



Department of Medicine

**THE DEPARTMENT OF MEDICINE'S
NEW FACULTY "BUGLE":
The "Best Unofficial Guide to Life at Emory"
2024**

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

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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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Dear Colleagues,

Welcome to Emory!

Whether you've just set foot in Atlanta or you're an Emory "lifer," we hope the New Faculty BUGLE will be 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 somfdev@emory.edu. More information about DOM Faculty Development can be found on our [website](#).

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GENERAL INFORMATION ABOUT THE DOM

[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.

[Faculty Development and Promotion Resources](#)

The Department of Medicine's Office of Faculty Development provides support programs and development opportunities to ensure the success of our 800+ 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](#). For School of Medicine Faculty Development Resources click here: [Faculty Development | Emory School of Medicine](#)

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.

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. More information on teaching can be found on the Education Resources website found here: [Education Resources | Emory School of Medicine](#)

Scholarship and Research

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. 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. Site-specific research resources can be found in the following hospital-specific sections.

Promotion and Tenure

Even early in your career, it's important to understand your track and the requirements for promotion. The DOM Faculty Development Promotions and Tenure [site](#) has all the necessary information on promotion requirements, helpful document templates, career timelines, etc.

****TIP: Start using the Emory-specific CV Template now! Click [here](#).**

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](#)), They may be reached on campus at 8-4357 or off campus: 404-778-435 (Note: you must be on Emory Healthcare network for these paging hyperlinks to work).

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 at 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, and Emory Healthcare hospitals:

[Resident Resource Guide | Emory School of Medicine](#)

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](#).

Inter-hospital transportation

Regular shuttle service between campuses is available. 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.

Computer software

Software Licenses

Emory has site licenses for a number of software applications, but not all software can be installed on non-Emory-owned computers. The cost varies, there are some that are free to faculty members and some that are discounted. There is also work-at-home software that is available.

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 UpToDate 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.

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 childcare, adult care, wellness, and workplace flexibility.

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.

Additionally, the Emory Faculty Staff Assistance Program office offers a *Mindfulness Meditation* session once a month via Zoom. You can register on the Faculty Staff Assistance Program Events & Workshops webpage found [here](#).

The **Emory Center for Contemplative Science and Compassion-Based Ethics** supports a research-based approach to educating both heart and mind. With programs grounded in a theoretical framework for the cultivation of competencies that lead to the prosocial behaviors and outcomes that support flourishing and well-being for individuals and societies, the center

also actively works to demonstrate the efficacy of these programs through innovative research. To learn more about the Center for Contemplative Science and Compassion-Based Ethics, and training programs click [here](#).

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, and more.

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.

Recreation

[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.

Facility Address: 1946 Starvine Way, Decatur, GA 30033

Member Services Phone Number: 404-712-2430

Email: recwell@emory.edu

1. **Annual membership rates** are \$288 for Emory faculty (\$24 a month that is required to be payroll deducted). There are also memberships for family members – call for pricing (404-712-2430).
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 exercises! You can call the center for their up-to-date class list.

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.

[George W. Woodruff Physical Education Center \(WPEC\)](#)

Facility Address: 26 Eagle Row, Atlanta, GA 30322

Member Services Phone Number: 404-727-6551

Email: recwell@emory.edu

Annual membership rates are \$276 for Emory faculty (\$23/month or \$80/semester that can be payroll deducted), There are also memberships for family members – call for pricing (404-727-6551).

Indoor and Outdoor facilities include an aquatic center, climbing wall, auxiliary courts, fitness floor, arena (with 4 basketball courts), outdoor track, outdoor tennis courts, Candler Fields at Kaminsky Park.

[Blomeyer Health Fitness Center](#) (Located on the 5th Floor of the 1525 Emory Clinic)

Member Services Phone Number: 404-727-4600

Email: blomeyer@emory.edu

For membership information including pricing click [here](#).

The Blomeyer fitness center offers fully equipped strength training, cardio, and group fitness areas, as well as group fitness classes -the schedule can be found on their “services” page [here](#).

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.

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 rental program. Plus, bike lanes around Atlanta keep expanding. Visit the [Bike Emory website](#) for additional information.

