture ID not issued by Federal or State Government); or
   c. For persons under the age of 18 who are unable to present a document from Column A, the following documents are acceptable:
      (1) School record or report card or
      (2) Clinic, doctor, or hospital record.

5. Applicant Names
   a. The name of the Applicant in the card request must match the name exactly as printed on at least one of the identity source documents. The names on the identity source documents must match using the examples in Table 2: Acceptable Name Mismatches and Table 3: Not Acceptable Name Mismatches.
b. Applicants with multiple last names may use the guidance for middle names in Table 2: Acceptable Name Mismatches.

c. An ID issued before a legal name change (e.g. birth certificate or driver’s license) can be presented as one form of ID if a legal document (e.g. marriage certificate/license or a court order) is also presented linking the previous name to the current legal name. The linking document has to display both the former and current legal names. Both documents must be valid and not expired. For example, a married woman may use both a certified copy of her birth certificate displaying her maiden name and a driver’s license displaying her married name as the 2 forms of ID compliant with PIV Guidelines as long as she provides a marriage license displaying both her maiden name and married name.

Table 1. Acceptable Identity Documents

<table>
<thead>
<tr>
<th>COLUMN A Government Issued Photo ID</th>
<th>COLUMN B Non-Picture ID and or Acceptable Picture ID not issued by Federal or State Government</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Passport or U.S. Passport Card</td>
<td>Social Security Card</td>
</tr>
<tr>
<td>Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td>Original or certified Birth Certificate</td>
</tr>
<tr>
<td>Foreign passport that contains a temporary I-551 stamp</td>
<td>Certification of Birth Abroad Issued by the Department of State (Form FS-545)</td>
</tr>
<tr>
<td>Employment Authorization Document that contains a photograph (Form I-766)</td>
<td>Certification of Report of Birth issued by the Department of State (Form DS-1350)</td>
</tr>
<tr>
<td>Foreign passport with Form I-94 or Form I-94A</td>
<td>Voter’s Registration Card</td>
</tr>
<tr>
<td>Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A</td>
<td>Native American Tribal Document</td>
</tr>
<tr>
<td>Driver’s license or State issued ID card</td>
<td>U.S. Citizen ID Card (Form I-197)</td>
</tr>
<tr>
<td>Federal, state, or local government issued ID card</td>
<td>Identification Card for Use of Resident Citizen in the United States (Form I-179)</td>
</tr>
<tr>
<td>School ID with photograph</td>
<td>Employment Authorization document issued by the Department of Homeland Security</td>
</tr>
<tr>
<td>U.S. Military card</td>
<td>Canadian Driver’s License</td>
</tr>
<tr>
<td>Military dependent’s ID card</td>
<td></td>
</tr>
<tr>
<td>U.S. Coast Guard Merchant Mariner Card</td>
<td></td>
</tr>
</tbody>
</table>

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

- School record or report card
- Clinic, doctor, or hospital record
Table 2. Acceptable Name Mismatches

<table>
<thead>
<tr>
<th>Name</th>
<th>Acceptable Mismatches</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>First Name Source Shows</td>
</tr>
<tr>
<td></td>
<td>Single first name</td>
</tr>
<tr>
<td></td>
<td>Example: “Mary” (with “L.” given as middle initial)</td>
</tr>
<tr>
<td></td>
<td>Middle letter as middle initial</td>
</tr>
<tr>
<td></td>
<td>Example: “L.”</td>
</tr>
<tr>
<td></td>
<td>Compressed middle name</td>
</tr>
<tr>
<td></td>
<td>Example: “Heewan”</td>
</tr>
<tr>
<td></td>
<td>Last name given in hyphenated form</td>
</tr>
<tr>
<td></td>
<td>Example: “Smith-Jones”</td>
</tr>
</tbody>
</table>

Table 3. Not Acceptable Name Mismatches

<table>
<thead>
<tr>
<th>Not Acceptable Mismatches</th>
<th>First Name Source Shows</th>
<th>Second Name Source Shows</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apparent typo or transposition of letters in the name</td>
<td>“John”</td>
<td>“John”</td>
</tr>
<tr>
<td></td>
<td>“Smyth”</td>
<td>“Smith”</td>
</tr>
<tr>
<td>Mismatch between given name and an alias or nickname</td>
<td>“Jim”</td>
<td>“James”</td>
</tr>
<tr>
<td>First and middle names swapped</td>
<td>“Eldon S. Smith”</td>
<td>“Scott Smith”</td>
</tr>
<tr>
<td>Mismatch of suffix</td>
<td>“Tom Smith Jr.”</td>
<td>“Tom Smith”</td>
</tr>
</tbody>
</table>
**OHSU RESOURCES**

**House Officers’ Association**
The House Officers' Association (HOA) was formed to foster communication between house officers and administration at OHSU and the Portland VA. The association also provides a means by which house officers can actively participate in the formation and change of policy that affects patient care, as well as quality of benefits provided to house officers.

