



Department of Medicine

**THE DEPARTMENT OF MEDICINE'S
NEW FACULTY "BUGLE":
The "Best Unofficial Guide to Life at Emory"
2020-2021**

**EMORY UNIVERSITY SCHOOL OF MEDICINE
DEPARTMENT OF MEDICINE**

Disclaimer: Please note that this is an unofficial guide to life at Emory and in no way reflects the view or opinions of Emory University, its parent company, affiliates or contractors.

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REVISED 2/1/2021

Dear Colleague,

Welcome to Emory!

Whether you've just set foot in Atlanta or you're an Emory "lifer," we hope the New Faculty BUGLE is a helpful resource. This guide, developed by the Emory Department of Medicine's Early Career Faculty Development Subcommittee, is designed to address questions about subjects ranging from grant support to Emory discounts at Six Flags to the location of the Grady parking office—and everything in between. Many sections are self-contained, but others will direct you to a link with the information you need. As BUGLE is a work in progress, we would greatly appreciate any feedback or corrections. Edits, questions, and comments can be sent to DOMFacultyDev@emory.edu. More information about Faculty Development can be found on our [website](#).

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GENERAL INFORMATION ABOUT THE DEPARTMENT OF MEDICINE

PATHS: Professional Advancement Tracks for Health Sciences

The Office of Faculty Development developed PATHS to assist faculty along the primary career trajectories of clinical educator, clinical investigator and research scientist. Each PATH details best practices and learning opportunities within specific timeframes to aid faculty as they advance their careers at Emory.

Ambassador Program

The Ambassador Program was developed to enrich the experience of newly hired Department of Medicine faculty. It is designed both to welcome new faculty and to improve the new-hire experience by partnering experienced faculty with recent hires to ease their transition into the Department and Emory. The program focuses on new faculty hires at each of our practice sites, with representation across divisions and in both the clinical and basic science arenas.

Scholarship

Emory faculty are required to demonstrate evidence of their scholarship efforts. The DOM website offers in-depth information on scholarship—including grant and funding opportunities and resources on scientific communication, research, and collaboration tools—as well as assessment and promotion. Quality improvement scholarship resources, grant templates, and examples are also available. A wealth of scholarship information is available on the [research website](#). – Note that you must click on the “Internal Research Resources” drop down menu to see opportunities

Teaching

The DOM offers various resources to encourage faculty development in the area of teaching. Some of these resources include: “Straight from the trainee’s mouth”—a workshop for trainees to communicate their educational needs to faculty—and the Academy of Medical Educators, designed to promote education and reward excellent teaching in the DOM. Join the [Education Community](#) to get involved and stay up-to-date on all things education! More information on teaching can be found on the [DOM website](#).

Service

Emory University’s Vision Statement calls for Emory to be "an inquiry-driven, ethically engaged, and diverse community, whose members work collaboratively for positive transformation in the world through courageous leadership in teaching, research, scholarship, health care, and social action." Social action and community service are important threads that run throughout the University, School of Medicine, Graduate Medical Education, and faculty

levels.

Research

The Emory University Department of Medicine offers a robust program to support investigators in their research endeavors. From the annual DOM Research Day to finding a collaborator and funding opportunities, the [DOM Research website](#) offers a wealth of resources. Sign up for the [Research Community](#) to get involved and be the first to receive updates on new programs!

Site-specific research resources can be found in the following hospital-specific sections. In addition, the DOM has also launched “The Hitchhiker’s Guide to Navigating Mandatory Research Compliances and Approvals at Emory,” which can be found [here](#).

Promotion information

The Department of Medicine’s Office of Faculty Development provides support programs and development opportunities to ensure the success of our 600+ faculty. Our efforts are designed to address the continued professional development of faculty who contribute daily to outstanding patient care, research, and teaching activities. Along with general interest programs, faculty awards, and our annual Faculty Education, Enrichment, and Development (FEED) Conference, we also offer programs specifically designed for new and early- to mid-career faculty. For a full list of programs, click [here](#).

Even early in your career, it’s important to understand your track and the requirements for promotion. Find out more about junior faculty promotions [here](#). The DOM Faculty Development [site](#) has all the necessary information on promotion requirements, helpful document templates, career timelines, etc.

****Tip: Start using the [CV template](#) now!**

Emory University Hospital (EUH)

The Facility

Emory University Hospital (EUH) is located on the sprawling Emory campus in Decatur, which also houses the Centers for Disease Control and Prevention (CDC). There are multiple routes to the hospital that can be utilized during rush hour and closing due to the high volume of traffic on campus, which can include students, CDC staff, and Emory University staff.

Map



The hospital is located opposite clinics A and B on Clifton Rd and is connected by a walkway over the street. The main hospital entrance is on the 2nd floor. The ER entrance is located on the 1st floor, next to valet parking. Tunnels that connect clinics A and B, the Winship Cancer

Center (Clinic C), parking decks, and Emory Rehabilitation are also located on the 1st floor, close to the ER.

Patient areas

The main hospital has eight floors. It is longer than it is wide and divided into sections A through H. There are A and B elevators (to get to the A side), D and E elevators, and G and H elevators. The Rollins Pavilion suite, an upgraded inpatient ward for patients wanting a luxurious hospital suite, is located on the 6th floor (6A and 6B). To enter, you will have to ring the bell and be buzzed in. However, if you frequently round in this section of the hospital, you can visit reception to request an update to your security badge that will enable easier access.

Pertinent numbers

The best way to get pertinent numbers is to dial the operator (404-686-1000). This is also the number you dial to page anyone in the Emory system.

Departments

Emergency room – 1st floor

Radiology – 1st floor

Cardiology – 4th floor

Dialysis unit – 5D

Intensive care units – the largest being 5E ICU housing most surgical cases and a large neuro ICU on 2D and a smaller one on 2G. The medical ICU is located on 4 & 5G and the cardiac ICU is on 3G. The cardiothoracic ICU is located on 4A and 5A with a step-down unit on 6A. An observation unit opposite the cafeteria HG houses short-stay patients and serves as the GCRC.

Endoscopy – 3rd floor

Operating Rooms – 3rd floor

Care Initiation Unit – 1st floor

Emory University Hospital Tower

The new nine-story Emory University Hospital Tower is located right in front of clinic B building on Clifton Road. The floors on the new Hospital Tower are assigned to the following subspecialties:

Level 8 – Hematology & Medical Oncology

Level 7 – Surgical Specialties, including Surgical Oncology, Urology, Gynecology and Gynecology Oncology

Level 6 – Solid Organ Transplant (kidney, liver and pancreas)

Level 5 (South) – Surgical Critical Care Units

Level 5 (North) – Medical Critical Care Units

Level 4 – Inpatient Hemodialysis

Level 3 – Under development

Level 2 – Food services and retail (Clifton Café), Emory outpatient pharmacy and New Physician Faculty Dining & Lounge

Level 1 – Anesthesia Pre-op Clinic and Imaging

Underground Parking

Food Options

For the most up-to-date information, visit [Emory Dining](#). Location hours may change depending on the time of year. Check out the [off campus options](#) below.

Onsite Food

Clifton Café is located on Level 2 on the new Hospital Tower: Open Monday-Friday 7:00am-2:30pm and closed on Saturday and Sunday.

Emory Physician Faculty Dining & Lounge is located in T225 on the Level 2 of the new Hospital Tower. Dining Room is only open from 11:30am to 2:00pm Monday-Friday.

Asbury Café is the newly renovated cafeteria located on the ground floor of Emory University Hospital. Open 7 days a week. 404-712-4663, Breakfast: 6:30 to 10 a.m., Lunch: 11 a.m. to 2:30 p.m., Dinner: 5 to 8:30 p.m., Third Shift: starts at 11pm. New options include: expanded salad bar, fresh made pizza as well as rotating specials.

Asbury Express is also newly renovated. They still offer Starbucks coffee as well as cookies and other dessert items but have expanded offerings with sushi, soup and salads. It is located on ground floor of Emory University Hospital, (next door to Asbury Cafe). It is the perfect place to grab and go. . Open Mon–Fri, 6:30 a.m. to 5 p.m. 404-712-1956.

Mocha Delites Coffee & Tea Deli-type sandwiches, quesadillas, and wraps are available here, and you can call ahead with your order (404-778-4897). Located in the Winship Cancer Institute of Emory University, The Emory Clinic, Building C. Open Mon–Fri, 7 a.m. to 4 p.m. A second Mocha Delites Coffee & Tea is located in the Emory Clinic, Building A, and it is open Mon–Thur from 7 a.m. to 5 p.m.

Snack/Drink Machines Building A: tunnel level, around the corner from the bank of elevators. Building B: tunnel level, in the back of the Ambulatory Surgery Center waiting room. Building C: tunnel level, near Radiology and elevators.

Cox Hall Market is located beside the main hospital and is the main food court for the university. Here, you will find pizza, pasta, frozen yogurt, a deli, a salad bar, tacos, and a coffee stall. This is a popular—and often crowded—place to grab lunch

for hospital folks due to its proximity and quickness. You can also relive your undergrad days here, as the average age of customers is 19!

Rollins Café, on the ground floor of Grace Crum Rollins building, features many local and organic products and offers really good pasta dishes and stir-fry made to order! They also offer soups and grab-'n'-go sandwiches, but these are not as good as the freshly prepared food. The lines here are long around the lunch hour, so you'll want to plan accordingly. Open from 7 a.m. to 5 p.m. during the academic year. It generally closes around 2 p.m. in the summer and break periods.

Highland Bakery is located at [Goizueta Business School](#). The menu here is the same as the main location on Highland Ave. It is worth a trip! They serve breakfast, lunch, and brunch and are open Monday - Thursday 7:30 a.m. to 6:30 p.m., Friday 7:30 a.m. to 3:30 p.m. and Sat - Sun 10:00 a.m. to 3:00 p.m. New second location at Atwood Chemistry building on 1515 Dickey Drive with hours from 8am-5pm, M-F.

Kaldi's @ [The Depot](#) is located in a historic train station at One Eagle Row under the Eagle Row Pedestrian Bridge. It offers a variety of food options such as breakfast sandwiches, quiches, and lunch sandwiches and salad.

Kaldi's Cafe in the Medical School Building offers drip coffee, espresso-based drinks, Firepot tea, and a to-go menu, including sandwiches, wraps, muffins, and other sweet treats.

Kaldi's Coffee in the Emory Student Center offers drip coffee, espresso-based drinks, Firepot tea and a to-go menu.

Dobbs Common Table in the Emory Student Center. This is an updated all-you-care-to-eat dining hall. Come hungry! You'll find several restaurant style stations including classic comfort and sizzling grill options, a fresh dough pizza oven, deli sandwich counter, Indian cuisine, and Mongolian flat top. Vegan/vegetarian, gluten-free, kosher, and halal options are available. Grab-and-go options are available. This is a peanut, tree nut, and shell-fish-free facility. It's open for breakfast lunch and dinner.
<https://emoryatlanta.cafebonappetit.com/cafe/dobbs-common-table/>

Emory Emporium in the Student Life Center. Convenience store offering a wide array of packaged food and essential items, as well as Grab and Go, sandwich, soup and salad stations. Open 11-8pm M-F and 1-8pm on weekends.

Library information

Located on the 1st floor above the cafeteria is a branch of the [Woodruff Health Sciences Library](#). On weekdays, the library is staffed with a librarian who provides excellent assistance for article requests, literature searches, and other related subject areas (e.g., EndNote). The library also has computers, but use these with caution: some users have reported that their flash drives were infected with viruses after using these computers. After 5 p.m., you will need to use your Emory badge to gain access.

Amenities within the hospital

There are no fitness lounges within the hospital, but see below for options on campus. Free Wi-Fi is available throughout the campus, including the hospital, via Emory-unplugged (log in using your Emory email and password) and Emory-guest (log in using any email address).

Gift Shop

Located on the 2nd floor pedestrian walkway to clinics A and B.

Annex building

The entrance to the annex building is located on the 1st floor within the Department of Pathology, and it houses a new faculty training area, a paging office, and a urinalysis lab for residents and fellows.

Employee Health

Floor 2, D hallway, Room D219. It houses the employee health clinic, where one can obtain immunization shots and PPD. Please indicate that employees will need to provide the speedtype/Cost Center to be able to charge services back to EU. This will ensure that the service requested is provided without a delay. The occupational injury management and express care clinics are open from 7:30 a.m. to 4 p.m. The express care clinic caters to patients with minor complaints (e.g., cough, ear infection, headache) and other acute illnesses, but it does not treat chronic conditions (e.g., diabetes, hypertension). Available by appointment only. 404-686-2352.

Call Rooms

Call rooms are available to faculty who need to stay the night at EUH for any reason. They are referred to as the “flexible call space.” For a key, contact the facilities control room at 404-712-7330.

Woodruff Memorial Building

This research building, adjacent to the hospital, houses faculty of various departments. The WMB can be accessed from the 1st and 4th floors of the hospital. You can cut through this building to get to the bus circle.

Parking

Office location/contact

Located at the [Starvine parking deck](#) (Clairmont campus – off of Clairmont Rd near the VA; accessible by the C, Emory Loop, or 1525 VA shuttles). Open Mon–Fri, 7:30 a.m. to 4:30 p.m. 404-727-7275. parking@emory.edu.

Lot options

Lot options vary by location, but most faculty who work on the Clifton campus park at the [Lowergate physicians' deck](#), located directly behind the Clinic A building. Lowergate is most convenient for the clinics (A, B, C) and for EUH. If you will spend more time at the School of Public Health, Whitehead, or Rollins Research Building, then [Michael Street deck](#) will probably be more convenient. The [Peavine deck](#) is located at the back of the university campus and is convenient for EUH and the university gym (WoodPEC).

If you bike to work, racks are available behind the hospital, and close to most building entrances. Use a U-bolt lock, not a cable, as thefts do occur. Do not lock to non-bike rack areas or security will put a “boot” on your bike.

Cost

The cost can vary from year to year and from division to division. If you only visit EUH periodically, then you can park in visitors' parking at any of the decks on campus, which can cost up to \$12 for the day. Parking for the decks at Michael St and Peavine (which is by the gym) is free after 4pm. Alternately, you can buy an Eagle pass that has a certain number of uses (~20) for the parking deck you choose. There may be a waitlist for your choice deck. Once you've used up the set number you have the option to purchase additional “swipes”. See [Emory University Transportation and Parking Services](#) for additional details.

Parking passes are designed for RFID (automatic) gate opening, but are frequently not functional. Swipe the card if this happens.

Computers

How to access EUH computer system from home

1. Go to <https://mydesktop.emory.org/vpn/index.html> (you can also search “Virtual Desktop” at Emoryhealthcare or google “Emory Virtual Desktop”)
2. Login with your Emory username and password
3. You will need to download Citrix Receiver and then will be able to use all virtual desktop applications (PowerChart, Outlook, EHConnect, etc.)

Contacts for help?

Emory Healthcare applications - call 8-HELP (404-778-4357). Try using the EEMR reset tool in virtual desktop if PowerChart hangs up.

Emory University applications and user ID/password questions (includes office phone and office Internet) – call 7-7777 (404-727-7777).

Emory's Paging System

****TIP: this section is applicable to all Emory faculty members. The hospital paging system doubles as the answering service for faculty physicians.**

[**EHConnect**](#) is the new integrated service providing access to on call calendars, paging services, [**Spok Mobile**](#) (secure messaging), and hospital directory services for Emory Healthcare and Emory University faculty and staff. It is supported by Emory Healthcare Information Services ([**EHC IS**](#), note you must be on Emory network for these links to work). They may be reached on campus at 8-4357 or off campus: 404-778-435.