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 McDonough Plaza, on Tuesdays from 11 a.m. to 1:30 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](#). All new construction since 2001 has met LEED standards (minimum LEED silver) and we have one of the largest inventories 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.

Employee discounts

All Emory University employees are entitled to discounted services via the Emory Savings Marketplace found [here](#). All Emory employees can log in with their Emory email and will also be asked to create a 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:

- [Discover Atlanta](#)
- [Top Things to Do in Atlanta \(TripAdvisor\)](#)
- [50 Best Things to Do in Atlanta \(Atlanta Magazine\)](#)
- [Access Atlanta](#)

Stay safe!

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.

EmorySafe

Emory Safe is a personal safety mobile app that Emory University is providing to all students, faculty, and staff to download for free.

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**.

You can also request a ride by using the Transloc Rider app, or online at ondemand.transloc.com (you will need to sign up for a Transloc Rider account).

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 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.

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.

[Map](#)



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. For more information on paging, see “Emory Paging System” section on [pg. 10](#).

Hospital and Patient areas

- **Emergency room** – 1st floor
- **Radiology** – 1st floor
- **Cardiology** – 4th floor
- **Dialysis unit** – 5D
- **Intensive care units:**
 - 5E ICU which houses most surgical cases
 - 2D is a large neuro ICU with a smaller one on 2G.
 - The medical ICU is located on 4G and 5G.
 - 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** – Cardiovascular Critical Care Unit

- **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**

Employee Health

The employee health clinic is on Floor 2, D hallway, Room D219. Here 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 Emory University. 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.

Food Options

For the most up-to-date information, visit [Dining | Emory University | Atlanta GA](#). Location hours may change depending on the time of year. For other food options in the hospital, click here: [Emory University Hospital – Atlanta, GA – Visitor Information \(emoryhealthcare.org\)](#). Café Bob Appetit and The Dobbs Common Table (DCT) offers a wide variety of fresh, locally inspired menus. You will find several restaurant style platforms, from Mongolian flat top to authentic Indian cuisine throughout the Market. You will always find classic favorites like fresh dough pizza, and sizzling grill classics. In this location, menu items exclude peanuts, tree nuts and shellfish containing ingredients in their preparation. [Dobbs Common Table – Emory Atlanta \(cafebonappetit.com\)](#)

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.

Wi-Fi

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

Woodruff Memorial Building (WMB)

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

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.

Parking

Office location/contact

Located at the [Starvine parking deck](#) (Clairmont campus – off 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. Email: parking@emory.edu.

Parking Lot options

Lot options vary by location, but most faculty working 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 be at the School of Public Health, Whitehead, or Rollins Research Building, then the [Michael Street deck](#) is a more convenient option. The [Peavine deck](#) located at the back of the university campus is convenient for both 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

Parking costs can vary year to year and across divisions. 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 allows a limited number of uses (~20) for any parking deck of choice. There may be a waitlist for your choice deck. Once you’ve utilized the maximum set number, you have the option to purchase additional “swipes”. See [Home | Emory Transportation](#) for additional details.

Parking passes are designed for RFID (automatic) gate opening but are frequently not functional. Swipe the card if this happens. During rush hour (e.g. mornings), parking attendants are also available on site to assist with any parking pass issues.

Computers

How to access EUH computer system from home

1. Go to <https://workspace.emory.org/Citrix/StoreWeb/> (you can also search “Virtual Desktop” at Emory healthcare or google “Emory Virtual Desktop/Emory Virtual Workspace”)
2. Login with your Emory username and password
3. You may need to download Citrix Receiver and then will be able to use all virtual desktop applications (Epic Outlook, EHConnect, etc.) More installation information can be found at <https://www.emoryhealthcare.org/i-am/vdt-vdi.html>

Contacts for help?

Emory Healthcare applications - call 8-HELP (404-778-4357). Emory University applications and user ID/password questions (includes office phone and office Internet) – call 7-7777 (404-727-7777).

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. Security Office is 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

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

Email: 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

<https://www.emoryhealthcare.org/about/executive-staff.html>

Chief Medical Resident: (404) 727 - 2993

Woodruff Health Sciences Center (WHSC) leadership

[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](#).