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

**Diversity Resource Guide for Portland area**
The Diversity Resource Guide serves as a resource for OHSU students, staff, faculty, and residents to connect with diverse and cultural organizations and businesses in Portland, and beyond.

**Employee Resource Groups**
ERGs are OHSU-sponsored and employee-managed groups, and are comprised of people from underrepresented backgrounds or who share a common background or similar interest, and include their allies. ERGs offer opportunities for employees to learn about and better appreciate others whose backgrounds may be different from their own, and whose goals and policies align with OHSU's diversity goals.

**Physical Access Committee**
The Physical Access Committee (PAC) is charged with identifying barriers to access by people with disabilities at OHSU and to present findings and recommendations to OHSU's administration concerning access needs and priorities for meeting those needs.

**Resident Family Network**
The OHSU Resident Family Network (ORFN) is a social and support network for families of residents, fellows and medical students at OHSU.
HOUSING INFORMATION

OHSU Off-Campus Housing list
A free online posting board for off-campus OHSU housing listings. housing@ohsu.edu

Portland Neighborhood Guide
Online Resource about Portland neighborhoods and moving to Portland.

Moving to Portland
Portland neighborhoods, schools, housing market, rentals, outdoors, and weather.

Portland Housing Center
Home buying counseling and financing

Craigslist Portland
Offers local apartment listings

Portland Maps
Portland Maps is a resource for specific information on properties in the Portland area.

Hot Pads
HotPads is a map-based apartment and home rental search engine.

Pad Mapper
Apartment rental search engine within a Google map.

Regional Multiple Listing Service
RMLS.com is a searchable database of real estate information

The Oregonian Oregon Live Real Estate
Portland’s local newspaper, lists new homes, rentals, foreclosure and homes for sale.

Windermere Real Estate
Real Estate and Homes for Sale in Portland.

Remax Equity Group
Find RE/MAX agents or offices, and learn about real estate, mortgages and moving assistance

As a service to its community, OHSU offers links from this Web site to resources and web sites developed by other organizations. These links are provided as a resource only. Unless specifically stated, the inclusion of such links does not imply endorsement or support of information, products or services offered by an organization other than the OHSU. Information contained on such linked resources should be independently verified.
COMMUNITY RESOURCES

**Travel Portland**
Offers an extensive list of information regarding the Portland area, including statistics, attractions, resources, and relocation information.

**TriMet**
Public transportation in the Portland metropolitan area.

**Portland Parks and Recreation**
Recreational activities and community centers in Portland.

**City Search Portland**
Visitor information, entertainment, restaurants, and local attractions.

**Portland Monthly Magazine**
General interest magazine covering the arts, fashion, entertainment, and dining in Portland.

**Willamette Week**
Weekly newspaper including local news, culture, music, movies, restaurants, and live performances.

**Portland Mercury**
Weekly newspaper features entertainment and local political news; concert listings and humor.

**Portland Farmers Market**
Information on seven local farmers markets.

**The City Of Portland Online**
Website for City of Portland including information on the city’s political system, government, current laws, and issues of debate.

**Powell’s Books**
Powell's Books is the largest independent used and new bookstore in the world, and is located in Portland’s Pearl District.

**The Columbia River Gorge Visitors Association**
Provides recreation, lodging, dining, and shopping information, business directory, and maps.

**Willamette Wines**
Description and links to area wineries, tours, lodging, restaurants, and wine shops.

As a service to its community, OHSU offers links from this Web site to resources and web sites developed by other organizations. These links are provided as a resource only. Unless specifically stated, the inclusion of such links does not imply endorsement or support of information, products or services offered by an organization other than the OHSU. Information contained on such linked resources should be independently verified.
CHILD CARE & EDUCATION RESOURCES

Child Care Resource and Referral of Multnomah County (CCR-MC)
CCR&R-MC is the non-profit, state designated resources and referral agency serving the diverse community of Multnomah County. The CCR&R-MC is a part of Child Development and Family Support Programs department of Mt. Hood Community College. The CCR&R-MC serves as the link between providers and families seeking quality child care, offering services to parents, providers, and the community.