To page someone, there are several methods:

Spok Mobile provides fast, accurate, HIPAA-compliant text messaging to the Emory community. Secure text messaging allows Emory physicians, nurses and staff to use mobile devices to communicate and collaborate in real-time. Spok Mobile integrates with Emory's [**directory**](#) and [**on call calendar**](#) services (you must be on the Emory network for this links to work). This enables caregivers to send and receive messages to and from individuals and/or on call departments right from the Spok Mobile app on an iOS or Android device.

Page to Cell enables Emory physicians, nurses and staff to receive messages and ‘pages’ from the Emory system (call center operators, web users, etc.) on any mobile phone, via standard text messages (SMS). Page to Cell integrates with Emory's [**directory**](#) and [**on call calendar**](#) services (you must be on the Emory network for this links to work). While this is not a secure solution, it provides an easy way to receive messages through the system without requiring a pager - for users that don't have an

iOS or Android device that is compatible for the preferred/premier service, [Spok Mobile](#).

Pagers are still supported for some users that do not have an available mobile phone to receive messages and pages on. Pagers allow Emory physicians, nurses and staff to receive messages/pages from Emory's system (call center operators, web users, etc.) while inside the hospital and throughout the state of Georgia. Pagers integrate with Emory's [directory](#) and [on call calendar](#) services.

Each person is provided a Personal Identification Code (PIC) by his/her department or division. For assistance with your physical pager, you can visit the paging office in the Emory University annex building, N135. If you do not know the PIC number, call the page operator at 404.686.4411.

You can forward your pager for a limited time or indefinitely to any number and make it private or discoverable on the paging system. Just call the paging operator. 404-686-4411

Medicine call and conference schedule

The chief residents create and maintain a comprehensive website for the IM residency with schedules for Grady, VA, EUH, EUHM - bit.ly/EmoryIM

Badge and Keys

Requirements

This is usually requested by the Emory Healthcare credentialing office 404-712-7371. You will need to go to the security office D215, to get your picture taken for your badge. Open Mon–Fri, 7 a.m. to 3:30 p.m. Closed for lunch from 12:30 to 1 p.m.

Security Office Contact information

Location D215

2-5598 (404-712-5598); fax 2-5899

security.services@emoryhealthcare.org

For after-hours access or issues with badges call 404-727-8005 or Midtown at 404-686-2597.

Obtaining keys

Contact your division or site administrator regarding keys needed for your site.

Physician Information

Hospital Leadership

Jonathan S. Lewin, MD, FACP: Executive Vice President for Health Affairs, Emory University Executive Director, Woodruff Health Sciences Center President, CEO, and Chairman of the Board, Emory Healthcare

William A. Bornstein, MD, Ph.D.: Chief Medical Officer, Chief Quality Officer, Patient Safety

Karen L. Law, MD: Program Director, J. Willis Hurst Internal Medicine Residency, Associate Vice Chair of Education, Department of Medicine, Emory University School of Medicine

Matt Wain: Chief Executive Officer for Emory University Hospital (EUH), Emory University Orthopaedics & Spine Hospital (EUOSH) and Emory University Hospital at Wesley Woods (EWWH)

The Emory Clinic (TEC) leadership

Ira Horowitz, MD, SM: Director, TEC Physician Group President/Co-Chief of Clinical Operations, Emory Healthcare John D. Thompson Professor, Department of Gynecology and Obstetrics

Heather Hamby: Executive Associate Dean Chief Business Officer, Emory University School of Medicine and Emory Physician Group Practice, Associate VP for Health Center Integration, WHSC

S. Patrick Hammond: Chief Executive Officer, Emory Healthcare Network, Chief Market Services Officer, Emory Healthcare, Co-Chief Innovations and Population Health Officer

Maureen Haldeman: Chief Operating Officer, Emory Clinic and Emory Specialty Associates

William Bornstein: Chief Medical Officer and Chief Quality Officer, TEC

William A. Brosius: Vice President and Chief Financial Officer, University of Maryland Medical System Capital Region Health

James T. Hatcher, CPA: Chief Financial Officer, Emory Healthcare

Sharon H. Pappas, Ph.D., RN, NEA-BC, FAAN: Chief Nursing Executive

Mary Beth Allen: Chief Human Resources Officer

Dane C. Peterson: Chief Operating Officer

Bryce Gartland, MD: Vice President of Operations for Emory University Hospital

Chief Medical Resident

(404) 727 - 2993

Woodruff Health Sciences Center (WHSC) leadership

Jonathan S. Lewin: Emory University Executive Vice President for Health Affairs; Executive Director, WHSC and President, CEO, and Chairman of the Board, Emory Healthcare

Greg Fenves: President, WHSC

Gary L. Teal: Vice President, WHSC

[Click here](#) to find out who is on the DOM leadership team, the service chiefs for ALL hospital sites as well as administrative contacts.

To find out more about Emory Healthcare locations, including all hospitals, primary care clinics, and specialty programs, [click here](#).

Billing

Inpatient

Inpatient billing is through IM Bills – www.imbills.com. You'll need to be set up in system prior to use. MDs on the inpatient service are trained by the billing team on IM Bills. Billing is notified by the respective administrators that we have a new physician on service. Once notified, they work with the MD's administrator or secretary to set up time to train the MD prior to the start of his/her service. The training includes going over coding guidelines/rule and navigating through the IM bills system. Doctors also receive their log on information. They then monitor new MD charges for coding accuracy until they feel comfortable that the MD's coding selection is compliant.

IM Bills Manager: **Shalondan Hollingshed**

IM Bills Trainer: **Sharon O'Bryan**

IM Bills Coder: **Assigned based on specific specialty**

Outpatient

MDs fill a billing encounter form after they see the patient in clinic. Training on that is also available via billing. The easiest way to do this is for the new hire to ask his/her clinic manager to schedule a training session with the billing department.

Education/CME resources

[Many programs and services](#) are available for education of faculty and teaching of house staff. Examples include Academy of Medical Educators, Preceptor Development Program, and Education Community-sponsored events.

[Grand Rounds](#) at EUH auditorium, 2nd floor, and are held on Tuesdays at noon. For a complete list of available Medicine Grand Rounds videos, please [visit the Department of Medicine's YouTube channel](#).

Research

Please see "Research Resources" section and click [DOM Research website](#).

Local Recreation and Food

Nearby restaurants and bars

Emory Point - Mixed-use development located on Clifton Rd across from the CDC. Has several restaurants, bars, and shops. They have free parking up to two hours.

Emory Village - Located at Oxford Circle on the southwest edge of Emory's campus. It's a 10-minute walk from EUH. Parking is limited. [Learn more](#).

Restaurants - [Toco Hills shopping center](#) (on Lavista and North Druid Hills) is 5-10-minute drive from EUH and has several fast food, sit-down restaurants, and two grocery stores. Emory's main campus is also convenient to several of Atlanta's great neighborhoods - [Downtown Decatur](#), [Virginia-Highland](#), [Midtown](#), [Inman Park](#). All have great restaurants.

Recreation/Social opportunities

[The Earle B. & Stephanie S. Blomeyer Health Fitness Center](#): [1525 Clifton Rd](#), 5th floor, Atlanta, GA 30322. The 1525 Building is about a 10-minute walk from EUH and is across from the School of Public Health. Membership to Blomeyer is open to all Emory employees. Membership at Blomeyer also gives you access to WoodPEC and the SAAC (see below).

[Clairmont Campus](#): This is connected to main campus by Lullwater Park, which you can walk through or take the shuttle. You can park on site in the Starvine deck. The

[Student Activity & Academic Center \(SAAC\)](#) has a gym, pools, tennis courts, basketball courts, and volleyball courts. Please also see section [useful resources](#).

[Woodruff Physical Education Center \(WoodPEC\)](#): Olympic-sized pool, sheer rock wall, dance classes, squash, racquetball, running, powerlift, cycling, four basketball courts, volleyball, 12 badminton courts.

[LA Fitness](#) in Toco Hills.

The [Dekalb Tennis Center](#) is a large tennis complex with 17 courts located in Mason Mill Park, which is off of Clairmont Rd between the VA and North Druid Hills Rd.

If you just need to get outside and see the sun, the [Emory University quad](#) is directly behind the hospital and [Lullwater Park](#) is less than a 10-minute walk from EUH. The [Michael C. Carlos Museum](#) is also on the quad and admission is free with your faculty ID.

Transportation between campuses

EUH to VA:

This is a hop, jump and skip away but traffic can sometimes make it feel like an eternity. There are two main routes: 1) Drive from Clifton Rd to Houston Mill Rd to Mason Mill Rd and make a right on Clairmont. The VA will be on your right. Watch out! Houston Mill Rd traffic is a nightmare in the mornings (7:30 to 9 a.m.) and evenings (5 to 6 p.m.) as long as Emory University is in session. 2) Drive down Clifton Rd to North Decatur Rd and make left on Clairmont Rd. The VA will be on your left. What you have to watch out for here is the intersection of North Decatur and Clairmont--it gets real busy in the mornings and evenings!

Lastly, it is possible to *walk* between VA and Emory through a trail in Lullwater Park. For the trail map, [click here](#)

EUH to Emory Midtown:

Go north on Clifton to Briarcliff, then take a left on Briarcliff and go south to Ponce de Leon Ave. Take a right on Ponce de Leon Ave until Peachtree St. If going to Linden Lot, take a left on Peachtree, right on Linden. If going to garage, go past Peachtree and take left on Spring St, then loop around left back to West Peachtree after going through Linden St light. Entrance to garage will be immediately on right after turning left on W. Peachtree.

EUH to Grady:

The most dependable route in high and light traffic conditions is the Clifton Rd-DeKalb Ave route. Drive south down Clifton Rd, continue driving straight as you cross Ponce de Leon Ave and make a right onto DeKalb Ave. Continue on DeKalb for 3-4 miles and eventually, this will

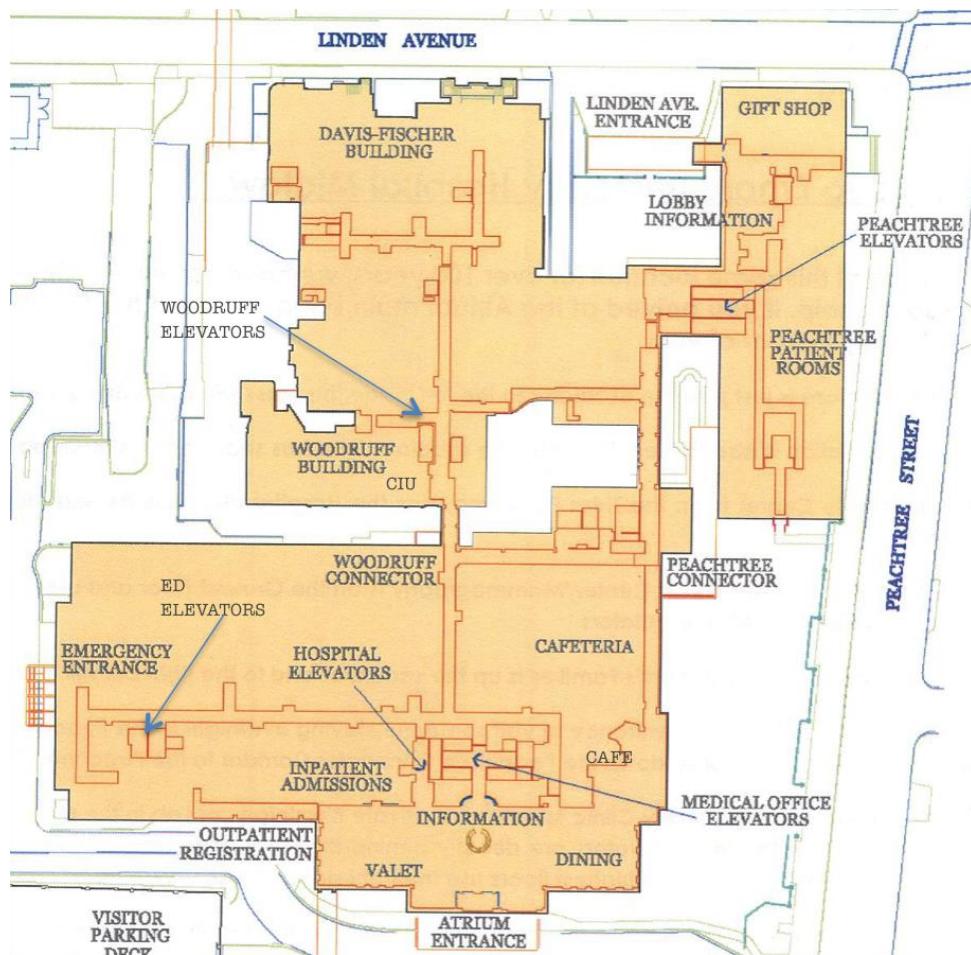
turn into Decatur St. Make a right onto Bell St, which will turn into Coca Cola Place. Make a left onto Jesse Hill Jr Drive and a right onto Armstrong. You will see Grady Memorial in all its glory as you turn right onto Armstrong. Faculty parking is on the left.

Emory University Hospital Midtown (EUHM)

The Facility

Getting around

Below is a map of the lobby level. There are a couple of key elevators to get around – the medical office tower (MOT) elevators in the MOT lobby will get you to the clinics in the MOT and ED (ground level). The ED elevators will get you to the ground floor, right next to the ED. Radiology is also near the ED. The Woodruff elevators can get you to the 1st floor (where the doctor's cafeteria is located), the 3rd floor hospice unit, the rooftop patio and units 22-72. The Peachtree elevators will get you to medical units 11-71 directly. Another way to get to the ED or radiology is to take the Peachtree elevators to the ground floor. The Clinical Initiation Unit (CIU) is on the lobby level of the Davis-Fischer building. The only ways to traverse from the MOT to patient rooms are lobby level, 2nd floor past the OR the 4th floor through cardiology. However, you have to make sure your badge works to get through those corridors.



Patient areas

ED

Located on the ground floor. From the ED, patients will go either straight to their assigned bed, or during the day first go to the CIU (care initiation unit), where nurses there start their admission process.

Floor patients

The 'floor patients' are located on units or ICU. There are two clusters of patient rooms – the Peachtree building has units 11-71. The ICUs are on these units. The Peachtree ICU (PICU) is on the lobby level of the Peachtree Building. Other patients are on units 42-72, which is in the Woodruff building. Renal patients are mostly on 52 and 62, as the dialysis unit is adjacent to unit 62 in Davis Fischer building.

The Doctor's lounge

The Doctor's lounge is located on the first floor of the Woodruff building. Free soda/coffee/crackers 24/7. Breakfast and lunch is served on non-holiday weekdays. See **Food Options** below.

Call Rooms

Hospital medicine has call rooms located in Woodruff Building, rooms 3265 and 3269 . At night they are usually used by advanced practice providers, but anyone in the Division of Hospital Medicine could use them. Contact Keisha Dozier, 404-686-6730 for door codes.

Library

The library is on the first floor of the Davis-Fischer building. This satellite of the Woodruff Health Science Center Library has about 10 computers, free printing, reference librarian, AV staff to help with any needs including video and a small amount of reference books.

Food Options

Medical Staff Dining Room – Located on the 1st floor of the Davis-Fischer Building. Buffet breakfast 7-9AM and lunch 11A-2P M-F. Would encourage all to eat in the Dr. Dining Room as a way to meet and network with the other providers at the hospital. The food is also pretty good and inexpensive. You will need a FreedomPay card to pay. You can get one from the cashier and set it up online through the [Freedom Pay website](#). You can bring your team in for lunch (if you pay for them with your FreedomPay card)

Cafeteria (Savory Fare) – Located between the MOT and Peachtree building on the lobby level. Takes all methods of payment. Only open for meals from 7 to 10 a.m., 11 a.m. to 2:30 p.m., and 5 to 7 p.m.

Coffee shop – Pastries, Starbucks coffee, etc. Open breakfast to lunch. Located next to the cafeteria.

Gift shop – In the Peachtree building on lobby level near exit on Linden St. Snacks; toiletries; and goodies like headphones, USB drives, etc. should you need something. Emory outpatient pharmacy is located in the Gift Shop.

