Dear Dr. <<LAST>>,

Welcome to Oregon Health & Science University (OHSU)! We are very pleased that you will be joining our professional staff in 2018 for the next chapter in your medical education.

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

You should have already received an email from MedHub containing a personalized link to your GME Onboarding dashboard. All components included in the MedHub GME Onboarding dashboard are due by **Friday, 4/13/2018**.

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
GME ONBOARDING CHECKLIST
DUE: APRIL 13, 2018

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 on Saturday, March 17th with a personalized link to your GME Onboarding dashboard. Please use that personalized link to login to MedHub and complete all forms and tasks before Friday, April 13, 2018.

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

ACTIVITIES TO BE COMPLETED BY 4/13/18

☐ OHSU Incoming Information Form via MedHub
☐ Review and electronically sign OHSU Contract/Appointment Agreement via MedHub
☐ Review, sign, and upload all policy forms in MedHub
☐ Upload passport style photo to MedHub (page 10)
☐ Upload copies of ACLS/BLS/PALS/NRP cards & medical school diploma to MedHub (if you have them)
☐ Submit OHSU background check via Advanced Reporting (page 3)
☐ Drug screening kit via US Mail (page 3)
☐ Complete ReadySet account and surveys, and email immunization records to Occupational Health (page 4)
☐ Apply for Oregon medical license (pages 5-6)
☐ Apply for NPI number (page 7)
☐ View online learning modules via Echo360 (page 8)
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
If you have a start date in June, you will receive an e-mail from Advanced Reporting, OHSU’s background check vendor, on approximately March 28, 2018. If you have a start date in July, you will receive an e-mail from Advanced Reporting on approximately May 2, 2018.

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. Keep in mind that 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 April 2 (for June start dates) or May 7 (for July start dates), please check your junk or spam folders. If it is not found, please e-mail OHSU Human Resources at tcap@ohsu.edu.

PRE-EMPLOYMENT DRUG SCREENING
Your pre-employment drug screen will be coordinated by A Work Safe Services. A Work Safe will send you an e-mail that contains the name, address and phone number of the collection site where you will complete your drug screen. The e-mail will also include a bar code if you are completing your drug screen outside the state of Oregon. If you are inside the state of Oregon, you will not have a bar code. Please take a printed copy of your e-mail to the collection site. You have 2 days upon receipt of the e-mail to go to the collection site and complete your drug screen.

Employment shall not be finalized except upon completion of a negative drug test, 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. Tests are paid for by OHSU.
Dear New Trainee,

Welcome to OHSU! Occupational Health is OHSU’s centralized resource for ensuring that you are able to perform your job duties safely in the workplace.

**Required Actions:**

- **Create your ReadySet account and Complete Surveys**
  - Go to this webpage: [https://OHSU.readysetsecure.com](https://OHSU.readysetsecure.com)
  - Click “Create a New Account” and follow the instructions. **NOTE:** this will be a temporary username and password until your GME Check-In date. On or after your GME Check-in date, you will use your OHSU network username and password to access ReadySet and other OHSU systems.
    - Enter the Access/Org Code: 1508
    - Select the Program Type called “NEW Resident”
    - Employee ID – enter your full date of birth in MMDDYYYY format
    - Select the Population type of “NEW Resident.”
  - Complete all surveys under the ‘My Health’ tab.

- **Email Immunization Records** to Occupational Health ([occhealth@ohsu.edu](mailto:occhealth@ohsu.edu)). Include all of the following Immunization/titer records:
  1) MMR (measles, mumps, and rubella) requirement:
     - Documentation of titer showing immunity for each disease, OR
     - Documentation of 2 doses of MMR vaccine
  2) Varicella (Chicken Pox) requirement:
     - Documentation of titer showing immunity for disease, OR
     - Documentation of 2 doses of Varicella vaccine, OR
     - Documentation of provider diagnosis of disease
  3) Hepatitis B requirement:
     - Documentation of 3 doses of Hepatitis B vaccine, AND
     - Documentation of positive titer (positive titer alone is not acceptable proof of immunity)

**All required actions must be completed by June 1st, 2018**

**What to Expect at your GME Check-In Session for Occupational Health Requirements?**

Occupational Health will be performing the following required services. These are OHSU requirements and will be performed on an annual basis.