ChildCare Aware of Washington State
Child Care Aware of Washington serves as a community resource for child care throughout the state.

Community Action Child Care Resource & Referral
Community Action’s Child Care Resource & Referral (CCR&R) program provides parents and families in both Washington and Columbia counties with free child care referrals and resources.

Central Coordination of Child Care Resource and Referral
Provides families with child care referrals and resources in all counties in Oregon.

Healthy Starts Children’s Center at OHSU
OHSU employees and students are eligible for priority enrollment and discounted tuition rates at Healthy Starts Children’s Center, located at the South Waterfront, next to OHSU’s Center for Health & Healing.

Portland Public Schools
Portland Public Schools contains a directory of Portland’s school districts, as well as links to school websites.

Beaverton Public Schools
Beaverton School District contains information for the Beaverton School District

Clackamas County School Districts
Information about Clackamas Education Service District

Washington State Public Schools
Washington Public Schools contains a directory of Washington’s school districts, as well as links to school websites.
STUDENT LOAN INFORMATION

Please take the time to read through the following four pages of information designed to help you better understand some of the options you have during residency to manage your loans and loan repayment.

It is extremely important that you understand your financial obligations as you transition into residency. A loan can be considered delinquent if a payment is not received when due. Some loan servicers can even go so far as to mark an account as delinquent if a payment is 1 day late.

If you have loans from your undergraduate studies, those loans may go into repayment as early as July if you already used up their allowed grace period.

Keep in mind that you have several repayment and forbearance options available to you during your time as a resident. If you have any questions please contact the GME office.

Know where your loans are and your repayment timeline

It goes without saying that you need to know where your loans are located. Do you have private loans from a private lender such as a bank? Did you take out any sort of proprietary institutional loan from your former institution? Do you have any undergraduate and/or graduate federal loans?

Where to find the information:


This is the central location for all of you federal loan information. If you have any question of who is servicing your loans, then this is where you would look to find that information.

When visiting this page,

- Create an FSA ID
  - You will need an FSA ID to sign up for repayment later.
- Enter in the information on the login screen and log in.

Once in the site you will see your name in the top left hand corner of your screen.

Then you will see a link

![](Download)

Click this link to download a text file that can be imported into the AAMC MedLoans® Calculator (described later).
#2 – StudentLoans.gov: [https://studentloans.gov/myDirectLoan/index.action](https://studentloans.gov/myDirectLoan/index.action)

This is where you would go when deciding which repayment option to choose, complete your exit counseling (you may have received an email from your previous institution), or apply for a consolidation loan.

You must have an FSA ID to log into this site.

#3 – FIRST MedLoans® Organizer & Calculator: [https://services.aamc.org/30/first/home/organizer](https://services.aamc.org/30/first/home/organizer)

This is a fantastic resource if you are interested in looking at various repayment scenarios. You are able to either upload a txt. file from NSLDS (referenced above), or manually input your loan information into the calculator and see what repayment might look like for you.

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

#4 – Annual Credit Report.com: [https://www.annualcreditreport.com/index.action](https://www.annualcreditreport.com/index.action)

This website allows you to view your credit report (not score) three times a year for free. If you have a private loan, then it should show up on your credit report. If you have a loan through your institution, then it would depend on if they have reported the account of not.

Once you have determined where your loans are located, you can now start the process of contacting your various loan servicers and lenders and inquiring exactly when your repayment is to begin, your options for delaying payment, and/or how to set up an income driven repayment plan.
Understand what your options are

After you understand what your balances are, who your loan servicer(s) is, and your timeline for repayment, you need to determine if you are going to pay your loans, or enter into forbearance.

FEDERAL LOANS:

If you do not choose to enter into an income driven repayment plan, your loans will automatically enter into the Standard 10 year payment plan.

This is the biggest monthly payment that will be required from you by a servicer.

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

Income Driven Repayment

There are numerous income driven (not to be confused with income based) repayment options available to borrowers of federal loans. These options include:

- Pay As You Earn
- Revised Expanded Pay As You Earn
- Income Based Repayment 1
- Income Based Repayment 2
- Income Contingent Repayment

The federal repayment website will explain each option in detail.