Fitness Center

It has about 4-5 treadmills and exercise bikes. (comment - this space is going to be changed to new Laboratory space. The fitness equipment will temporarily be in the Orr building and then moved to undecided location)

Glenn Auditorium

Generally where EUHM grand rounds takes place (when in-person) – The auditorium is connected to the physicians/visitors' parking deck on the 2nd floor (or level F if you are coming from the parking deck), you'll need to take the skyway back toward the parking ramp if you are the hospital to get there.

Medical records

On the lobby level between the medical office tower and the Peachtree building. It is on the hall right near the aviary exhibit.

WiFi

Emory Wi-fi is available throughout the hospital. Log in using your Emory net id and password.

Rooftop patio

Go to elevators in Woodruff Building, take to top floor and go outside.

Safety

To reach EUHM Security, if you are coming from the physician's parking deck, take the elevators to Level F, turn left, and take the only right, and go through the first doors on your right. It will lead you directly to both the Glenn Auditorium and the Security. If you are coming from the hospital, take the escalators (or elevators) in the Medical Office Tower to level 2, cross the skywalk, and at the end of the skywalk, turn left, a quick right, and go through the first doors on your right.

Employee Health

There is an occupational health clinic/express care clinic in the W.W. Orr building across from the MOT. Open Mon–Fri, 7:30 to 4 p.m. Call 404-686-2352. Staffed by a nurse practitioner.

Contacting others

Most everyone can be reached through [EHConnect](#), but sometimes it is easier to try the following:

Physical Therapy (PT): Ask unit clerk for the PT sheet – every person who has a PT order should have a PT/OT assigned to them, and can have the direct number for the therapist.

Respiratory Therapy (RT): Ask the unit clerks for the PICC assigned to the RT assigned to that unit, or they can page them for you.

Phlebotomy (or lab problems): Call 6-LABS to get to the lab and phlebotomy.

Social work: On most floors, the unit clerk can give you the direct phone number of the SW (note there are generally 2 SW/floor); after 4-5 or on weekends just page the on call SW through EHConnect. Social services main office, 404-686-8137.

Or, you can just dial 0 in-house, or call 404-686-1000 and the operators are very good at helping you out with just about anything!

Medicine call and conference schedule

The chief residents created and maintain a comprehensive website for the IM residency with schedules for Grady, VA, EUH, EUHM - bit.ly/EmoryIM

Parking

There are three parking options

1. **Physician lot:** There is a physician-only covered lot below the visitors' parking deck, you can get there but only from the one-way West Peachtree St NW. Once you enter, the physician parking will be to the left immediately upon entering. You use your badge to get into this lot.
2. **Visitors' parking deck (covered, quicker to outpatient Medical Office Tower):** located near the main atrium entrance of Medical Office Tower. Use your badge to get in and out. Sometimes badge doesn't work getting in – just take a card and use badge to get out.
3. **Valet parking:** located just outside the Medical Office Tower main entrance.

****TIP: A lot of people use the Midtown parking lots to park for events like Fox Theater shows, Georgia Tech Football games (just 2 blocks away!) OR you can park at the garage and take Atlanta's principal rapid-transit system, MARTA, to the airport.**

Computer Resources

How to access EUH computer system from home

1. Go to <https://mydesktop.emory.org/vpn/index.html> (you can also search “Virtual Desktop” at Emoryhealthcare or google “Emory Virtual Desktop”)
2. Login with your Emory username and password
3. You will need to download Citrix Receiver and then will be able to use all virtual desktop applications (PowerChart, Outlook, EHConnect, etc.)
4. This site only works with Internet Explorer.

Access from hospital

To get to everything, log on through MyDesktop at <https://mydesktop.emory.org/>

PowerChart is computer system used at EUHM. All documentation (physician, nursing, respiratory therapy, intensive care use) is via Powerchart.

If you need individual Powernote training, please contact Nicole Picardo at 404-727-8783 or Nicole.picardo@emoryhealthcare.org.

If you need individual Dragon (the voice dictation system) training, please contact Shani Wilson at shani.wilson@emoryhealthcare.org.

Radiology images are on MyDesktop (GE_Centricity), username and password are same as PowerChart.

Emory's Paging System

****TIP: this section is applicable to all Emory faculty members. The hospital paging system doubles as the answering service for faculty physicians.**

[EHConnect](#) is the new integrated service providing access to on call calendars, paging services, [Spok Mobile](#) (secure messaging), and hospital directory services for Emory Healthcare and Emory University faculty and staff. It is supported by Emory Healthcare Information Services ([EHC IS](#), note you must be on Emory network for these links to work). They may be reached on campus at 8-4357 or off campus: 404-778-435.

To page someone, there are several methods:

Spok Mobile provides fast, accurate, HIPAA-compliant text messaging to the Emory community. Secure text messaging allows Emory physicians, nurses and staff to use mobile devices to communicate and collaborate in real-time. Spok Mobile integrates with Emory's [directory](#) and [on call calendar](#) services (you must be on the Emory

network for this links to work). This enables caregivers to send and receive messages to and from individuals and/or on call departments right from the Spok Mobile app on an iOS or Android device.

Page to Cell enables Emory physicians, nurses and staff to receive messages and 'pages' from the Emory system (call center operators, web users, etc.) on any mobile phone, via standard text messages (SMS). Page to Cell integrates with Emory's [directory](#) and [on call calendar](#) services (you must be on the Emory network for this links to work). While this is not a secure solution, it provides an easy way to receive messages through the system without requiring a pager - for users that don't have an iOS or Android device that is compatible for the preferred/premier service, [Spok Mobile](#).

Pagers are still supported for some users that do not have an available mobile phone to receive messages and pages on. Pagers allow Emory physicians, nurses and staff to receive messages/pages from Emory's system (call center operators, web users, etc.) while inside the hospital and throughout the state of Georgia. Pagers integrate with Emory's [directory](#) and [on call calendar](#) services.

Each person is provided a Personal Identification Code (PIC) by his/her department or division. If you do not know your personal PIC number, call the page operator at 404.686.1000

Badge and Keys

Your Emory Healthcare ID should work for parking and accessing rooms.

If your badge isn't working or has not been activated, go to security services. If you are coming from the physician's parking deck, take the elevators to Level F, turn left, and take the only right. It will lead you directly to both the Glenn Auditorium and the Security. If you are coming from the hospital, take the escalators (or elevators) in the Medical Office Tower to level 2, cross the skywalk, and at the end of the skywalk, turn left, a quick right, and go through the first doors on your right. .

Medical Office Tower access is handled through the Public Safety office in the Orr building.

If your pager isn't working, call 404-686-1000 (paging operator) and they can offer instructions on the best method to for you to fix (or obtain a new) pager. The unit clerks almost always have additional batteries. You should also have a **green tri-fold card** with emergency instructions and descriptions of the codes:

- Code Blue** - cardiopulmonary arrest
- Code MET** - Medical Emergency Team
- Code Stork** - neonatal code / resuscitation
- Code Grey** - bomb threat
- Code Pink** - missing infant / abduction

- Code Red** - fire
- Code Orange** - hazardous material spill
- Code Silver** - active shooter
- Code White** - utility failure

You can access all emergency codes right from your mobile device with the new EHC Codes app available via the Emory Mobile App Catalog. [View instructions for downloading](#).

Physician information

Hospital Leadership

- Dan Owens:** CEO of Midtown; Daniel.owens@emoryhealthcare.org
- Byron Williams, Jr:** Chief of Medicine; bwilli9@emory.edu
- Noble Maleque:** Associate Program Director at Emory Midtown; mmnoble@emory.edu

Chief Medical Resident

- Amalia Aldredge, MD (July 2020-June 2021)**
PIC ID (pager); 71998
aaldred@emory.edu

Helpful points of contact

If there is an urgent inpatient related problem you need assistance with, you can always reach Hospital Medicine on call, PIC #50409, who can either help you or direct you to the appropriate resources.

Billing

IMBills

You'll need to be set up in system prior to use (see [EUH section on Billing](#)). www.imbills.com

Education/CME Resources

Please see [EUH section for programs and services offered for education](#).

- **EUHM Grand Rounds**
Occurs Sept-June. When in-person, held on Friday's in the Glenn Auditorium from

12:30 to 1:30 p.m. The Zoom link may be obtained from the chief resident (see contact information above)

- **[Emory Department of Medicine Grand Rounds](#)**

You should receive invitations (via email for Department of Medicine Grand Rounds). Tuesdays from noon to 1 p.m; Zoom/registration link may be obtained from the chief resident (see contact information above)

Research

There are facilities for research and many faculty do clinical research at EUHM. The ACTSI website is the best place to access information on resources available at EUHM. Please see "Research" part in "General DOM Information" and access [DOM Research website](#).

Local Recreation and Food

Food Options

Very close to the hospital there isn't too much, although there are a couple of eating spots:

Poor Calvin's has some good, but expensive, Asian-Southern fusion just east of the hospital. Great for drinks and appetizers.

The Bank of America building has a food court 1 block away if you want to get out of the hospital for a quick bite.

The Varsity is an Atlanta institution. Gotta go there at least once.

Some others that are all under a mile away (a nice walk after work):

Proof and provision— has great drinks and small plates

Papi's – great little Cuban place that is very casual but good food

Mary Mac's Tea Room – Traditional Southern dining that you should experience at least once

Cypress Street Pint & Plate – great beers, great food, casual atmosphere.

Picking up for the team? Krispy Kreme is east on Ponce de Leon, **Einstein's Bagels** is north on Peachtree; both are less than 1 mile away.

Coffee for the way in: Dancing Goats is east on North Ave, **Starbucks** is east on Ponce de Leon, both ~1 mile away; **Dunkin Donuts** is on North Avenue (less than a mile away)

Recreational/Social Opportunities

There is a lot to do in Midtown, but it is spread out. MARTA can be your hub along Peachtree to hit up things farther north and south if you decide to go by foot and public transit. As mentioned before, you can park at the hospital and take MARTA as a park-and-ride.

Fox Theater is blocks away, and has a great variety of shows/acts/movies in a beautiful theater.

Atlanta Shakespeare Tavern is across the street and is host to great performances.

Transportation between campuses

EUHM to Grady:

This is easy as the hospitals are very close to each other. If you are in the Linden lot, take a left onto Linden Ave and then a right onto Peachtree. Take a left on the next block onto Pine, and then a right onto Courtland street. After a mile, turn left onto Auditorium Place for 500 feet, and then a left onto Piedmont Ave for 100 feet. After you turn right onto Armstrong Street, Grady will be on your right.

EUHM to EUH:

Take a left on Peachtree St from Linden Ave, then take a right on North Ave (usually less busy than Ponce de Leon). Take this all the way to Briarcliff, then take a left. Go north on Briarcliff and then take a right on North Decatur Ave, then a left on Clifton Rd. Alternatively, can take Briarcliff all the way to Clifton and then go south on Clifton to EUH.

EUHM to VA:

Follow the main route directions as if you were going to Emory. When on Clifton take a right on North Decatur and then left on Clairmont and you will see this magnificent building on your left.

Emory Shuttle

Regular service between Grady and other campuses. All the info you need is on the [Emory University Transportation and Parking site](#), including the link to download a real-time shuttle tracking app that can ensure you do not miss the once-an-hour pick-up.

Bike

In general, Atlanta is not a very bike-friendly town, but if you really want to traverse between EUH and EUHM, the best combination of safety and speed is: from EUHM, go north on Peachtree, then east on 10th, continue along Virginia, then Stillwood, then The By Way, finally north on Oxford.

Grady Memorial Hospital (GMH)

The Facility

Multiple sites

The Grady Health System comprises Grady Memorial Hospital (GMH), the Ponce de Leon Center, the Camp Creek Comprehensive Care Center, and many satellite clinic sites.

A wealth of information about Grady is available on the Grady intranet (e.g., location guide, human resources, password reset instructions, link to Grady University, even antibiotic prescribing information!) that you can access with your EPIC password. It is a good idea to familiarize yourself with what's available on this website: <https://gradynet.gmh.edu>

Getting around

For some, physically navigating GMH is much more difficult than memorizing the intrinsic and extrinsic pathways of the clotting cascade. The key is really learning the elevators.

If you're looking at the front of the hospital from Jesse Hill Jr St there are 3 main entrances. On the left is the Emergency Department (at the foot of Armstrong St), in the middle is the main lobby, and to the right (at the foot of Gilmer St) is the atrium. The atrium houses the gift shop and the Primary Care Center (Green, Orange, and Purple Pods) as well as newer elevators that go from the ground floor to floor 7 and every floor in between. They are the fastest in the hospital and directly serve one of the intermediate care units and ICUs.

If you enter the main lobby, you'll face a side of the "H-shaped" layout of the main hospital. The A wing is to your right and the B wing to your left with E running down the center and C and D along the left and the right respectively in the back of the hospital (along Pratt St). The A elevator banks will take you to most floors from ground to 12 but will not stop on 3, 4, or 7 (subject to change at any time). The B elevator banks only go to ground, 1, 2, 5, and 12 (for now). There is a golden elevator in the B bank that is an express ride to the Cancer Center stopping at 9B and 10B only. The E hallway has elevators that stop on every floor from ground to 15 (some to 16) and are usually the easiest to take, though not the fastest.

Areas of interest, by floors:

Ground: Henry's (24-hour café) and the gift shop.

Floor 1: Administration, social work, chapel, a cash-only USPS office with no lines!, Primary Care Center

Floor 2: Cafeteria; Cardiac, GI, and Pulmonary labs/Bronchoscopy Suite

Floor 3: Radiology, Burn Unit

Floor 4: OB/GYN

Floor 5: Cardiac beds, intermediate care/step-down

Floor 6: Surgical beds, ORs

Floor 7: Med/surgery beds, ICUs

Floor 8: Neurosurgery beds/ICU

Floors 9-11: Med/surgery beds

Floor 12: Intermediate Care Units, TB isolation unit

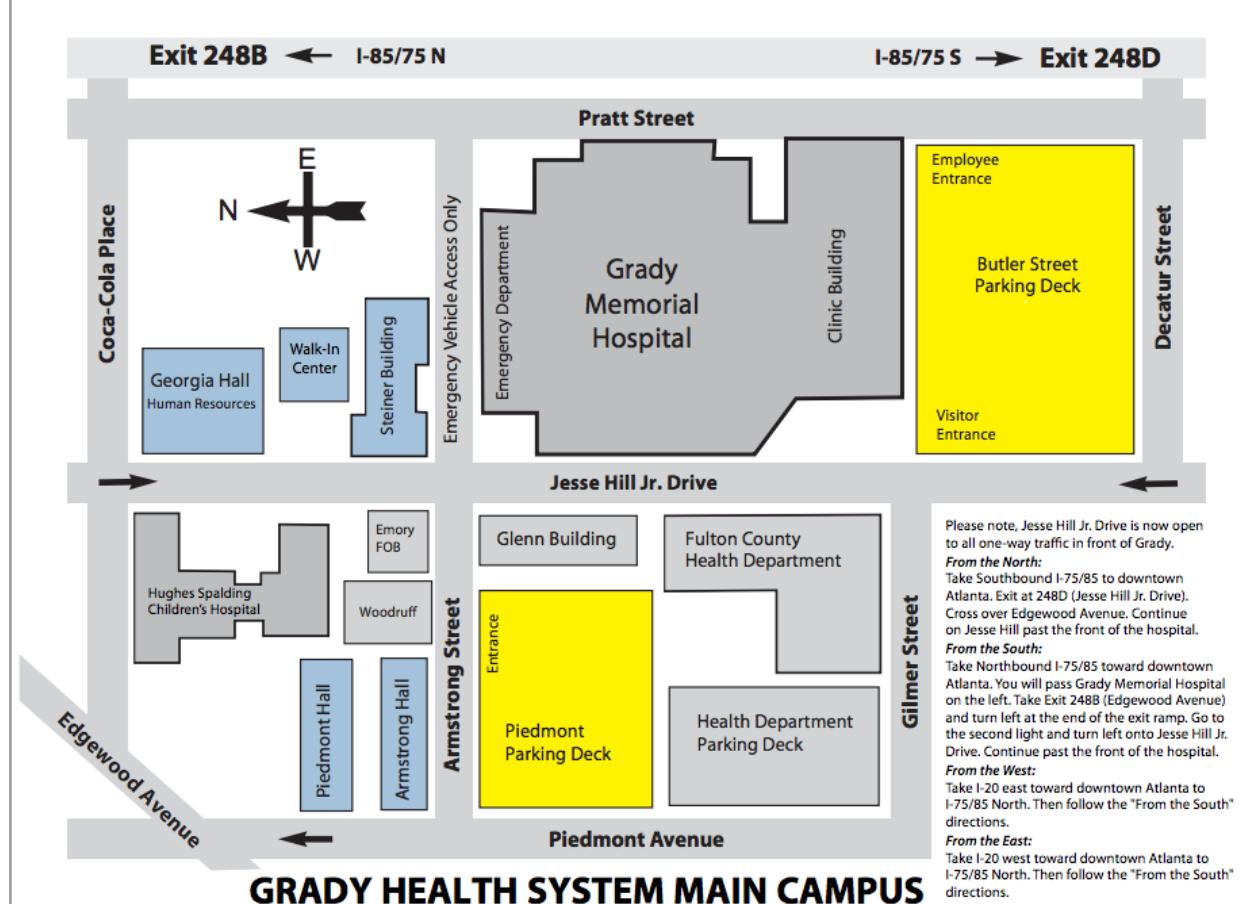
Floor 13: Mental Health

Floor 15: Employee health (TB screening, flu shots, etc.)