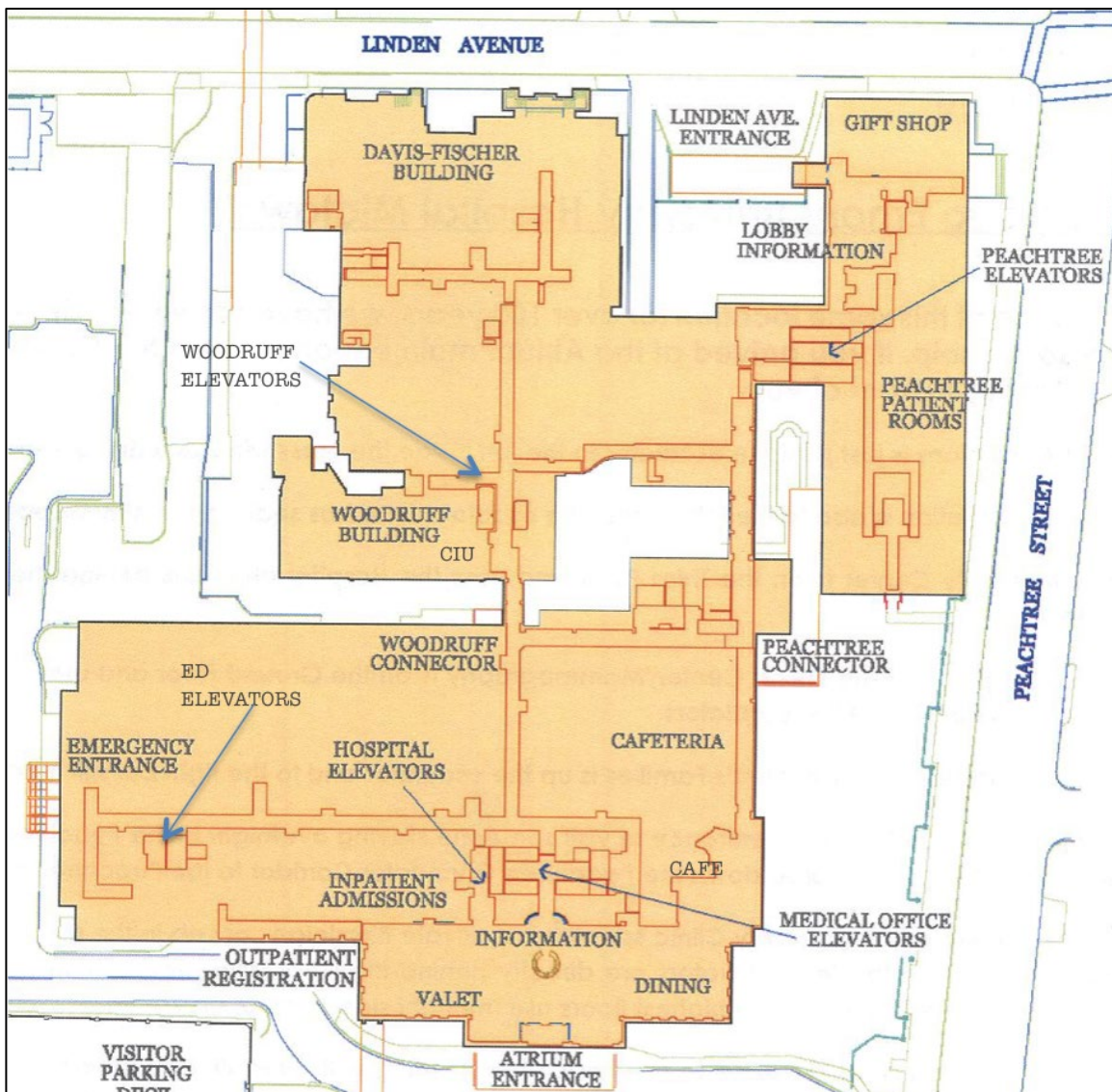
Education/CME resources

- [Many programs and services](#) are available for education of faculty and teaching of house staff. Examples include Academy of Medical Educators.
- [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](#).

Emory University Hospital Midtown (EUHM)

The Facility

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 must make sure your badge works to get through those corridors.



Pertinent numbers

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Hospital and Patient Care 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.

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.