Unfortunately the GME Office cannot comment on which repayment program to choose.

EXAMPLE TIMELINE

June
- Gather information on all loans while you still have time.
- Loans without any remaining grace period will enter into repayment at this time. You can request that these loans be placed on forbearance until you know what your long term repayment plan is.

July – September
- Deduct your expected loan payment from your checking account each month to get used to your future loan payment.

October
- Choose your repayment plan and know that your application will either be denied or be noted as *pending*
Perkins loans cannot be placed on an income driven repayment plan and you will probably get an error stating that ‘one or more of your loans’ does not qualify for income driven repayment.

November
- Contact your servicer and confirm that they have received and confirmed your income driven repayment (or forbearance) request.

December
- Your loans will enter into repayment and any unpaid interest will capitalize (add to) your principal balance.

January
- Your loan payments should begin.
  - Establish Auto Pay after you make your first payment so that you know what is going to be pulled from your account every month.

***IF YOU ARE ON AN INCOME DRIVEN REPAYMENT PLAN YOU MUST RECERTIFY YOUR INCOME AND HOUSEHOLD SIZE EVERY YEAR OR YOUR PAYMENT WILL INCREASE TO THE STANDARD PAYMENT. DO NOT IGNORE THE CORRESPONDENCE YOU RECEIVE FROM YOUR LOAN SERVICER(S). YOU ARE THE ONLY ONE RESPONSIBLE FOR KEEPING TRACK OF YOUR PAYMENTS.***

PRIVATE LOANS (Including those taken out for Residency and Relocation):

If you have any private loans, then be sure to know how long residency forbearance will last. It is entirely possible for your private loans to enter into repayment during residency.

Unfortunately in many cases a private lender will not delay repayment past the time period listed in the promissory note.

Please be careful when managing your private loans. There have been cases where a PGY-5 has been instructed to begin making payments on their private loans even though they were still in training.
All residents and fellows can receive free, confidential coaching and counseling services here at OHSU.

We are here to help you address any problems or concerns that may or may not be related to training. You don’t need to be in crisis, you may just want to talk. If your need is urgent please page:

**URGENT PAGER: 1-0975**

We are all experienced in working with residents and fellows and we are available for an urgent consultation or scheduled appointments. We have flexible schedules throughout the day, as well as early morning and early evening appointments. We will help you find a way to take a break, so that you can access our services.

COACHING AND COUNSELING CAN HELP YOU:

• Manage stress better
• Set more realistic expectations
• Be more productive and effective at work
• Resolve or repair relationship concerns
• Improve your connection with others
• Enjoy life, feel more hopeful and upbeat

SERVICES OFFERED:

• Brief evaluation and consultation
• Individual coaching/ counseling
• Psychiatric medical consultation
• Referrals to OHSU and community resources for primary care
• Educational workshops

CONTACT ANY ONE ON OUR TEAM:

Marie Soller, M.D.       Mark Kinzie, M.D., Ph.D.     Mary Moffit, Ph.D.       Sydney Ey, Ph.D.
soller@ohsu.edu            kinziem@ohsu.edu     moffitm@ohsu.edu     eys@ohsu.edu

www.ohsu.edu/rfwp
Employee Resource Groups

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

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

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

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

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

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

For more information about Employee Resource Groups or other diversity and inclusion resources, contact the Center for Diversity and Inclusion at 503 494-5657, email **cdi@ohsu.edu** or visit **ohsu.edu/diversity**.
THE SECRET TO SURVIVING MEDICAL TRAINING IS...

A HAPPY FAMILY!

ORHSU
RESIDENT
FAMILY
NETWORK

Get connected with other Resident, Fellow and Medical Student families! ORFN is a wonderful network of medical spouses (and significant others) supporting each other throughout the medical training journey. Whether you have children or not, ORFN has something for everyone!

• Book Club
• Playgroup
• Girls Night Out
• Interest Night
• Fall Family Picnic
• Holiday Gatherings
• Community Service Opportunities

If you are interested in participating in ORFN or want to get more information, please contact Mina Nguyen-Driver at nguyendr@ohsu.edu or 503-494-1093.
Oregon Health & Science University
Graduate Medical Education
3181 S.W. Sam Jackson Park Road, L579
Portland, OR 97239-3098
503-494-8652

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