Floor 16: Emory lounge, fitness center

For other locations and outpatient clinics: [check out this list](#) (you'll need to use EPIC login/password to access gradynet).

Use your EPIC login to check out the many resources on gradynet.gmh.edu including a great map of the hospital and surrounding buildings, Grady phone book, etc. There is also a wayfinder app you can download.



Wireless

Wi-Fi can be accessed throughout the hospital by choosing GHSGuest. Open a browser window and click OK to continue.

Employee Health

Employee Health is located on the 15th floor in the A wing. It is useful to obtain your yearly PPD here and they will sign off so you can obtain your ID badge. It's unlikely that you will need to utilize employee health for any other services.

Food Options

The **hospital cafeteria** is located on the 2nd Floor, and recently underwent a major renovation.

The café Henry's (named after Henry Grady) is on the ground floor right past the main hospital entrance and is a great spot for an on-the-go coffee or snack.

The ground floor gift shop has a few snack and drink items, but it's temporarily closed. For more options outside the hospital, see food section below.

The Grady library

Located on the 1st floor of the Glenn Building across the street from Grady's main entrance. The 16th floor lounge also serves as a library annex. Electronic Woodruff Health Sciences Library resources are always located at <https://health.library.emory.edu/>.

Emory's Faculty Office Building (FOB)

49 Jesse Hill Jr Drive SE, diagonal from the ECC entrance, and houses the Internal Medicine residency leadership and most of the Emory at Grady DOM faculty. The mail room is located on the first floor of this building, and there are Amazon drop boxes as well as a FedEx mailing post. Rooms may be reserved for educational activities or administrative meetings through the 25Live online system (<https://health.library.emory.edu/>).

Parking

Parking office (AAA Parking) is located on the 3rd Floor of Grady's public parking garage located next to the Atrium entrance to the hospital on Jesse Hill Jr. Drive

1. First need a Grady badge and access Card (same card used for Grady Hospital access)
2. Fill out and turn in an application obtained at parking office or online at GradyNet

Phone Number: 404-616-3769

Fee per month: depends on division (payroll reduction or pay monthly)

Faculty park in the Piedmont parking deck on 80 Piedmont Ave (There are two entrances: one on Armstrong St and the other on Piedmont Ave, which is a one-way street going north)

Computer Resources

First, you must complete mandatory orientation

1. Go to <http://www.gradyhealth.org/medicalstaff/>
2. Your ID will be – **gradydoc**, your Password will be – **gra3y**
3. Complete all training modules (view videos, take self-quiz, and submit all requested documents)
4. Print, complete, sign, and return the following forms and the self-study quiz:
 - Orientation/Annual Education Attestation
 - Safety Video Attestation
 - Wrong Site Procedure Quiz

Please print all pages and sign in the required areas, then fax (404) 616-3066 or scan and email the signed forms to your assigned coordinator:

1. **Tamara Anderson:** tanderson2@gmh.edu
2. **Shelmekia Clay:** sclay2@gmh.edu
3. **Patricia Francis:** pfrancis@gmh.edu
4. **Christine King:** cking@gmh.edu

****All three pages must be returned. Orientation must be on file before participant can be issued an ID badge to begin work on Grady site.**

You also must obtain clearance from employee health

You may contact Employee Health at (404) 616-4600. You must have clearance before obtaining an identification badge from Human Resources.

Employee Health Service requires a current TB (PPD) skin test within the last 30 days or further evaluation TBD if you have a previous positive TB (PPD) skin test reading. In addition, EHS requires you to provide documentation of two Measles, Mumps, and Rubella (MMR) vaccines and either a history of Varicella (Chickenpox) or documentation of two Varicella (Varivax) vaccines. Positive titers documenting immunity are also accepted for MMR and Varicella.

Registering for computer access

Grady Health System's electronic medical record (EMR) system, "Epic" is how patient care is documented at Grady. Grady policy, supported by the Medical Executive Committee, requires training on the use of Epic prior to creation of accounts for practitioners, which means that practitioners need to take appropriate Epic training prior to providing and documenting patient care.

****TIP: Class sizes are limited, so please register as soon as possible for the selection of days and times.** To be approved for access to the Epic system, a minimum score of 80 percent is required to pass the required courses.

Security access to Epic is an important step in providing care at Grady and requires five business days to process after you submit evidence of training and status is verified. To avoid not having access on your first day, please complete all Epic training at least five or more business days prior to providing patient care.

To enroll in classes go to <http://gradyu.gradyhealth.org>

1. Enter your Grady ID number with a 'p' after the number as your login ID: Ex: **123456p** (p for provider)
2. Click **Enroll in Class**. This will populate your class schedule with more than 10 pages of options.
3. ****CLICK ON THE FILTER BY CURRICULUM DROP DOWN BOX, AND SELECT 'EPIC EMR FOR PHYSICIANS'****
4. ****CLICK ON THE FILTER BY COURSE DROP DOWN BOX, AND SELECT 'PHYSICIAN TRACK C – F – J.' ****
5. Click **Enroll** to sign up for your preferred classes and times.
6. Once you have enrolled in the necessary classes, click **To Do** to review your class schedule.
7. You may change your class schedule at any time by clicking on **Unenroll**.

Access at citrixnet.gmh.edu

To download Citrix and can use it at home Within Epic, you can access UpToDate through EPIC.

Gradynet@gradynet.gmh.edu

Password required and can log in from home. A site with great resources including key hospital phone numbers, required online training modules, ethics grand rounds videos, antibiotic guidelines, link to paging system, and more.

Questions

For computer questions, you can call the help desk at 404-616-1715 **Badge and Keys**

You must first complete mandatory orientation (see in Computers) before you can get a badge. Faculty should have already completed this as part of their Grady credentialing.

Getting your ID badge at Grady is a three-step process:

1. **First, you must obtain a clearance letter from employee health** (Grady Employee Health Office – 15A). Employee Health Service requires a current TB (PPD) skin test within the last 30 days or further evaluation TBD if you have a previous positive TB (PPD) skin test reading. In addition, EHS requires you to provide documentation of two Measles, Mumps, and Rubella (MMR) vaccines and either a history of Varicella (Chickenpox) or documentation of two Varicella (Varivax) vaccines. Positive titers documenting immunity are also accepted for MMR and Varicella. The PPD can't be placed on a Thursday since that would mean it would need to be read on a Saturday. Even if you already have proof of your PPD, Grady Employee Health must see it and give you a "receipt" for the Grady HR Badge Office.
2. **Next, get clearance letter from the Medical Staff Office** (1B029 GMH) 404-616-426. This letter shows that your credentialing is complete and you are eligible for a badge
3. **Lastly, go to 15a, Employee Badge Office** (with the above two documents to get your ID badge.

Physician information

Hospital Leadership

John Haupert, FACHE: CEO, Grady Memorial Hospital, 404-616-4254,
jhaupert@gmh.edu

Lina George: Executive Vice President/ Chief Human Resources Officer

Robert Jansen, MD, MBA: Executive Vice President / Chief Medical Officer/ Chief of Staff

Richard Rhine: Executive Vice President / Chief Financial Officer

Emory Dean's Office for Clinical Affairs at Grady (in the Faculty Office Building (FOB):

Carlos del Rio: Executive Associate Dean codelrio@emory.edu, Primary Contact: Ms. Matilda Jalloh, Secretary, mjalloh@emory.edu, 404-778-1512

2020- 2021 Internal Medicine Chief Residents (FOB 444)

Amalia Aldredge (Midtown): amalia.aldredge@emory.edu
Chris Massad (EUH): cmassa2@emory.edu
Patrick Zakka (VA): patrick.spiridon.zakka@emory.edu
Hima Veeramachaneni (Grady): hima.veeramachaneni@emory.edu
Eli Wilber (Grady): eli.wilber@emory.edu
Liz McCord (Ambulatory): elizabeth.mccord@emory.edu

Medicine call and conference schedule

The chief residents created and maintain a comprehensive website for the IM residency with schedules for Grady, VA, EUH, EUHM - bit.ly/EmoryIM

Contacting others

[EHConnect](#) is the new integrated service providing access to on call calendars, paging services, [Spok Mobile](#) (secure messaging), and hospital directory services for Emory Healthcare and Emory University faculty and staff. It is supported by Emory Healthcare Information Services ([EHC IS](#), note you must be on Emory network for these links to work). They may be reached on campus at 8-4357 or off campus: 404-778-435.

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Pagers are still supported for some users that do not have an available mobile phone to receive messages and pages on. Pagers allow Emory physicians, nurses and staff to receive messages/pages from Emory's system (call center operators, web users, etc.) while inside the hospital and throughout the state of Georgia. Pagers integrate with Emory's [directory](#) and [on call calendar](#) services.

Each person is provided a Personal Identification Code (PIC) by his/her department or division. For assistance with your physical pager, you can visit the paging office in the Emory University annex building, N135. If you do not know the PIC number, call the page operator at 404.686.4411.

Billing

Billing for clinical services at Grady is done through Epic and will be covered during your EMR orientation. The professional fees collected by Emory University physicians at Grady are sent through the **Emory Medical Care Foundation (EMCF)**.

Education/CME Resources

Ethics Grand Rounds

1st Thursday of the month, noon to 1 p.m. Zoom.

Social Medicine Grand Rounds

3rd Friday of the month, 12:30 to 1:30 p.m (not offered consistently - check calendar of events)
Zoom

DOM Grand Rounds

Every Tuesday from noon to 1 p.m. Zoom

Nearby service opportunities

[Mercy Care](#) has a street-outreach program that delivers medical and mental health to the homeless of Atlanta. They need volunteer internists on Wednesday nights. Contact Dr. Liz Frye at LFrye@mercyatlanta.org

[Urban Health Initiative](#): In recognition of the substantial health challenges and disparities experienced by local urban residents and the incredible health sciences resources present in Atlanta, UHI was developed to be a unique hub for

interdisciplinary and academic-community partnerships around significant urban health issues.

Advocacy: The Capitol is only a few blocks from Grady. Consider scheduling a time to meet with your state senator or representative or go with a group during the legislative session (~Jan. to March) to advocate for things that are important to you and your patients.

Research

Research Oversight Committee (ROC) review is required for all Grady Studies

Grady Health System (GHS) Fax 404-616-0747
80 Jesse Hill Jr. Drive SE, P.O. Box 26290 Email: research@gmh.edu
Atlanta, GA 30303
(Located on in 3H005)

Phone Number: 404-616-7757

Please see the Grady Office of Research Administration website for more information and a downloadable ROC application:

<http://www.gradyhealth.org/static/office-of-research-administration>

<http://irb.emory.edu/forms/review/index.html>

Grants

The **Emory Medical Care Foundation (EMCF)** awards up to 6 grants a year up, for a maximum of \$30,000/award, to support research conducted by Emory faculty who are based at least 50 percent of their time at Grady. Proposals are due February 1, June 1, and October 1 each year (if the 1st falls on a holiday or weekend, then submission is due the following Monday or non-holiday work day). [More information](#)

Local Recreation and Food

Restaurants within walking distance of Grady

[The Curb Market](#) is the most popular lunch spot, with many fantastic options. It is also a mini farmers market where you can pick up fruits, veggies, jams, and many meat items.. Many restaurants have started at the Curb Market and then expanded around town—in a way, it acts as an experimental food lab.

A **Subway** is located 1 block north of the hospital.

If you travel a block farther and to the northeast, you can make it to **Noni's Deli** on Edgewood Ave for some Italian food.

If you have time and are adventurous, you can walk west 4-5 blocks to downtown Atlanta, where there are many café options.

Local Coffee/Juice Hang-Outs (Auburn Ave): The newly renovated Atlanta Daily World building (home of Atlanta's oldest African-American-owned newspaper) has just opened a branch of local juicer **Arden's Garden**, as well as **Condesa Café**—a great spot for coffee, meetings, and a workplace when you have the office doldrums.

Recreational/Social Opportunities

Along with the burgeoning restaurant scene described above, there is also a **growing list of respectable watering holes**. Right around the corner, on Edgewood Ave, you'll find establishments including **Mother**, **Joystick** (good if you love old arcade games), **Sister Louisa's Church Bar** (fierce ping pong battles after work and on Friday nights) and the recently opened **Old Fourth Distillery** (first new distillery in Atlanta in forever).

Edgewood bars are geared more toward late-night fun versus an after-work drink.

If you drive down to Memorial Drive (about 1 mile from Grady), there are several great after-work restaurants/bars, including **Six Feet Under**, **Tin Lizzy's**, **Augustine's**, and **Republic Social House**.

If you venture to the 2-mile radius, you will be in the midst of the fashionable **Inman Park/Little Five Points scene**. A few favorites include **Ladybird Grove and Mess Hall** (right on the Atlanta BeltLine), **The Albert**, **Krog Street Bar**, **97 Estoria**, **Wrecking Bar (great brewpub)**, and **The Porter** (excellent beer selection). This list should get you started, but there are lots of places to explore in Grant Park and downtown.

Atlanta Streetcar: The freshly minted Atlanta Streetcar is taking the ATL into a new era of transportation. The streetcar travels 2.7 miles and has **12 stops**, including the Sweet Auburn Market, where you can hop on and either ride home (if you live near the tracks) or to the MLK Center, downtown museums (Georgia Aquarium, World of Coca-Cola, National Center for Civil & Human Rights, and College Football Hall of Fame), or an Atlanta basketball or football game. Price varies.

For those of you who prefer a **pool of water** rather than a watering hole, you're in luck. There is a pool within close driving distance of Grady. **The Washington Natatorium** is located at 101 Ollie St NW, 30314, 404-658-1436. They have a Masters swim class, and the Atlanta [Triathlon Club](#) practices there.

Transportation between campuses

Grady to Emory Hospital and School of Medicine:

This is a bit of a loaded question—sort of like asking for the best place to get hummus in the Middle East. There are numerous routes, some of which take people years to unravel and can depend on the day, time, or person you ask. That being said, the most dependable route in both light and heavy traffic conditions is the DeKalb Ave/Clifton route. From Grady, hop on DeKalb Ave going east for a few miles, then turn left onto Clifton (going north), which will take you through some scenic neighborhoods to Emory. You can't go wrong with this one.