Food Options

[Visitor Info \(emoryhealthcare.org\)](http://emoryhealthcare.org)

- **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 Doctor 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.

Library information

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.

Amenities within the hospital

Wi-Fi

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

Fitness Center

It has about 4-5 treadmills and exercise bikes. Note: 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 care 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.

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.

Parking

Office location/contact

Located at the [Starvine parking deck](#) (Clairmont campus – off 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. Email: parking@emory.edu.

Parking Lot 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!)**

Computers

How to access EUH computer system from home

1. Go to <https://workspace.emory.org/Citrix/StoreWeb/> (you can also search "Virtual Desktop" at Emory healthcare or google "Emory Virtual Desktop/Emory Virtual Workspace")
2. Login with your Emory username and password

3. You may need to download Citrix Receiver and then will be able to use all virtual desktop applications (Epic Outlook, EHConnect, etc.) More installation information can be found at <https://www.emoryhealthcare.org/i-am/vdt-vdi.html>

Contacts for help?

Emory Healthcare applications - call 8-HELP (404-778-4357). Emory University applications and user ID/password questions (includes office phone and office Internet) – call 7-7777 (404-727-7777).

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

Physician Information

Hospital Leadership

<https://www.emoryhealthcare.org/about/executive-staff.html>

Hospital Medicine on call

PIC #50409

Education/CME Resources

- [Many programs and services](#) are available for education of faculty and teaching of house staff. Examples include Academy of Medical Educators.
- [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](#).
- **EUHM Grand Rounds**
Occurs Sept-June. When in-person, it is held on Fridays in the Glenn Auditorium from 12:30 to 1:30 p.m. The Zoom link may be obtained from the chief resident.

General Information

A wealth of information about Grady is available on the Grady intranet. This includes location guide, human resources, CM/SW schedule, password reset instructions, link to Grady University and even antibiotic prescribing information. It is a good idea to familiarize yourself with what's available on this website: <https://gradynet.gmh.edu>. There is a great map of the hospital and surrounding buildings, Grady phone book, etc.

Directly clicking on the Grady intranet link above may not work, given you are using a computer outside of Grady and/or are not logged into Grady SharePoint. **The easiest way to access Grady Net is through Epic > My Dashboards > Commonly Used Websites > Grady Net Hyperlink. Your Grady Net login information is: Username = [epic username]@gmh.edu, Password = [epic password].**

If you are not able to access the resources noted below by any of the Grady Net and/or Grady SharePoint links, you can access Grady Net through Epic as noted above and use the “search” tool to locate the document or resource of interest.

The Facility

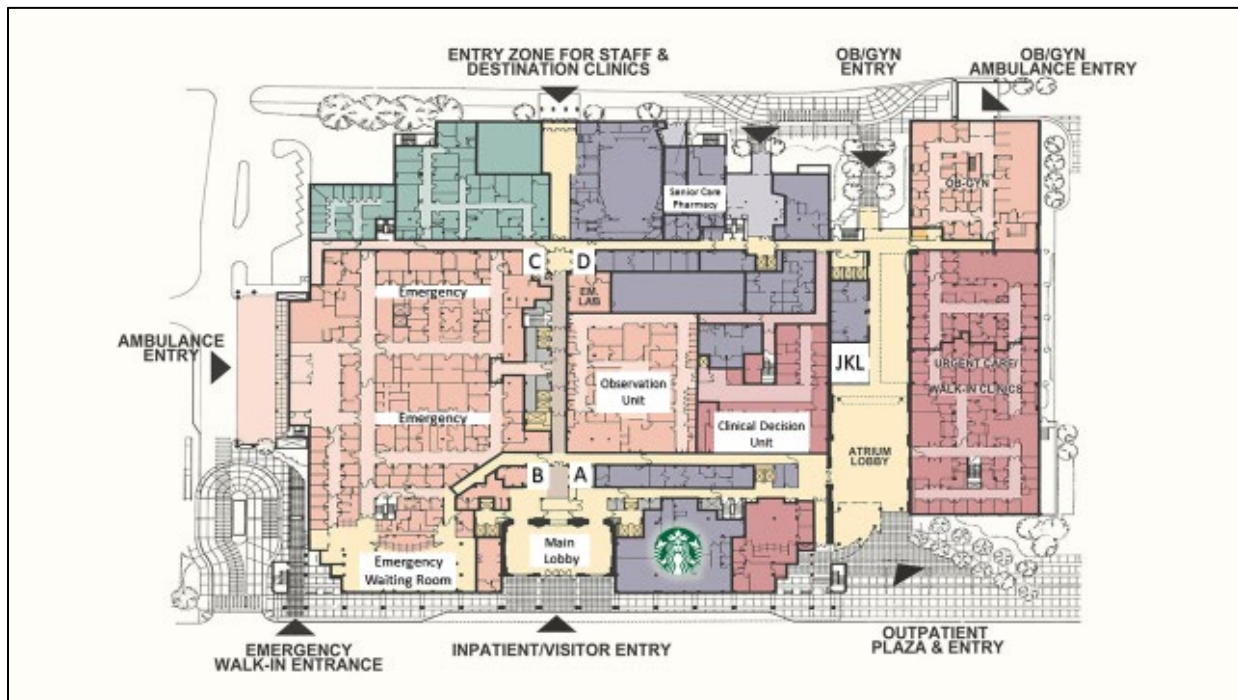
The Grady Health System comprises Grady Memorial Hospital (GMH), the Ponce de Leon Center, the Camp Creek Comprehensive Care Center, and many satellite clinic sites.