- TB Test using the Quantiferon Gold (QFN – IGRA)
- N-95 Mask Fit Testing

If you have any questions, please feel free to contact Occupational Health at any time. We look forward to meeting you!
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).
  - **NOTE**: If you are entering a fellowship, apply for either a Postgraduate Limited License or an Unlimited Full Permanent License, do NOT apply for the MD Fellow License.
  - **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 correct type 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](http://www.oregon.gov/omb/licensing/Pages/MD-DO-DPM.aspx)

**Postgraduate Limited License:**

**NOTE ABOUT PAYMENT**: OHSU requires PGY1 trainees to have an OMB license, but the state of Oregon does not. Because this is an OHSU institutional requirement only, OHSU will pay for limited licenses for all PGY1 trainees with no prior US training. PGY2s and above, and trainees with any prior postgraduate training in the US, will have to pay for your license at the time of application. It is an Oregon state requirement for PGY2s and above to be licensed by the OMB, and therefore, OHSU does not cover that cost.

1. To apply, follow the link in your MedHub Onboarding dashboard to the [Oregon Medical Board’s website](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

   - a. Since most of you will be moving, this will ensure your license certificate is mailed to OHSU. We will save a copy of your license in MedHub and provide the original to you at your GME Check-In session. 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 should span 13 months:
   - a. Example: If your contract start date is 7/1, license dates should be: 7/1/18 – 7/31/19

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 2018-2019. 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 (omb.appdocuments@state.or.us) to give them your exact specialty information.

10. Under “Licensure History” enter all health related licenses for which you have ever applied.

11. Under “Employment” list all medically related employment outside of a training program, including any moonlighting.

12. Complete all personal history questions, including explanations if needed.

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 omb.appdocuments@state.or.us or upload directly to application portal.
   a. You will need to submit a passport-style photo taken within 90 days, directly to the Oregon Medical Board in order to complete your application. This does not have to be a professional portrait, but should have a plain background.

15. In the Required Documentation Checklist, where you see “If you are appointed at summer start time, request your name is 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. 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](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 7/1/2018, 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 lengthen the unlimited license application process, please be aware that a full license may not be issued to you by 7/1/2018. In that case, please call GME to discuss options.

You will need an unlimited license if you plan on moonlighting. You may also 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](http://www.oregon.gov/omb). Under License Applications choose Online Status Report (OSR) 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. They are open M-F from 9 a.m. - 12 p.m. and 1 - 3 p.m. PST.
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 ASAP 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 already have an NPI number, provide that number to GME via the NPI form in your MedHub Onboarding dashboard, and 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
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, including information about benefits and parking. They also provide additional information about Portland and employment at OHSU.

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](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 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”.
   a. Passwords should have a minimum of 8 characters. Don’t reuse a password from another site and avoid names or dates associated with you. [Read more tips for a strong password](#)
7. The next screen is your dashboard. Congratulations! Your account is ready to use. To view modules, click on “ALL CLASSES”.
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 13, 2018.**

List of Echo360 Modules:

- [ ] Benefits at OHSU
- [ ] Care Management
- [ ] Culture of Safety in the Environment of Care
- [ ] Hospital Lab Service
- [ ] Imaging at OHSU
- [ ] Infection Prevention Control
- [ ] Medication Safety
- [ ] Oregon Medical Licensure
- [ ] Pain Management
- [ ] Patient Advocate
- [ ] Patient Safety Intelligence
- [ ] Resident & Faculty Wellness Program
- [ ] Sleep Deprivation
- [ ] Working with Interpreters – Language Services
OHSU BILINGUAL PROFICIENCY SCREENING PROGRAM

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 dashboard in MedHub. You will then be contacted by 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 is:

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

Eligibility
Languages available for testing to meet OHSU needs:

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

**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 professional, passport-style color photo to MedHub by April 13.

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
- Directly face the camera (head and shoulders visible)
- Take the photo indoors
- Photo must be in color
- Use a SOLID and LIGHT COLORED background
- Do not use flash
- Do not manipulate the image in any way
- 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

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

GOOD EXAMPLES:

AVOID:
- A non-solid background
- Florescent “office” lights and not direct facing
GME CHECK-IN SESSION

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

Please bring the following items with you to your GME Check-in:

☑ 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.
  - Examples of acceptable ID include:
    - BOTH Passport AND US Driver’s License
    - BOTH US Driver’s License AND Social Security Card
  - Please refer to I-9 instructions on in this section for more information and other examples of acceptable ID.

☑ 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 Booklet for reference
You have been assigned to a GME check-in session. Attendance is mandatory. Your program coordinator will contact you regarding your check-in session date and other orientation activities.

The check-in appointments will start at 8:00 a.m. and end around 5:00 p.m. 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. Please familiarize yourself with the options for benefits by using the information in this welcome book and online prior to your check-in session.

You cannot be hired or paid without attending a GME Check-in session.