Other potential routes

On Piedmont North, then east on Ponce de Leon and then a left (north) onto Briarcliff, which brings you to Clifton. You can also take Piedmont North all the way past the scenic Piedmont Park and go left (east) on East Rock Springs until turning left (north) onto Johnson, which will bring you to Clifton. We will leave it up to you and your trusty GPS to mix it up and find alternative routes.

Grady to Emory Midtown:

This is an easy one as the hospitals are a stone's throw away from each other and do not take too much explanation. Just head north on Piedmont and take a left on Ralph McGill Blvd, and Emory Midtown will be in sight. If you want to be adventurous, you can go through one of many different downtown routes and explore the area on the way.

Grady to VA:

Follow the main route directions as if you were going to Emory. When on Clifton, turn right onto North Decatur, turn left onto Clairmont, and you will see this magnificent building on your left.

Emory Shuttle

If you are into public transportation or need to get between Grady and EUH during the week, then you have an option. The shuttle runs approximately **once an hour Mon–Fri between 6:10 a.m. and 6:40 p.m.** It's a pretty smooth and quick ride. The last pick-up at Grady is at 6:10 p.m. **The ride is free.** Unfortunately, there is no longer direct service between Grady and Emory Midtown and the VA; you have to connect through Emory first. All the info you need is at [Emory University Transportation and Parking](#), including the link to download a real-time shuttle tracking app that can ensure you do not miss the once-an-hour pick-up.

Atlanta VA Medical Center

All faculty members at the VA have to undergo one week of VA-specific orientation. Some of the information below will be given to you at this orientation, but this guide to help provide you some extra “survival skills” and hints that we thought might be useful, as you start your career at the VA!

Atlanta VAMC – the Facility

The VA health care system is organized into geographically distinct Veterans Integrated Service Networks (VISNs), made up of VA medical centers and community-based outpatient clinics (CBOCs). The Atlanta VA is within VISN 7.

At either entrance to the VA, there are two information booths where you can ask where you’re going, in case you get lost. Here is a [map](#):

The hospital itself is 12 floors, but you can access all floors (except for the 3rd floor, which is a mechanical operations unit kind of like Floor 7 ½ from *Being John Malkovich*) from the main C elevators and the service elevators (requires special key). The A elevators will only take you up to the 5th floor. You can walk across the hospital from A to C side only on the ground floor, main (1st) floor, and 2nd floor. There are also service elevators you can use at either end of the hospital, but you will need to key access, which can be obtained by getting permission from your Service Line, e.g. Medical Specialty Care, Geriatrics and Extended Care, etc...

Phone numbers

The VA phone number is: 404-321-6111. Within the hospital, you can just dial the extension for the person you want to reach. If you are outside the VA, you have to dial: 404-321-6111, then a 1, then the extension. This is the number that also appears on people’s phones when you dial from the hospital. The medicine Chief Resident based at the VA (see below under Hospital Leadership for information) can email you an extensive phone number list of all the pertinent numbers.

Library

The VA library is on the 6th floor (6C160), same as the Medical Specialty Care Service Line leadership and administrative staff.(Medicine). It is open Mon–Fri, 8 a.m. to 4:30 p.m. The VA Library Network is a health care library network that provides information to veterans and caregivers. This allows certain unique resources, such as UpToDate, that are available at one site to be available at all sites. You’ll notice when you’re at a VA computer and you try to go to certain journals that these will be automatically accessible and that is because of the VA library network.

The VA library website can also provide you with information and links to various journals and databases. This can be accessed by selecting the blue and white VA icon on the desktop computer then clicking the library option on the menu on the left side.

Using VA for Journal Searches – From a VA computer

Go to

http://vaww.atlanta.va.gov/ATLANTA/Service_Lines_and_Department/Library/Library_Services.asp

In the middle upper right there is link for Ebooks and Journals. Click that link.

Library Services

Health Sciences Library
The Atlanta VA Library website provides 24 hour access to electronic resources available at the

[EBooks/EJournals Serial Solutions A to Z Resources](#)

Type in the name of the journal and search.



VAMC Atlanta Library Service

 **VALNET**
VA LIBRARY NETWORK

[E-Resources Home](#) [Library Website](#) [Databases](#)

[Remote Access](#) [VHA National Desktop Library](#) [Contact Library Staff](#)

[All Resources](#) [Journals Only](#) [Books Only](#)

Find journals and books by title

Title contains all words

If you already have a citation and want full text, try [Citation Linker](#)

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Browse resources by medical subject:

Browse resources by subject

-- Please select a medical subject category -- -- Please select a subject category --

Search by DOI or PubMed ID

[What is DOI?](#) Example DOI: 10.1103/PhysRevD.15.2752

[What is PubMed?](#) Example PMID: 32881

Resources

In-hospital food

VA Cafeteria – located on the 1st floor (main floor). Open Mon–Fri, 7 a.m. to 3 p.m. In the past, their options were limited, but they now have a salad bar, a sandwich line, pizzas, pasta bar, a grill, and ready-made sandwiches.

Coffee shop – located right next to the cafeteria, this store sells Starbucks coffee as well as additional to-go foods such as salads, bagels/pastries, boxed personal pizzas, etc. Open Mon–Fri (7 a.m. to 5 p.m.) and Saturday from 7 a.m. to 1 p.m. Closed on Sunday. The items are generally cheaper than a traditional Starbucks and tax-free.

VA Canteen – this is the retail store located on the 1st floor just a few feet from the cafeteria. Open from 8 a.m. to 5 p.m. The store sells all kinds of items ranging from snack items to TVs and everything is tax-free!

Off-campus, there are several opportunities for to-go food. Some of the most popular options that also provide delivery services include: Top Spice (404-728-0588), Mediterranean Grill (404-320-0101), and Papa John's (404-315-8282).

Gym

There is a fitness center in the VA (GA235) on the ground floor in the same tower as the police station, around the corner from the badge office, with shower facilities and lockers nearby. It has 3 exercise bikes, three treadmills, three elliptical machines, a StairMaster and free-weights. Access to the gym is through your PIV card (ID badge) and has to be activated by the police. Once it's been activated, you'll be able to access the gym 24/7. To activate your badge for fitness center access, contact Police Sgt. Eric Adams at Ext 1866 or by emailing Eric.Adams1@va.gov.

Wireless

(see [Computer section below](#))

Employee Health

Employee health is located by the Nursing home (Community Living Center (CLC)). You will need to go there when you first become a VA employee as part of your employment. After that, you can go there to get your annual flu shot.

Calls for Emergent Issues

4911 is the phone number to use for all emergencies, including fire emergencies, codes, disruptive emergencies, or any emergent issues requiring the police. Police can be also be contacted for **non-emergencies at 7641**.

The VAMC has an option for calling a **rapid response team** for patients that require immediate evaluation and management but who do not require a code. The rapid response team can also be contacted at 4911.

A silent alarm can be sent to the police by one of two methods: on your computer keyboard press **F9 and F11 simultaneously**, or press both ctrl keys simultaneously. I recommend calling the police at 7641 to test this once from your assigned office, since when I initially called the police to test, my keyboard was linked to the wrong office.

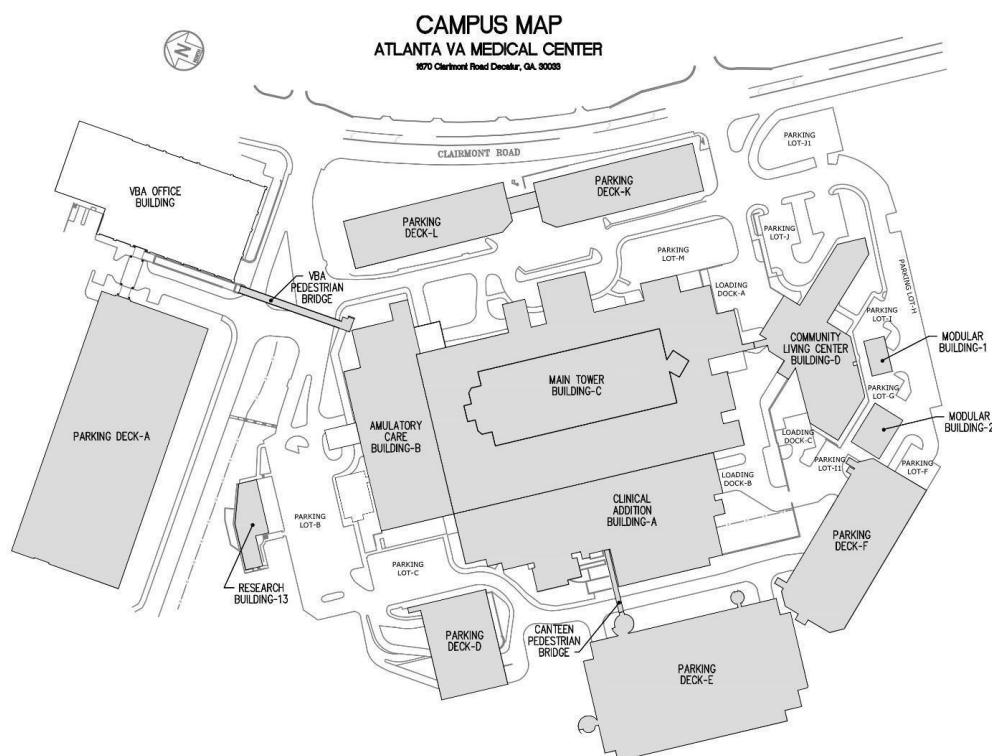
Other emergent issues - For emergent issues dealing with inpatients other than those above, assistance can be obtained by paging the in-house hospitalist at 404-225-0970. For contacting on call physicians, see sections D. and E. below. Other options for seeking assistance for an emergent problem are the nursing supervisor or the administrator on duty (AOD). A nursing supervisor is available after 4 p.m. by cell phone 404-915-2494 or Ext 6247. The AOD can be contacted through the operator. For emergent issues that cannot be resolved by other

channels, including assistance of the section chief, the chief of staff or an acting chief of staff is on call 24/7 and can be contacted through the operator.

Parking

Parking is free for all veterans and staff at the VA. The physicians' lot requires permit access. These are closely accounted for by the Department. Karen Atkinson, Interim Chief of Medicine oversees the program to manage access of these permits for the Medical Subspecialty Service Line. Contact her at kvatkin@emory.edu for more information. For Geriatrics and Extended Care, the service line manager is Dr. Sharon Polensek and her administrator is Jeff Brown (jeffrey.brown@va.gov).

The map below highlights some of the main parking areas. The physician's lot is Parking Deck D. Otherwise, most people park in Parking Deck E. The lot can get pretty full if you don't get there by 8:15 a.m. or so, but this varies day-by-day. After 1 p.m., it starts to empty out. This deck conveniently connects to the hospital via the canteen pedestrian bridge, which is good for a rainy day.



VA Shuttles

OWL Shuttle Service between the main campus and the Atlanta Clinic (250 N Arcadia Ave, Decatur, GA 30030) has free service every 15 minutes from **6 a.m. to 8 p.m. Monday through Friday.**

A free parking shuttle service is also available to transport to and from the main campus and the off-site Briarcliff Road parking area. The van, marked Briarcliff/VAMC, departs from 3065 Briarcliff Road (Briarcliff Baptist Church) every 15 minutes from 6 a.m. to 6 p.m. Monday through Friday.

These shuttle services pick up and drop off at the CLC (Eagle's Nest) entrance.

Computers

The VA uses **Computerized Patient Record System (CPRS)** for its electronic medical record.

VAMC Physician Contacts for CPRS:

Rina Eisenstein, MD
Geriatrics (primarily outpatient)
Rina.Eisenstein@va.gov
Cell Phone: 404-324-7870

Dustin Smith, MD (CPRS for inpatients)
Hospitalist Medicine
Dustin.Smith2@va.gov or dustintsmithmd@gmail.com
Cell (Preferred): 404-432-9421
Pager: (404) 225-0560

Accessing Computerized Training

Training will be included as part of your orientation. You will be given envelopes with all of your codes. Starting off can be difficult as you orient to the different computer systems, but if all else fails, call the help desk at 4357.

For changing signature code:

1. Go into Vista and at the main menu, type in “tb” (for toolbox).
2. Choose the option “Electronic Signature code Edit.”
3. You won’t see the typing come across
4. 8-20 characters (although 6 characters have been accepted).
5. Requires mix of characters: alpha, numeric, and symbol can be used)

View [CPRS training modules.](#)

Obtaining CPRS at Home

To obtain VPN access, you must first complete required [TMS trainings](#), including: HIPAA and Privacy Training, VA Privacy and Information Security Awareness and Rules of Behavior, Laptop Security 101. You will then visit [this site on a VA-networked computer](#). You will need to upload the requested TMS-training certificates. Steve Gorbatkin is the Interim Chief of Medical Specialty Care Service Line at the VA and is the supervisor to allow approval. Sharon Polensek is the Geriatrics and Extended Care Service Line Chief. Select ATLANTA as the

facility. In order to use home access a PIV Card Reader is needed. Contact Terry Mitchell to pick up a PIV Card Reader. Once you have home access you will also need to install the PIV Card Software, a link to instructions can be found on the home access welcome letter.

Contacts for help:

Program Specialist for IT

Terry Mitchell: Terry.Mitchell@va.gov; Ext 2781 as well. He is usually helpful at either helping or directing you where to go.

For geriatrics/palliative care, contact Jeffrey Brown at Ext 2567 or Jeffrey.Brown@va.gov, and for primary care, contact Odell McClain at Ext 4633 or Odell.Mcclain@va.gov.

ISOs are ultimately responsible for landing you home access; there are three of them – Autry Curry (autry.curry@va.gov), DeShawn Fox (deshawn.fox@va.gov), and Curtis Allen (Curtis.allen@va.gov).

They are located on the 3rd floor near the director's office

Email is the best way to reach them—they do not generally answer the phone.

Clinical Application Coordinator Activities and Contact Information

The current clinical application coordinators are:

Purvi Patel (Purvi.Patel4@va.gov) for Medical Specialty

Florence Longchamp (Florence.Longchamp@va.gov) for Primary Care

Verna Funderburk (Verna.Funderburk@va.gov) for Geriatrics and Extended Care

Denise Francis for Research (Denise.Francis@va.gov)

They can be contacted for:

Creating and managing menus

Creating and managing clinical reminders

Creating and managing data objects and template objects

Creating standard notes and templates

Encrypted Email (PKI=Public Key Infrastructure)

Encrypted email is needed to email any patient information. An ID badge must be inserted in the computer used to send encrypted email. Contact the program specialist for information technology for additional information. For medical specialty, the position is currently filled by Terry Mitchell Ext 2781 and his email is Terry.Mitchell@va.gov. For geriatrics/palliative care, contact Jeffrey Brown at Ext 2567 or Jeffrey.Brown@va.gov, and for primary care, contact Odell McClain at Ext 4633 or Odell.Mcclain@va.gov.

Atlanta Clinical Resources

A wealth of information, including access to UpToDate, the New England Journal of Medicine, OVID, and access to the EHConnect (paging, call schedule, etc) is available under the Tools menu of CPRS by selecting “Atlanta Clinical Resources” – then, on the left-hand side, you will see “Library Resources.” You will then find UpToDate on the left-hand side.

Wi-Fi

Atlanta VA has Wi-Fi, but it is not accessible in all areas. Generally, the Wi-Fi is available primarily for patients, and you will find a signal around patient waiting areas. The coffee shop, cafeteria, and canteen are good places to get a signal. It requires that you open your browser to accept the terms and conditions.

****Tip: Just because you are connected to the Wi-Fi does not mean you have Internet access. The terms and conditions must be accepted.** This may present to you as a pop-up or require to you to go to your Web browser.