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.

- The Emergency Department is on the left side of the building (at the foot of Armstrong St)
- The Main Lobby is in the middle of the building.
 - This is the preferred entrance for faculty and staff
 - When you walk in there will be a security desk and Starbucks
 - This is the easiest access to the main elevators that serve the Lobby to the 16 th floor.
- To The Atrium is to the right of the building (at the foot of Gilmer St)
 - 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 lobby to the 7th floor 7. They are the fastest in the hospital and directly serve one of the intermediate care units and ICUs.

Ground Floor Layout:



Hospital and Patient areas

- **Ground:** Starbucks (24-hour café) and the gift shop. Employee Health now located on ground floor behind Starbucks and before A elevators.
- **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 (4A), Med/surg beds (4B)
- **Floor 5:** Cardiac beds (5A), Med/surg beds (5B), intermediate care/step-down (5J/5K)
- **Floor 6:** Med/surgery beds (6A/B), ORs (6J/K)
- **Floor 7:** Med/surg beds, ICUs (7B/J/K/L)
- **Floor 8:** Neurosurg beds, (8A), Neuro ICU (8B)
- **Floors 9-11:** Med/surg beds
- **Floor 12:** Intermediate Care Units (12A), Isolation Unit (12B)
- **Floor 13:** Mental Health
- **Floor 16:** Emory lounge, fitness center

- **For other locations and outpatient clinics:** To find the list, login to GradyNet via Epic and search for “locator”, which should take you to a Grady SharePoint page (note: you must be logged into SharePoint through your Grady login credentials, not your Emory University login credentials.)

****TIP: You can also download the “Grady Go!” App, which can help you maneuver through the hospital.**

Grady Building Access

Grady Public Safety provides walk-in access card services from 8 a.m. – noon, Monday through Friday in BE100. Access card services are provided by appointment only from 1 p.m. – 4 p.m., Monday through Friday. Appointments can be made by emailing Public Safety at psacaa@gmh.edu

Employee Information

Employee Health

Employee Health is located on the ground floor of the building between the atrium and A elevators, behind Starbucks. From the Atrium (Starbucks area), turn right immediately before the A elevators and then turn right and follow the signs. Typically, Grady Employee Health now creates a chart for you in Epic and manages all vaccinations and encounters through Epic. Obtaining a badge requires clearance from Grady Employee Health. Subsequently, an “ACCESS badge” is given by security in the basement and an ID badge can be obtained from the Grady badge office on Jesse Hill street in the Davis building next to Grady, on your way towards the market.