CHECK-IN SESSION ACTIVITIES:

***ESSENTIAL: BRING TWO FORMS OF ACCEPTABLE UNEXPIRED IDENTIFICATION ***

- GME Presentation & Orientation
- Activate OHSU network login
- New hire paperwork (bring two forms of ID)
- Occupational Health
  - N-95 mask fitting
  - TB Screening/Quantiferon test
- Obtain OHSU ID Badge
- Obtain OHSU pager
- Sign up for payroll direct deposit
- Sign up for parking
- Online training modules (bring laptop, charger, and headphones)
- Sign up for benefits
- Participate in interactive tables
Part Eight
Acceptable Documents for Verifying Employment Authorization and Identity

The following documents have been designated as acceptable for Form I-9 to establish an employee's employment authorization and identity. The comprehensive Lists of Acceptable Documents can be found on the next pages of this Handbook and on the last page of Form I-9. Samples of many of the acceptable documents appear on the following pages.

To establish both identity and employment authorization, a person must present to his or her employer a document or combination of documents, if applicable, from List A, which shows both identity and employment authorization; or one document from List B, which shows only identity, and one document from List C, which shows only employment authorization.

If a person is unable to present the required document(s) within three business days of the date work for pay begins, he or she must present an acceptable receipt within that time. The person then must present the actual document when the receipt period ends. The person must have indicated on or before the time employment began, by having checked an appropriate box in Section 1, that he or she is already authorized to be employed in the United States. Receipts showing that a person has applied for an initial grant of employment authorization, or for renewal of employment authorization, are not acceptable. Receipts are also not acceptable if employment is for fewer than three business days.

The following pages show the most recent versions and representative images of some of the various acceptable documents on the list. These images can assist you in your review of the document presented to you. These pages are not, however, comprehensive. In some cases, many variations of a particular document exist and new versions may be published subsequent to the publication date of this Handbook. Keep in mind that USCIS does not expect you to be a document expert. You are expected to accept documents that reasonably appear to be genuine and to relate to the person presenting them. For a list of acceptable receipts for Form I-9, see Table 1 in Part Two.

LIST A: Documents That Establish Both Identity and Employment Authorization

All documents must be unexpired.

1. U.S. Passport or Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa (MRIV)
4. Employment Authorization Document (Card) that contains a photograph (Form I-766)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien’s nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form
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
### LIST B: Documents That Establish Identity

**All documents must be unexpired.**

For individuals 18 years of age or older:

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
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
3. School ID card with a photograph
4. Voter’s registration card
5. U.S. military card or draft record
6. Military dependent’s ID card
7. U.S. Coast Guard Merchant Mariner Card
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:

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

### LIST C: Documents That Establish Employment Authorization

**All documents must be unexpired.**

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
   
   **NOTE:** A copy (such as a metal or plastic reproduction) is not acceptable.
2. Certification of Birth Abroad issued by the U.S. Department of State (Form FS-545)
3. Certification of Report of Birth issued by the U.S. Department of State (Form DS-1350)
4. Original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the United States bearing an official seal
5. Native American tribal document
6. U.S. Citizen Identification Card (Form I-197)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by DHS
**BENEFITS**

You will have default benefits on the first day that you are physically working at OHSU – effective your GME Check-in session. 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, 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 session will take effect immediately.

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 Resident & Fellows → Employment & Benefits section of the GME webpage (http://www.ohsu.edu/xd/education/schools/school-of-medicine/gme-cme/gme/), the Echo360 Benefits video, and at your GME check-in. Please review the options and be ready to make your selections at your GME check-in.

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

### BENEFIT DOLLARS FOR 2018

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<th>Employee &amp; child(ren)</th>
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### MEDICAL, DENTAL, AND VISION COSTS FOR 2018

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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 7am – 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 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.

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 SW Terwilliger Boulevard at the light.
- Continue up the hill on SW 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 US 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. If you arrive after 8:00a.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.
OHSU RESOURCES

House Officers' Association
The House Officers' Association (HOA) was formed to foster communication between house officers (residents/fellows) 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 (www.ohsu.edu/cdi)
The Center for Diversity & Inclusion (CDI) leads and supports the university-wide initiatives to create an environment of respect and inclusion for all people.

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

Resident and Faculty Wellness Program (www.ohsu.edu/rfwp)
The Resident and Faculty Wellness Program seeks to provide an array of services to increase clinician wellness and reduce burnout and distress, thereby facilitating a strong and thriving workforce. Our clinical focus is on intervening early, supporting distressed physicians and finding the necessary resources to build sustainable medical practices and rewarding personal lives.

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.
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**HOUSING INFORMATION**

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

**Portland Neighborhood Guide** (www.portlandneighborhood.com)
Online Resource about Portland neighborhoods and moving to Portland.