Badge and Keys

Badge

Emmanuel Konu is responsible for Department of Medicine faculty-hires' paperwork after HR has done its job. Contact him (Emmanuel.konu@va.gov) to see whether your paperwork has been performed and/or what needs to be done. After that, head over to the security ID and parking office on the ground floor (GA 238, 404-417-1539, open 7:30 a.m. to 4 p.m.) down the hall from the A elevators past the police station; they will know from Emmanuel that you are due for a badge.

Security numbers

The official number to the security desk is 7641. This may be useful for weekends or nights in which certain areas needed for patient care are locked.

Keys

For keys, a form is generated after approval from the section chief or supervisor and the form is taken to the locksmith office, located in BC-104, Ext 6361. **Open Monday and Friday ONLY** from 7:30 a.m. to 4 p.m. In the Medical Specialty Care Service Line, an email needs to be sent to a program specialist from the section chief or supervisor with your name, the room number for which access is required, key number, and permission for access. Harriet Powell (Harriet.Powell@va.gov) Ext 2436 is the current Medical Specialty Service Line program specialist. In the Geriatrics and Extended Care Service Line, contact Leeatta Collier Ext 6746 (Leeatta.Collier@va.gov). In the Primary Care Service Line, call Ext 5394 and ask for Ted Harris (Theodore.Harris2@va.gov).

Computer codes

These are obtained during general employee orientation, but if there are any difficulties with computer codes call the help desk at Ext 4357 (Ext "HELP") from a VAMC phone. The direct number if a cell phone is used: call the main hospital number 404-321-6111 and enter Ext 4357 (currently need to enter 1 prior to entering an extension).

Door codes

Local codes to doors or other devices must be obtained from your section leader or other physicians.

Physician information

For information on navigating the VA system, contact the following Department of Medicine ambassadors:

Outpatient issues

Phyllis Watson-Williams: Primary Care Ext 5232, Phyllis.Watson-Williams7@va.gov

Inpatient issues

Dustin Smith, MD: Hospitalist Medicine, Dustin.Smith2@va.gov, dustintsmithmd@gmail.com, Cell (Preferred): 404-432-9421, Pager: (404) 225-0560

Amy Miller, MD: Hospitalist Medicine, absmit3@gmail.com, Cell: 678-485-3685

Hospital Leadership

The Medical Specialty Care Service Line includes sections for cardiology, dermatology, emergency medicine, endocrinology, gastroenterology, hematology/oncology, infectious diseases, nephrology, podiatry, pulmonary, rheumatology, resident education, quality medicine, compensation and pension/special exams, and the hospitalist program. Each section has a section chief who reports to the Interim **Chief of the Medical Specialty Care Service Line, Karen Atkinson, MD**.

Geriatrics, neurology, and palliative care fall within Geriatrics and Extended Care Service Line directed by **Sharon Polensek, MD PhD**. Primary Care also has a separate service line, with **Chief Raman Damineni, MD**.

Service line chiefs report to the **Chief of Staff, David Bower, MD** who reports to the **Director of the Atlanta VAMC, Annette Walker**.

How to access Medicine Shared Drive

The Medicine Shared Drive is available by default in your Windows Explorer when you log in to any VA computer or to the VA desktop remotely.

Medicine team structure

Several teams exist for internal medicine, including teaching services and hospitalist services. Two teams are Morehouse, and the four are Emory. A schedule of the teams and call schedules for each month are provided by the chief resident.

Chief Medical Residents

There is always an Emory Chief Resident and usually a Morehouse Chief Resident.

Patrick Zakka (Emory)

patrick.spiridon.zakka@emory.edu

PIC: 82357

Kapil Bhatia (Morehouse)

KBhatia@msm.edu

Tara Henderson (Program Manager, Morehouse School of Medicine Residency Program)

Email: thenderson@msm.edu

Contacting other Staff Members

The VISN7 Telephone Directory is on the desktop of VAMC computers and allows searches by staff member name or department. If searches are made by department, the listing of staff members under the department is often incomplete. Double-clicking on a staff member's name in the search results list will reveal all contact information on file for the staff member. Contact information can also be found by looking up the individual using Skype Business on the VA Desktop.

For **physicians with VA pagers**, text messages can be sent by emailing to the (pager number without dashes)@usamobility.net. For example, for a pager number of 404-123-4567, sending an email to 4041234567@usamobility.net will result in a text message being sent to that pager. With the VA pager, you are not notified if the pager is off or the staff member is not on service. The message will not show up on the pager when it is turned on if the message was sent when the pager is off.

[EHConnect](#) is the new integrated service providing access to on call calendars, paging services, **[Spok Mobile](#)** (secure messaging), and hospital directory services for Emory Healthcare and Emory University faculty and staff. It is supported by Emory Healthcare Information Services (**[EHC IS](#)**). They may be reached on campus at 8-4357 or off campus: 404-778-435.

To page someone, there are several methods:

Spok Mobile provides fast, accurate, HIPAA-compliant text messaging to the Emory community. Secure text messaging allows Emory physicians, nurses and staff to use mobile devices to communicate and collaborate in real-time. Spok Mobile integrates

with Emory's [directory](#) and [on call calendar](#) services. This enables caregivers to send and receive messages to and from individuals and/or on call departments right from the Spok Mobile app on an iOS or Android device.

Page to Cell enables Emory physicians, nurses and staff to receive messages and 'pages' from the Emory system (call center operators, web users, etc.) on any mobile phone, via standard text messages (SMS). Page to Cell integrates with Emory's [directory](#) and [on call calendar](#) services. While this is not a secure solution, it provides an easy way to receive messages through the system without requiring a pager - for users that don't have an iOS or Android device that is compatible for the preferred/premier service, [Spok Mobile](#).

Pagers are still supported for some users that do not have an available mobile phone to receive messages and pages on. Pagers allow Emory physicians, nurses and staff to receive messages/pages from Emory's system (call center operators, web users, etc.) while inside the hospital and throughout the state of Georgia. Pagers integrate with Emory's [directory](#) and [on call calendar](#) services. Physician contact information can be obtained and the staff member can be paged (including text messages to the pager) by calling the Emory Midtown Operator at 404-686-1000. They are usually pretty quick to answer the phone and you can ask them to transcribe your verbal message into a page. If the PIC number is known, dial 404-686-5500.

***Each person is provided a Personal Identification Code (PIC) by his/her department or division. For assistance with your physical pager, you can visit the paging office in the Emory University annex building, N135.*

Emory Call Schedule

Information on the Emory Call Schedule and Roster can also be found on the Emory IM Website at bit.ly/EmoryIM

Finding out who is On Call for Other Specialties

Call schedules can be found on this [website](#).

This website can also be accessed through the tools menu in CPRS. Select "Atlanta Clinical Resources," and select "On Call Schedules" in the left column.

Memorandum of Understanding Completion

If you are an 8/8 VAMC employee but educational, research, or service activities require presence at another site during the day (during your "tour of duty"), a memorandum of understanding is completed for approval of offsite activities. VAMC staff members who work less than 8/8 complete a similar form called the Memorandum of Service Level Expectations to specify time to be spent at the VAMC. The term "memorandum of understanding" is also freely

used to refer to this form for part-time staff. Discuss with your section chief whether you need a memorandum of understanding and who to call to initiate. Some departments start the process through an Emory representative.

Information on Conditions Related to General Exposures such as Agent Orange

Comprehensive information on Agent Orange can be obtained online at via [this site](#). An Agent Orange office can be contacted at Ext 2181.

Residency Supervision

The associate residency program director Dustin Smith has supplementary information available for those who will be involved in resident education. He can be contacted by email at Dustin.smith2@va.gov, or his office Ext 2083, or by cell phone at 404-432-9421.

Less than 8/8 Appointment Issues

The Meaning of a Joint Appointment - The VAMC appointments are expressed in 8^{ths} and indicate the fraction of time out of a standard 40-hour work week that must be spent on activities related to the VAMC. A physician can have less than half-time appointment, but in order to be a principal investigator on a VA grant, a minimum of 5/8 at the VA is required. Although a Ph.D. at the VA can request salary support on a VA grant, an MD investigator cannot request salary support. The salary for research by an MD is paid from the physician's VA appointment salary. If activities related to the VA appointment must be performed at a location other than the VA, for example if there is laboratory research for which a laboratory is only available outside the VA, the details are included in the Memorandum of Service Level Expectations (also often called a memorandum of understanding, see part E. of the previous section on Atlanta VAMC Physician Information).

Benefits (Emory vs. VA) – Part-time VA staff members that have joint appointments with Emory can choose benefit packages either with the VA or Emory. Some mix their benefits and might obtain, for example, health benefits from the VA and use the savings plan from Emory. The VAMC Benefits Office has a prorated table that specifies the cost for benefits by hours worked at the VA per week. Employees should meet with benefits representatives from both the Emory and the VA to compare and decide on benefits. VAMC Benefits Staff expert on Physician Benefits: Ext 2549. Part-time employees earn 1 hour of annual paid leave per 10 hours worked in pay status, and the ceiling for accumulated time is 240 hours. 1 hour of sick leave is earned for every 20 hours of work in pay status.

Time Documentation - Time spent at the VA must be documented on VISTA. At this time, there is not an online training module. VA payroll can be contacted for assistance with instruction on entering time on VISTA. The following document has instructions on documentation of time: The "Personal and Accounting Integrated Data (PAID) Part-time

Physicians Training Module Handout (April 2005)." VA Payroll Staff: email to VHAATG PAYROLL within VA Outlook

Flex Time - When a physician obtains a part-time appointment, hours are specified. For example, a 5/8 appointment may result in a requirement for a physician to be at the VA for a specified 5-hour period every day every day. Auditors periodically check on whether physicians are present at their assigned times. If a rigid schedule is not appropriate, flex time can be requested (contact VA payroll staff for more information). A key question to ask the payroll staff is the procedure for "opening a day."

Billing

Billing for clinical services at the VA is similar to all health care billing with respect to CPT codes, etc. The VA uses MCCF Collections and is under Health Administration Service (HAS). The VA collects from insurance companies and about 20 percent of our patients have insurance. Please see your section chief to discuss any specifics about billing within your department at the VA – i.e. billing in clinic vs inpatient, etc. Remember that the VA uses CPRS and Encounter forms have to be completed within the computer system.

****Tip: When filling out encounter forms, one of the questions will be whether or not the condition being treated is service-connected. Select "Yes" if you see the treated condition (for that visit) on the list located next to the check-box. This will eliminate the co-payment the patient would otherwise be charged.** MST is not spelled out, but stands for military sexual trauma.

Education/CME Resources

Physician education resources are available in the Atlanta VAMC Library (see Section I). The VA Library Network (VALNET) is a health sciences library that serves VA staff, students and trainees, and veteran inpatients and outpatients and their families. You may also find Education Support information [here](#). There are funds available for CME within the VA, but these will need to be applied for through the DOM at the VA.

Graduate Medical Education (GME) and Continuing Medical Education (CME) including Travel Approval

The VA and Emory work closely to provide GME, and more than 35 GME programs rotate through the Atlanta VA. CME opportunities exist at both Emory University and Atlanta VA sites. **Full-time 8/8 physicians who are also board certified have a \$1,000 per year allocation to support conference and CME activities.** The funds can be applied toward conference, travel, and lodging/living expenses. **Less than full-time staff, or 8/8 staff who are not board**

certified, can also request funds to support CME activities but approval is not automatic, funds are limited, and the amount approved is usually less than \$1,000.

Contacts to request the appropriate forms and help guide you through the process are:

1. **Jameelah Wharton** for the primary care service line Ext 2765 or ASCOM phone 121003
2. **Jeff Brown** Ext 2567 for the geriatric and extended care service line.
3. **Harriet Powell** Ext 2436 Harriet.Powell@va.gov for the Medical Specialty Care Service Line is the current specialist.

The contact in education for arranging the conference/CME registration (but not travel) is **Ken Ratcliffe** - Ken.Ratcliffe@va.gov. Travel is approved by several levels at the Atlanta VA including Dr. Bower and the Director. Then final approval is required in the Atlanta VAMC finance office. The finance office contact is Zeborah Thompson Ext 5863. Travel requests are sent to the VISN 7 travel office. If there is a delay or other questions arise, the office can be contacted at (205) 554-2000 Ext. 2345 (**Unice Nevins-Prewitt**).

Medical Media Requests

Medical Media Requests Can be placed [here](#).

A wealth of information about the Atlanta VA, including a facility map, can be found on the [VA website](#)

Research

AVAMC Research: 404-321-6111 Ext. 2512 (Tuesday and Thursday 7 a.m. to 3:15 p.m.; Wednesday 7 a.m. to 2 p.m.; and Friday 7 a.m. to noon)

View this [website](#) for comprehensive information about research at the Atlanta VA.

The VA Research Office (404-728-7632) can be contacted with additional questions. The following individuals can also be contacted:

Michael Hart, MD

Michael.Hart3@va.gov

Professor of Medicine, Emory University

Associate Chief of Staff-Research

Roy Sutliff, PhD (research)

Roy.Sutliff@va.gov

Office: Ext 7053

Cell: 770-634-4016

Kreton Mavromatis, MD (clinical research), Cardiology

Kreton.Mavromatis@va.gov

Office: Ext 2207

Pager: PIC 16526 (To page call 404-686-5500 or 404-686-1000)

Other Contact numbers

Mary (Kallie) Medbery, Credentialing, mary.medbery@va.gov, 404-321-6111, Ext. 6177

David Knight, Science Information Officer, David.Knight2@va.gov, 404-728-4827

Jane Guidot, Clinical Studies Center Director, jane.guidot@va.gov, 404-321-6111 Ext 6933

Antonio Laracuente, Director of Research Operations,
Antonio.laracuente03@va.gov, 404-728-7632

Getting started

The Atlanta Research and Education Foundation (AREF) supports research at the Atlanta VA and has a [website](#) that describes many of the processes for getting approvals for various components of research. Please remember that all research done at the VA needs to be reviewed and approved by the Atlanta VA Research and Development Committee prior to

initiation of the research (see below for steps). If you have questions, please call **Mary (Kallie) Medbery (ext. 6177)**, and she can help direct your inquiries to the appropriate personnel. All submission information and forms can be found on the Atlanta VAMC [website](#).

Also, please contact Mary (see above) and let her know that you want to start research, hire staff, etc. This will save you some heartache later! She will help you not miss anything.

Atlanta Research & Education Foundation (AREF)

To access these forms and get additional information, you will need to set up an AREF online account. To create new account, go to the [AREF website](#), and click the link in the upper right hand corner. This account will enable you to accomplish several things.

1. Completion of the Laboratory Annual Self Inspection Form (LASIF).
2. Create your PAGE 18-Investigator data sheet. This form is used to get the PI's information into our local research database as well as the VA national database. This also requires an NIH ERA Commons ID.

If you are an **Emory faculty member**, ask your department to create your Commons ID

If you are **NOT an Emory faculty member**, contact Antonio Laracuente (Antonio.laracuente03@va.gov, 404-728-7632).

The Science Information Office (SIO) is your point of contact for all committee operations with the exception of IRB. Point of contact for **IRB** is **Daniel Roysden** (mdroysde@emory.edu 404-712-9749).

What subcommittee approvals do you need for your project? These submissions can be done all at the same time, but all approvals must be obtained before you can submit for R&D approval. **Subcommittees include:**

Subcommittee for Research Safety-Biosafety (SRS)

Must approve specific projects and/or Laboratory Annual Self-Inspection Form (LASIF). LASIFs are required for any new laboratory, for all projects involving biological hazards, radiation hazards, chemicals, and animals. The SIO office will help PIs with LASIF submissions. This document applies only to:

Projects being conducted at the VA,

Projects administered by AREF or VA.

If you are not sure what your project requires, you can contact the Science Information Office or the SRS Chair for clarification.