Onboarding Processes

Once Grady Medical Staff services has completed the credentialing/privilege portion for the NEW physicians under your department/service line, your department coordinator will then help you onboard you at Grady through the following four steps:

1. **EPIC Access:** Your department will submit an EPIC training request to EPIC. You will then be scheduled for EPIC training. You will not get EPIC access until your training is complete. If you need to contact EPIC directly to ask about your training, you may email: epic_training@gmh.edu.
2. **Employee Health:**
 - a. You will have to complete employee health requirements. To do this, you will have to schedule an appointment with Employee Health. The Employee Health office is on the ground floor of the main Grady Hospital, right next to the 1A elevator shafts. Here is contact information for Employee Health: Employee Health 404-616-4600; EmployeeHealth@gmh.edu

3. **ID Badge:** Once Employee Health clears you, you can pick up your ID badge directly from the Badge office. See information below.
 - a. The badging Office is located on the Ground Floor of the Grady Main Campus. Pick up hours are from Monday-Thursday from 8:00 AM to 1:00 PM.
 - b. Call first to make sure that your badge is ready for pickup and any other documentation that needs to be submitted. Badge office number is: 404-616-1908.
4. **Access control:** Access control determines what areas your badge allows you access to. Your department coordinator will submit the Access Control form to public Safety. If you have any questions about if your access control form has already been submitted, you can call Public Safety at 404-616-8000 or email psacaa@gmh.edu

Grady Photo ID: Getting your Grady photo ID is a 3 step process

1. You must first verify your identity to the Grady Medical Staff Services office before a Grady badge can be issued. To do this, you must present a government issued photo ID to the GMSS office. The GMSS office will give you an official verification notice form to take to Employee Health.
 - a) GMSS office is located on the first floor of Grady room #1B 029. Office hours are Monday-Friday 8A-5P.
2. Take the following required health screening documents to the Grady Employee Health office. The office is located on Grady Ground floor behind Starbucks, next to the A elevators.
 - a) Official verification notice from GMSS.
 - b) Current TB skin test or Blood test (T spot or Quantiferon)
 - i. 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.
 - c) Proof of influenza vaccination from flu season (between August and March)
 - i. Immunization records Proof of vaccination needed:
 1. 2 MMR vaccines or positive titer
 2. Either a history of Varicella (Chickenpox) or documentation of two Varicella (Varivax) vaccines, or positive titers documenting immunity. Grady will draw and run the varicella serology free of charge.
3. Once you are cleared by Employee Health (they will give you a clearance letter), you will go to the Badge office, have your photo taken, and pick up your badge.
 - a) Badge office is located on 15A.

Food Options

- The **Hospital Cafeteria** is located on the 2nd Floor. The sections are Chick Fil A, Sandwich Bar, Pizza Bar, Burger Bar, and a Hot Food Station. There are frequent popups in the cafeteria and information is available through the “Fooda” app.
- **Starbucks** is on the ground floor in the main lobby that is open 24/7.
- The **ground floor gift shop** has a few snack and drink items. For more options outside the hospital, see food section below.
- <https://www.gradyhealth.org/patient-visitor-info/#dining-options>
- [The Munciple 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.

Amenities within the hospital

WI-FI

Wi-Fi can be accessed throughout the hospital by choosing GHSGuest. Open a browser window and click OK to continue. You can also login through GradySecure. Simply use your epic login and password.

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 found here: [Availability Grid \(collegenet.com\)](http://collegenet.com).

Parking

Office location/contact

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.

Phone Number: 404-616-3769

1. You first need a Grady badge and access card before you can obtain a parking spot (same card used for Grady Hospital access).
2. Submit an application obtained at parking office or online at GradyNet (via logging in through EPIC). The [Parking Form](#) can be found on GradyNet (enter "Parking" in the search bar in the GradyNet site, or search documents for "Parking" once logged into Grady SharePoint from GradyNet).
3. You will be charged a \$10 deposit fee.

Parking Cost

Staff and faculty members pay a per-monthly rate for parking that can be deducted from payroll or paid monthly. For employees with multiple clinical/work location assignments, contact your department business manager for assistance with parking arrangements.

Most 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).

Computers

IT Help

For any Epic/ IT help at Grady: Dial 5-HELP (54357) from Grady or 404-616-4357.

Remote access to EPIC

You can access Grady EPIC remotely on any computer that you have downloaded the Citrix Web Client. If you use Chrome, please download the [citrix web client](#) and utilize the below website to login and start EPIC. You will need to enter your Grady ID and password.

