



**Harbor-UCLA**  
MEDICAL CENTER

*To improve health  
through leadership,  
service and education*

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## OFFICE OF GRADUATE MEDICAL EDUCATION

March 2009

Congratulations and welcome!

This is to acknowledge that you have been matched through the National Resident Matching Program with a first postgraduate year position at Los Angeles County Harbor-UCLA Medical Center for the academic year 2009-2010. We at Harbor-UCLA are looking forward to you joining our staff for a year that will be both stimulating and educationally rewarding.

Mandatory training and in-processing for all Interns will be held on **June 20-23, 2009**. Please report to the Harbor-UCLA Assembly Room on the First Floor of the main Hospital at **8:30 A.M.**

**Things you can do prior to orientation to speed up the process:** Completing these steps should allow you to finish early with the second day of orientation.

1. If you do nothing else before orientation do this! Get fingerprinted in Human Resources, building L3 on the Harbor Campus. This will save you tons of time during orientation and allow you to get your first paycheck on schedule. Call Human Resources at (310) 222-3241, tell them you want to make an appointment for LiveScan Fingerprinting. They can accommodate appointments M-F, 8AM-4PM.
2. If you do not receive it in your HR packet (which will be coming in a few weeks), please pick up the *Choices Guide* from Human Resources on the day of your fingerprinting. Review and choose your benefits. You must sign up for them at orientation.
3. Stop by the GME Office (Room 8E8 of the Hospital, 8<sup>th</sup> floor) to get an ID badge made. Please stop by M-F between 8:30 AM and 4:00 PM.

## INTERN ORIENTATION SCHEDULE

- 8:00 AM – 4:30 PM, Saturday, June 20 – ACLS/BLS (PALS/BLS for Pediatric Interns)\*\* **NOTE: Please be prompt. You will not be admitted after 8:30 a.m.**
- 8:00 AM – 4:30 PM, Sunday, June 21 – ACLS/BLS BLS (PALS/BLS for Pediatric Interns)\*\* **NOTE: Please be prompt. You will not be admitted after 8:30 a.m.**
- 8:30 AM – 5:00 PM, Monday, June 22 – Orientation
- 8:30 AM – until complete, Tuesday, June 23 – Orientation/Enrollment
- Wednesday, June 24 – Your duties begin

*\*\*If you are already ACLS/BLS certified (PALS/BLS certified for Pediatric Interns) then you do not have to attend the course we are offering. Please fax proof of your current certification to the GME office at 310/782-8599 to be excused from the training.*

### Please bring the following items to the second day of orientation (Tuesday):

1. Complete immunization records depending on your documentation, you may need to have a PPD placed at orientation. Also, those with a positive PPD may be required to get an x-ray during orientation.
2. Proof of eligibility of employment (see attached List of Acceptable Documents). Please be aware that the name on your Social Security card must match the name you use for employment.
3. Blank Check if signing up for direct deposit of your paycheck (if not already submitted).

## HEALTH INSURANCE

**Your County coverage starts 60 days after your employment begins.**

The health insurance coverage provided by LA County will start 60 days after you start work on June 24, 2009. Please extend your present health insurance coverage or purchase a temporary coverage plan to cover yourself during the waiting period.

**MEDICAL SCHOOL DIPLOMA**

Your program and the GME Office will require a copy of your medical school diploma. Please mail or fax a copy to your Program Coordinator prior to orientation.

**SCHEDULE**

Please complete the enclosed Request for Special Consideration form and return it by April 10, 2009.

**EMPLOYEE HEALTH**

Complete the enclosed Employee Health Packet and bring with you on the 2<sup>nd</sup> day of Orientation (June 23, 2009). You must have a licensed physician complete a history and physical on you using the enclosed *Examination* form. It is a good idea to complete this before you move to California and/or before your current insurance plan coverage ends.

**PARKING:**

During orientation, we suggest that you park in the LA BioMed Parking Lot that is located to the south of the hospital campus across 220<sup>th</sup> Street (see attached map). Beginning June 24<sup>th</sup>, you will be able to park in the Physicians Restricted Lot (Lot D).

Please keep your new program informed of any address, email, and phone number changes. We need to have the most up-to-date address for you at all times so that you receive our mailings. Again, it is a pleasure to welcome you as a physician at Los Angeles County Harbor-UCLA Medical Center, and we look forward to your arrival.

Sincerely,

Darrell W. Harrington, M.D., F.A.C.P.  
Associate Medical Director and Director of Medical Education