IACUC (Institutional Animal Care and Use Committee)

Must approve all projects involving experiments with animals. All protocols must have a veterinary consultation prior to review by the IACUC. Completed ACORPs/animal protocols should be sent to: mmhuerka@dar.emory.edu, (in the subject line put “VA Vet consult”). If animals are located at Yerkes, please send your ACORP/animal protocol to mvet_consult@rmy.emory.edu for consult.

Projects that are funded by VA or AREF must be reviewed by the VA IACUC regardless of where the studies will be performed. These projects must use the VA ACORP forms. In rare cases, the Emory animal protocol form will be accepted, but this must be discussed with the SIO and IACUC chair prior to submission.

If procedures are performed at Emory, submit to VA IACUC first then to Emory IACUC. Science Information Office will forward the approved ACORP/Vet consult to Emory for review.

Projects funded by sources other than VA or AREF, where procedures are performed at the VA, must be reviewed by VA IACUC.

Projects funded by sources other than VA or AREF, where procedures are performed at Emory, must be reviewed by Emory IACUC.

Institutional Review Board (IRB)

All studies involving human subjects or the use of identified human samples or data, must be approved by the IRB (Emory IRB or VA Central IRB). VA PIs obtaining approval from the Emory IRB must have an Emory sponsored account to submit to the Emory IRB. If you don't have one, contact Antonio Laracuente. Daniel Royston, Human Studies Analyst (mdroysde@emory.edu 404-712-9749), can help PIs with their IRB submission, which is done through an electronic system called eIRB. If consent forms are needed, she can also make sure they meet VA requirements. We also have an IRB protocol analyst who is assigned to all VA projects to help PIs through the process, Daniel Roysden (droysde@emory.edu).

Research & Development (R&D) approval

ALL subcommittee approvals must be obtained before your project can be submitted for review to the R&D Committee. **NO WORK CAN BE PERFORMED ON A PROJECT UNTIL NOTIFICATION TO INITIATE RESEARCH HAS BEEN PROVIDED BY THE ACOS/R (Michael Hart).**

The basic R&D submission is an electronic submission to eRRRP:

<https://vaww.gateway.research.va.gov/errrp/>. **To use this link you need to be connected on a VA computer!** Based on the type of research you are doing, you may also be required to scan and upload signed copies of any of the following forms: budget, proposal (grant, science portion), assessment of clinical impact, conflict of interest for all PIs and Co-Is, data security checklist, SRS or “Biosafety” approvals, and Emory IRB approvals. Human subjects would

include additional forms such as informed consent, HIPAA authorization/revocation as well as others based on what is involved, i.e. drugs, devices. Data security also has additional forms depending on where the data will reside, who it is transferred to, etc. If data or specimens are housed off-site (please contact Daniel Roysden, HSA to determine if an offsite waiver is required), the Information Security Officer would need to be involved. David Knight can also help with submission.

Training

To perform research at the Atlanta VA, numerous training requirements must be satisfied for all research personnel (including the PI, technicians, coordinators, etc). **Mary (Kallie) Medbery** ((404) 321-6111 ext 6177) will help you determine what trainings are necessary and must be contacted to begin the research credentialing process.

VA Grants relevant to early career

Career Development Awards only. [Learn more.](#)

QUALITY IMPROVEMENT

There is a process for review of quality **improvement** projects. This process can be found on the VA Research Website, which will contain the most updated forms.

Local Recreation and Food

Restaurants

There are a number of great restaurants in the Decatur area around the VA. If you make a right out of the VA onto Clairmont Rd and drive straight, you will see a [shopping center](#) on the left with a lot of good ones: **Community Q (BBQ)**, **Athens Pizza** and **Villaggio Gastro Italian** (a sister restaurant to Baraonda in Midtown, known for its wood-fired pizzas and yummy Italian food!).

Keep driving and you'll hit the [intersection with North Decatur](#) where you will see a number of restaurants, grocery stores in all four directions. There are some really good ones here including **Mediterranean Grill**, which delivers to the VA as well.

Make a left onto Mason Mill and you will drive toward Emory. If you keep going straight you will hit North Druid Hills Rd, left on that and the [Toco Hill Shopping Plaza](#), on the left, has some of my favorites: **Top Spice (Thai/Malaysian)**, **La Parrilla (Mexican)**, **Masti (Indian)**.

Pass Toco Hills and make a right on Lavista Rd, [shopping center on the right](#), next to LA Fitness is **Shorty's** (a well-kept secret that has amazing wood-fired pizza and more).

Recreation

LA Fitness is one of the most popular and close to the VA. There is also the **Emory gym** (<http://www.play.emory.edu/>) and **YMCA** on Clairmont Rd. Of course, as mentioned above, the **VA has a small gym** within the hospital.

Lullwater Preserve

Lullwater is a 185-acre park located on Emory Campus that you can access from [behind the VA](#). It has multiple walking and running trail loops an amazing hill that overlooks a beautiful lake. There is free parking in the [Emory Starvine deck](#) after 5 p.m. right near the VA as well. The entrance is on the west side of the Atlanta VAMC campus north of the largest parking deck. Take the trail to the suspension bridge and cross the bridge. Both directions on the other side of the bridge (right or left) will lead to Clifton Rd. Turn left on Clifton Rd to reach the main Emory medical campus.

Transportation between campuses

VAMC to Emory Hospital and School of Medicine:

This can be done in two main ways: the “north route” and “south route.” The first route involves driving north of the campuses on Mason Mill and Houston Mill Rd. Houston Mill can be notoriously backed up in the mornings, which limits its use during morning rush hour. The other route involves turning right onto North Decatur Rd, and driving past several busy shopping complexes, along with Druid Hills High School. This can get quite busy as well, but sometimes better for those going to Emory clinic.

VAMC to Emory Midtown:

The best bet for getting to Emory Midtown involves either taking I-85 S or Ponce De Leon. A lot of this depends on the time of day you are traveling. During mid-day, the highway will typically yield the fastest routes. Just take Clairmont Rd north to get to I-85S, and then take exit 249D. It’s best to get in the middle lane on the exit ramp, so that, after making a left turn, you can make a quick right on Spring St (assuming you are headed to the physician’s parking deck).

VAMC to Grady:

The best bet for getting to Grady from the VA is to take Clairmont Rd south, making a right on Scott Blvd, and then a left on Ridgecrest Rd. You’ll then see DeKalb Ave, and make a right until you get to Piedmont Ave. The employee parking deck has an entrance off [Piedmont Ave](#) and also off [Armstrong](#).

COVID-19 Information

The COVID-19 pandemic has resulted in unique challenges for healthcare providers. The following provides guidance on what to do if you become ill, PPE (personal protective equipment) recommendations, and who to contact regarding more information on COVID-19 treatment at each site. There is separate information under “useful resources” regarding options for childcare during the pandemic.

Emory Healthcare Locations:

What to do if you become ill:

All employees should self-monitor for symptoms of COVID-19. If you are sick, **remain at home** and call 1) your supervisor and 2) the COVID hotline. If you develop symptoms while at work, keep your mask on and alert your supervisor and call the COVID hotline.

COVID Line:

- **404-71COVID (404-712-6843)**
- **Monday - Friday: 8 a.m. - 7 p.m.**
- **Saturday - Sunday: 8 a.m. - 5 p.m.**

If you are asymptomatic but test positive for COVID-19 you will need to remain out of work. Please contact the COVID line for guidance on return to work.

PPE (Personal Protective Equipment):

For patients with confirmed or suspected COVID-19 infection, PPE should include an N95 mask, contact isolation gown, gloves and eye protection (face shield preferred over goggles).

A procedure mask plus eye protection (goggles or face shield) should be worn for all other direct patient encounters.

Cloth masks can be worn when not engaging in patient care.

PPE should be available on your home unit/floor.

Questions regarding PPE (including where to obtain if not available on your home unit) and whether or not a patient's isolation status can be changed should be directed to Infection Prevention on call (not the Infectious Disease consult team).

Questions regarding COVID-19 Treatment and research studies for patients:

The COVID-19 pandemic is constantly evolving and guidance on treatment as well as available research studies are continuously changing. For the latest guidance or to see if your patient qualifies for research studies, contact the appropriate Infectious Diseases attending at your site.

EUH General ID attending pager: 50038

EUH ID3 attending pager: 50050

EUH Transplant ID attending pager: 50766

EUHM ID Attending pager: 50235

For other Emory Healthcare sites, please call the paging operator for the ID physician on call.

To view all Emory Healthcare COVID-19 updates and additional information, including daily situational awareness, PPE updates, return to work after illness, and options for obtaining COVID-19 testing including asymptomatic testing, visit the COVID-19 intranet site (must be logged in to EHC Workspace).

Grady

What to do if you become ill:

All employees should self-monitor for symptoms of COVID-19. If you are sick, **remain at home** and call 1) your supervisor and either 2) the Emory COVID hotline (404-712-6843) OR Grady Employee Health (404-616-4000). If you develop symptoms while at work, keep your mask on and alert your supervisor and contact Employee Health.

If you are asymptomatic but test positive for COVID-19 you will need to remain out of work. Please contact Employee Health for guidance on return to work.

PPE (Personal Protective Equipment):

For patients with confirmed or suspected COVID-19 infection, PPE should include an N95 mask, contact isolation gown, gloves and eye protection (face shield preferred over goggles). The N95 should be covered with a surgical mask.

A procedure mask or an N95 mask plus eye protection (goggles or face shield) should be worn for all other direct patient encounters.

PPE should be available on your home unit/floor.

Questions regarding PPE (including where to obtain if not available on your home unit) and whether or not a patient's isolation status can be changed should be directed to Infection Prevention on call (not the Infectious Disease consult team).

Questions regarding COVID-19 Treatment and research studies for patients:

The COVID-19 pandemic is constantly evolving and guidance on treatment as well as available research studies are continuously changing. For the latest guidance or to see if your patient qualifies for research studies, contact the Grady Infectious Diseases attending at pager 52181.

Testing for asymptomatic healthcare workers at Grady:

Grady – can perform testing for SARS-CoV-2 acute infection (NP swab for SARS-CoV-2 PCR) and prior infection (blood test for SARS-CoV-2 IgG) for asymptomatic HCWs. Faculty and clinical staff who desire this testing should send the following information to Nicole Snow (nccamp@emory.edu): Name, DOB, Emory Employee ID Number, contact phone number, email address. Testing requests will be submitted to Grady for scheduling.

Department of Public Health – the GA DPH testing sites are also available and you can find more information [here](#).

The Emory Healthcare COVID-19 intranet site (**must be logged in to EHC Workspace**) also has additional information on testing sites.

VA Hospital

What to do if you become ill:

All employees should self-monitor for symptoms of COVID-19. If you are sick, you should stay home and call your 1) your supervisor and 2) Occupational Health at 207591.

PPE (Personal Protective Equipment):

The VA PPE protocols are currently being modified, but generally mirror those of Emory Healthcare and Grady. Additional information can be obtained from Infection Prevention.

PPE should be available on the unit/floor that you are working on.

Questions regarding COVID-19 Treatment and research studies for patients:

The COVID-19 pandemic is constantly evolving and guidance on treatment as well as available research studies are continuously changing. For the latest guidance or to see if your patient qualifies for research studies, contact the Grady Infectious Diseases attending at pager 52194.

Testing for asymptomatic healthcare workers:

Department of Public Health – the GA DPH testing sites are also available and you can find more information [here](#).

The Emory Healthcare COVID-19 intranet site (**must be logged in to EHC Workspace**) also has additional information on testing sites.

USEFUL RESOURCES

Emory Insurance/Financial Benefits

Having good health insurance and building a solid nest egg for retirement are things that give us peace of mind and allow us to concentrate more of our time and energy toward what we are passionate about, medicine! Details are on the [Emory HR website](#).

Emory has excellent low cost options for health (Aetna), dental and vision insurance. They are highly subsidized and are a great perk of being employed at Emory.

In regards to retirement, Emory provides a 6-percent contribution to your 1(b) and will also match your contributions times 1.5 up to a total of 3 percent. Thus, if you designate a total of 2 percent of your salary to your 403(b), you will receive an additional 9 percent from Emory (6-percent baseline and 3-percent matching). The retirement vendors offer a wide variety of investment options and include Fidelity, and the lower cost vendors, TIAA-CREF and Vanguard.

Emory has many financial planners come to campus from the above vendors throughout the year to offer you financial advice.

Inter-hospital transportation

Emory does have a shuttle service (Cliff shuttle) that runs between Emory and Midtown, Grady and the VA. How often the shuttle runs depends on the route. For example, the VA-Emory shuttle runs only every hour.

There is an app, TransLoc (accessed via link below), which will give you real-time information on the shuttle locations and routes.

There are a number of commute options with programs and incentives. Additionally, Emory supports biking and offers bikes and bike repairs at a discount.

More information on shuttles and commute options can be found on the [Emory University Transportation and Parking Services website](#).

(See also individual hospital sections for Transportation tips).

Computer software

Software Licenses

Emory has site licenses for a number of research software applications. Not all software can be installed on non-Emory-owned computers. There is no cost to the faculty member.

Software Development

Assistance with the design and deployment of custom software or software components.

Bookstore information

Emory University Bookstore

The main bookstore is located in the Oxford Rd building alongside the Office of Undergraduate Admissions and Starbucks. Address: 1390 Oxford Rd NE, Atlanta, GA 30307. Phone: 404-727-6222.

Faculty discounts available at the bookstore.

Clinical Reference Tools

Many clinicians regard tools like UpToDate as an invaluable resource for accessing the latest information on disease diagnostics, treatments, etc. Here is a summary on how to access UpToDate (or equivalent) at the different sites.

Emory University Healthcare Network

For those at EUH and EUH Midtown, DynaMed can be accessed for free. To access DynaMed, log into virtual desktop and find the “Applications” tab. It is listed as one of the many icons on the screen, which should be listed in alphabetical order. ****Tip: Once accessing DynaMed, you can also obtain mobile access by clicking on the “mobile” link at the top of the screen.** They will then send you an email with instructions on how to install it on your device.

Grady Hospital

You can access it after logging into Epic.

****Tip: They can also grant you a username and password for mobile access if you click “Want the UpToDate Mobile App?”**

Atlanta VAMC

The VA intranet also offers UpToDate, which anyone can access from a VA computer, or through their Citrix Gateway (for those who have home access). When you enter <http://www.uptodate.com/home> the log-in is automatic.

Discounts/Things To Do

Sparkfly discount

All Emory University employees are entitled to discounted services via [Sparkfly](#). All Emory employees can log in with their email username and password. You then click the link to enter the website for various discounts. Some notable discounts include:

1. Airport parking discounts
2. Amusement park and theater discounts, like Stone Mountain and the Georgia Aquarium
3. Restaurant discounts with the Sparkfly card, which you can print out from the website
4. Atlanta Hawks Tickets
5. The search bar is useful – type in anything you can think of, and see what shows up – you may be surprised.

Activities around the City

Here are links to some websites that highlight the best Atlanta has to offer:

- [Atlanta Convention & Visitors Bureau \(ACVB\)](#)
- [Top Things to Do in Atlanta \(TripAdvisor\)](#)
- [50 Best Things to Do in Atlanta \(Atlanta Magazine\)](#)
- [Access Atlanta](#)

Wellness and WorkLife Resources

Having made it this far, you all know that wellness encompasses many things including physical, spiritual, financial, and mental well-being, as well as a healthy lifestyle. Emory has many resources to assist with many of these areas, including new and innovative programs. We highlight some resources and initiatives below and for a comprehensive list [click here](#).

Emory has a [WorkLife Resource Center](#) with a variety of information on child care, adult care, wellness, and workplace flexibility.

Recreation

The [Clairmont Campus Student Activities & Academic Center](#) also known as the “SAAC” offers great facilities and resources to keep you fit and healthy! We highlight some of the important facts below, and for further information visit their website.