**Moving to Portland** (www.movingtoportland.net)
Portland neighborhoods, schools, housing market, rentals, outdoors, and weather.

**Portland Housing Center** (https://portlandhousingcenter.org)
Home buying counseling and financing.

**Craigslist Portland** (www.portland.craigslist.org)
Offers local apartment listings.

**Hot Pads** (www.hotpads.com)
HotPads is a map-based apartment and home rental search engine.

**Pad Mapper** (www.padmapper.com)
Apartment rental search engine within a Google map.

**Regional Multiple Listing Service** (www.rmls.com)
RMLS.com is a searchable database of real estate information.

**The Oregonian Oregon Live Real Estate** (www.realestate.oregonlive.com)
Portland’s local newspaper, lists new homes, rentals, foreclosure and homes for sale.

**Windermere Real Estate** (www.windermere.com)
Real Estate and Homes for Sale in Portland.

**Remax Equity Group** (www.equitygroup.com)
Find RE/MAX agents or offices, and learn about real estate, mortgages and moving assistance.
COMMUNITY RESOURCES

**Travel Portland** ([www.travelportland.com](http://www.travelportland.com))
Offers an extensive list of information regarding the Portland area, including statistics, attractions, resources, and relocation information.

**TriMet** ([www.trimet.org](http://www.trimet.org))
Public transportation in the Portland metropolitan area.

**Oregon Department of Motor Vehicles** ([www.oregon.gov/ODOT/DMV/](http://www.oregon.gov/ODOT/DMV/))
Information regarding obtaining an Oregon driver’s license, vehicle registration, and other related information.

**Portland Parks and Recreation** ([www.portlandoregon.gov/parks](http://www.portlandoregon.gov/parks))
Recreational activities and community centers in Portland.

**Portland Monthly Magazine** ([www.pdxmonthly.com](http://www.pdxmonthly.com))
General interest magazine covering the arts, fashion, entertainment, and dining in Portland.

**Willamette Week** ([www.wweek.com/homepage](http://www.wweek.com/homepage))
Weekly newspaper including local news, culture, music, movies, restaurants, and live performances.

**Portland Mercury** ([www.portlandmercury.com](http://www.portlandmercury.com))
Weekly newspaper features entertainment and local political news; concert listings and humor.

**PDX Pipeline** ([www.pdxpipeline.com](http://www.pdxpipeline.com))
Lists local events in Portland, providing a monthly event calendar and a weekly newsletter with dozens of local weekend events, specials, news, and free tickets.

**Portland Farmers Market** ([www.portlandfarmersmarket.org](http://www.portlandfarmersmarket.org))
Information on seven local farmers markets.

**The City Of Portland Online** ([www.portlandoregon.gov](http://www.portlandoregon.gov))
Website for City of Portland including information on the city’s political system, government, current laws, and issues of debate.

**Powell’s Books** ([www.powells.com](http://www.powells.com))
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** ([www.crgva.org](http://www.crgva.org))
Provides recreation, lodging, dining, and shopping information, business directory, and maps.

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CHILD CARE & EDUCATION RESOURCES

Child Care Resource and Referral of Multnomah County (CCR-MC) (www.ccrr-mc.org)
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 (www.childcarenet.org)
Child Care Aware of Washington serves as a community resource for child care throughout the state.

Community Action Child Care Resource & Referral (www.caowash.org)
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 (www.oregonccrr.com/child-care)
Provides families with child care referrals and resources in all counties in Oregon.

Healthy Starts Children’s Center at OHSU (www.cclc.com/our-centers/portland/or/081010/)
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 (www.pps.k12.or.us)
Portland Public Schools contains a directory of Portland’s school districts, as well as links to school websites.

Beaverton Public Schools (www.beaverton.k12.or.us)
Beaverton School District webpage contains information for the Beaverton School District.

Clackamas County School Districts (www.clackesd.org)
Information about Clackamas Education Service District.

Washington State Public Schools (www.k12.wa.us)
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 your 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

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

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

This is a free resource for members 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

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 Your Options

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.

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, 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.
SERVICES OFFERED:

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

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: 10975

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

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.

CONTACT ANY ONE ON OUR TEAM:

Marie Soller, M.D.  Mary Moffit, Ph.D.  Sydney Ey, Ph.D.

soller@ohsu.edu  moffitm@ohsu.edu  eys@ohsu.edu
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 cdii@ohsu.edu or visit ohsu.edu/diversity.
THE SECRET TO SURVIVING MEDICAL TRAINING IS...

A HAPPY FAMILY!

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.