1. **Annual membership rates** are \$288 for Emory faculty, while a summer-only membership is \$150 (this is good if you just want to use the pool). There are also discounts for family members, and there is a separate family membership.
2. If you do not have a **parking pass** for the Clairmont campus (Starvine deck), you can pay a daily rate or, better yet, parking is free from 4 p.m. to 6 a.m. on weekdays, weekends, and holidays.
3. **Outdoor facilities** include a pool, eight tennis courts (including two clay courts), a sand volleyball court, a basketball court, and an open playing field.
4. **Indoor facilities** include a full fitness gym; locker rooms/showers; courts for basketball, volleyball, or badminton.
5. The **adult pool and kiddie pool** are heated (78 degrees) and open from April 1 to Nov. 1. This is a great place to hang out on a hot day with the family and get your laps in.
6. **Lots of great classes** if you like [group exercise](#).
7. **A bonus of the SAAC** is its close proximity to Lullwater Park. There is direct access to the park and, once there, you can enjoy miles of great trail-running and sneak a peek at the President’s House.

Other Gyms

In addition to the SAAC described above, other gyms available for a nominal fee include the [**Blomeyer Health Fitness Center**](#) (1525 Clifton Rd.) and the [**Woodruff PE Center**](#), a huge indoor and outdoor facility with courts, weights, classes, and an Olympic-sized pool.

For those of you stationed at **Grady**, **there is a free gym** on the 16th floor with nice equipment and you will generally have the place all to yourself! You just need to sign a health waiver at Employee Health and get your Grady card activated by security. Remember, the **VA also has its own free gym!**

Biking

If you like to get around on two wheels and are ready to tackle the hills of the ATL, Emory offers discounts on Fuji bicycles, bike service at an on-campus repair center, and a bike share program. Plus bike lanes around Atlanta keep expanding. Visit the [**Bike Emory website**](#) for additional information.

Child care

There are a number of resources for parents, including a list of child care centers in [**The Emory Child Care Network**](#) as well as information for [**expectant and new parents**](#) on leave options, workplace flexibility, flexible spending accounts, and more. Also included are links to Supports for Parents, plus a link to family-friendly events in Atlanta.

Adult care

[**Emory's Caregiver Support Program**](#) provides resources for caregivers. This includes wellness and emotional support; benefits and leave options; and health care resources at Emory, including information on Wesley Woods, Emory Stroke Center, and Emory Healthcare Rehabilitation Medicine.

Stress Management, Mental and Spiritual Health

[**The Faculty Staff Assistance Program \(FSAP\)**](#) is a great resource for faculty. The FSAP offers many services ranging from developing healthy workplace habits to health assessments to behavioral mental health services. The confidential mental health services include counseling related to personal and/or work relationships, grief issues, drug abuse, and depression and help with referrals when needed.

The **Emory Collaborative for Contemplative Studies** offers meditation groups on the Emory University campus. You can find the schedule on the general wellness section of the [**WorkLife website**](#).

Tobacco Cessation

Emory is committed to providing a tobacco-free workplace and in offering cessation resources for those who smoke. Emory University is a tobacco-free campus. Additionally, if you are an active smoker, a surcharge of \$50 will be added to your monthly health insurance costs. –

Free tobacco-cessation programs are offered to all employees. [Read more.](#)

Healthy Food

Emory is continuing a drive to utilize healthier food, with a goal of 75 percent local or sustainably grown food used in its hospital and cafeterias. You can access fresh, locally produced goods at the [Emory Farmers Market](#), located at the Cox Hall Bridge, on Tuesdays from 11 a.m. to 3 p.m. during the academic year.

Environment

If you believe healthy surroundings help create a sense of greater well-being (as we do), then you will be glad to hear that Emory has a portfolio full of [sustainability initiatives](#). A few highlights below:

All new construction since 2001 has met LEED standards (minimum LEED silver) and we have one of the largest inventory of LEED-certified-green buildings in the United States.

Emory's policy guarantees that every time a tree is removed, more trees will be planted to maintain the same forest canopy.

Stay safe!

Emory has a number of **campus safety resources**:

Police

Emory maintains its own police department that manages law enforcement, fire safety, and emergency medical services. The VA has its own Police service, as well. More information on Emory's police services (for EUH, EUHM) can be found [here](#). Grady hospital is covered by Atlanta Police. Emory St. Joseph's Hospital police/security can be reached at 678-843-7568 or 3-7568 if calling from inside the hospital.

Phones

Emergency “blue light” phones are located throughout campus. These phones allow callers to report emergencies and request security escort services.

SafeRide

If you are traveling on campus after dark, you should always do so in groups of two or more people. If you are walking alone and would like a security escort, **call SafeRide 404-727-7555**. Emory Police Department provides this service to both employees and students. You can use this service to travel to areas of campus not served by the shuttle service or when shuttle service is not available.

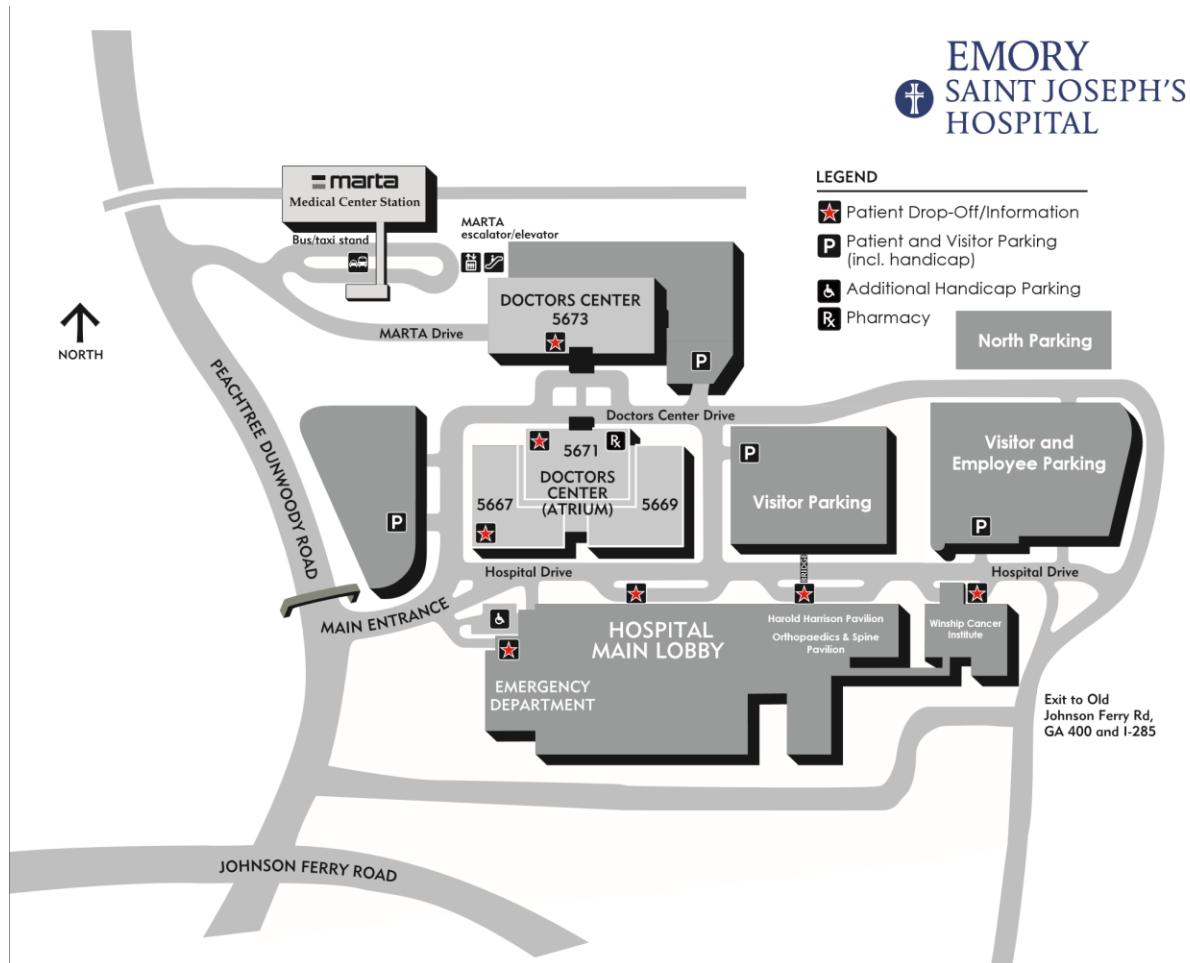
The SafeRide may be a walking, golf cart, or vehicle escort to your destination. SafeRide operates every day from 9 p.m. to 5 a.m. A late-night shuttle is available Thurs–Sun from 11 p.m. to 3 a.m.

Emory St. Joseph's Hospital

Brief Introduction:

ESJH is a 410 Bed acute care facility with 1800 employees and 950 medical staff (50% Emory providers and 50% community providers). ESJH was also the first hospital in the state to earn the gold standard of nursing care—Magnet™.

Map and access to hospital:



Hospital layout:

North



*Doctor's lounge

*Starbucks Cafe

West Floors: 1 to 7	Elevators	East Floors: 1 to 7
	*Elevators	
Floors here are called 'SouthWest' Floors: 2 nd to 5 th floors		Floors here are called 'South' floors: 2 nd to 5 th floors

*Elevators here will only take you from 1st to 5th floor
*Doctor's Lounge located here on the first floor
*Starbucks café located roughly here on first floor

Important offices/departments:

Medical ICUs: 2 East-ICU and 2 South-ICU are located on the second floor.

Endoscopy/Bronchoscopy: Located in 3-South

PFT Lab:

Located in 5-South

Radiology and Pathology offices:

Located on the first floor between ORs and ED. You need your badge to access this area.

Medical Education Class rooms and Auditorium:

These classrooms are located in the basement next to cafeteria and under the ED. This

is where Pulmonary case conferences, M&M conferences and other conferences take place.

Medical staff (credentialing) office:

Located right next to the Starbuck's café on first floor lobby.

Security (ID badge) office:

Located in the basement (go east in the basement corridor towards the tunnel that connects the hospital to Winship Cancer Center).

Employee Health:

Located on 5th floor (5 South)

Physician information

Hospital Leadership

Heather Dexter

Chief Executive Officer

Kevin Andrews

Chief Operations Officer

Joann Manning

Chief Financial Officer

Jeanne Landry

Vice President, Human Resources

Sister Rosemary Smith

Chief Mission Services Officer

Tom McGahan, MD

Chief Medical Officer

Julie Swann

Chief Nursing Officer

Food Options

Café 44 Food Court & Cafeteria - Hospital Ground Floor ◊ Breakfast 6:30am – 10:30am Monday-Friday | closes at 10am on Weekends ◊ Lunch 11:00am – 3:00pm *hotline closes at 2pm | Weekends 11am-2pm ◊ Dinner 4:30pm – 7:00pm | closes at 6:30pm on Weekends & Holidays *Daily Menu Line 678-843-2233

Starbucks / Daily Grounds Coffee Shop - Hospital 1st Floor Lobby ◊ 6:00am – 8:00pm Monday – Friday ◊ 6:00am – 2:00pm Saturdays ◊ Coffee, tea, specialty drinks, bottled waters, pastries, bagels, yogurt parfaits, hot & cold sandwiches, salads

Chick-fil-A – 5671 Doctors Building 1st floor next to elevators ◊ 7:30am – 9:15am
Breakfast Monday – Friday ◊ 11:30am – 1:30pm Lunch Monday-Friday

Vending Machines - Hospital Ground Floor ◊ Hospital Ground Floor in cafeteria near elevators ◊ 24/7 options for drinks, snacks, sandwiches, candy and healthy meals ◊ Microwave available

Vending Machines - Floors 2, 3, 4, 6 & 7 ◊ In waiting rooms near elevators ◊ On 2nd floor, inside Hospitality Court & CVICU Surgical Waiting Rooms ◊ Microwave available in Hospitality Court on 2nd Floor

Apothecary - 5671 Doctors Building 2nd Floor near building entrance ◊ 9am – 5pm Monday - Friday ◊ Snacks & bottled drinks

Gift Shop - Hospital 1st Floor Main Lobby near building entrance ◊ Snacks & bottled drinks (Closed due to COVID19 Pandemic)

Fitness Center

Doctor's Office Building 5667; Ground Floor – Suite 180 ◊ Fitness center and classes are open to all physicians on the ESJH Medical Staff ◊ Stop by to register; Hospital ID required WiFi
EHC Wi-fi is available throughout the hospital. Log in using your EHC id and password.

Emory's Paging System

****TIP: this section is applicable to all Emory faculty members. The hospital paging system doubles as the answering service for faculty physicians.**

EHConnect is the new integrated service providing access to on call calendars, paging services, Spok Mobile (secure messaging), and hospital directory services for Emory Healthcare and Emory University faculty and staff. It is supported by Emory Healthcare Information Services (EHC IS, note you must be on Emory network for these links to work). They may be reached on campus at 8-4357 or off campus: 404-778-435.

To page someone, there are several methods:

Spok Mobile provides fast, accurate, HIPAA-compliant text messaging to the Emory community. Secure text messaging allows Emory physicians, nurses and staff to use mobile devices to communicate and collaborate in real-time. Spok Mobile integrates with Emory's directory and on call calendar services (you must be on the Emory network for these links to work). This enables caregivers to send and receive messages to and from individuals and/or on call departments right from the Spok Mobile app on an iOS or Android device.

Page to Cell enables Emory physicians, nurses and staff to receive messages and 'pages' from the Emory system (call center operators, web users, etc.) on any mobile phone, via standard text messages (SMS). Page to Cell integrates with Emory's directory and on call calendar services (you must be on the Emory network for these

links to work). While this is not a secure solution, it provides an easy way to receive messages through the system without requiring a pager - for users that don't have an iOS or Android device that is compatible for the preferred/premier service, [Spok Mobile](#).

Pagers are still supported for some users that do not have an available mobile phone to receive messages and pages on. Pagers allow Emory physicians, nurses and staff to receive messages/pages from Emory's system (call center operators, web users, etc.) while inside the hospital and throughout the state of Georgia. Pagers integrate with Emory's [directory](#) and [on call calendar](#) services.

Each person is provided a Personal Identification Code (PIC) by his/her department or division. For assistance with your physical pager, you can visit the paging office in the Emory University annex building, N135. If you do not know the PIC number, call the page operator at 404.686.4411.

*Or, you can just dial 0 in-house and the operators can get direct your call.

Education/CME Resources

An annual calendar of on-site activities and information on upcoming regional conferences, as well as CME Video Library can be viewed [here](#).

CME Office is located on the Ground Floor of the hospital (across from the cafeteria). (phone) 678-843-5105

The Medical Education Video Library was created to give you broader access to earning CME.

- CME credit is NOT available for on-demand viewing.
- Videos include lectures from Heart & Vascular Grand Rounds, Medical Grand Rounds, Anesthesia CME Lectures and local and national conferences. New lectures are added monthly and are archived for two years.

For a complete list of available Medicine Grand Rounds videos, please [visit the Department of Medicine's YouTube channel](#).

Badge and Keys

Once you receive confirmation from the Medical Staff Office that your application and clinical privileges have been approved, you will be able to obtain your hospital ID badge from the *Security department, located on the ground floor of the hospital*. They will add your parking access at that same time to your badge.

Report Security and Safety Emergencies x35555 (678-843-5555)

Parking

1. If you park in the parking garage under the 5673 Doctor's center bldg, take the elevators to 'P3' level, exit the elevators, go past the glass doors and follow the tunnel that will take you first to the ground level of 5671 bldg (which is where Chick-fil-A is also located), and then the tunnel will take you to the basement of the main hospital bldg.
2. You can also park in the parking garage in front of the ED or the parking garage in front of the Winship Cancer bldg.
3. You can also take MARTA to ESJH. The stop is called 'Medical Station'. Walking distance from MARTA Medical Station stop to hospital: 5 min.