<https://citrixnet7.gmh.edu>

EPIC Haiku access

Grady EPIC uses Haiku, an app that you can download on your phone that will include easy access to your secure chat, reviewing patient charts, seeing your Grady clinic schedule, viewing your wards patients, and even putting in orders! This link includes instructions for how to get the Haiku app on your phone: [Welcome to Haiku & Canto \(gmh.edu\)](#)

Physician information

Grady Hospital Leadership

See this [link](#) for leadership at Grady Hospital:

Paging at Grady

To page Emory physicians: use the Emory [paging website](#) (see more details under general section). To page anyone else, use the Grady hospital operator: 404-616-1000.

Grady Phone Card (updated 10/31/22)

Education/CME Resources

- Emory at Grady Faculty Development is directed by Dr. Jada Bussey Jones
- There are CME events and Faculty Development workshops approximately every quarter
- Emory at Grady Faculty and Team awards are held annually.

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.
- **Good Samaritan Health Center**: Clinic is always looking for Physician Volunteers to precept medical students. The Good Samaritan Health Center provides a range of services at a reduced, sliding-scale cost for Atlanta's homeless and working poor on the Westside of Atlanta. The clinic operates with its own staff 6 days a week Monday through Saturday and sees over 20,000 patients a year. Emory medical students and physician volunteers help expand the clinic's services by seeing six patients on the 2nd and 4th Saturday morning of each month. <https://goodsamatlanta.org/>
- **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. Advocacy contacts:
 - Dr. Tracey Henry (GIM)
 - Dr. Marshall Fleurant (GIM)
 - Dr. Khaalisha Ajala (Hospital Medicine)

Research

Any research at Grady must go through the Grady Research Oversight Committee, even after Emory IRB approval. The challenge of the ROC is that it only meets twice a month, and you must submit all paperwork at least a week in advance. Please see the Grady office of research administration for more information and a downloadable ROC application.

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

****TIP: Please pay close attention to the ROC Meeting schedule in preparing your application – link located on ROC website above.**

ROC Contact info

Email: research@gmh.edu

Phone Number: 404-616-7757

(Located on in 3H005)

Grady-specific 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 workday). [More information](#)

Additional information about research at Grady is available through the Emory @ Grady Dean's Office, EGResearch@emory.edu

Atlanta VA Medical Center

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. Click here for map: [va-map.pdf \(emory.edu\)](#)

Pertinent numbers

The VA phone number is: 404-321-6111. Within the hospital, you can just dial the 6-digit extension for the person you want to reach (20+last 4 digits of the extension). If you are outside the VA, you have to dial: 404-321-6111, then a 1, then the extension.

Contacting other Staff Members

- The VISN 7 phone directory can be accessed by clicking on VA shortcuts on desktop and the clicking on ATG shortcuts
- Best way to communicate with all Physicians is thorough Microsoft Teams. Patient information can also be sent through Teams at the VA.
- 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.

Emory Call Schedule

Information on the Emory Call Schedule and Roster can also be found on the Emory IM Website at [Atlanta VA Medical Center | Emory School of Medicine](#)

Finding out who is On Call for Other Specialties

Call schedule information is listed on CPRS: Tools--> QGenda On Call Schedule

Physician information

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

Inpatient issues

- **Dustin Smith, MD:** Hospitalist Medicine- resident issues, Dustin.Smith2@va.gov, dustintsmithmd@gmail.com, Cell (Preferred): 404-432-9421, Pager: (404) 225-0560
- **Amy Miller, MD:** Hospitalist Medicine, amy.miller6@va.gov, absmit3@gmail.com, Cell: 678-485-3685

Hospital Leadership

<https://www.va.gov/atlanta-health-care/about-us/leadership/>

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.

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 also be contacted for **non-emergencies at 207641**.
- 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.
- **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). 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

Hospital and Patient areas

The hospital itself is 12 floors, you can access all patient care floors (except for the 3rd floor, which is a mechanical operations unit) from the main C elevators and the service elevators (requires special key). The A elevators will only take you up to the 5th floor, this is the administrative wing of the facility. 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.

Employee Health

Employee health is located by the Emergency Department. Flu and Covid Vaccines are available in the veterans learning center, located at the Clairmont Road entrance.

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

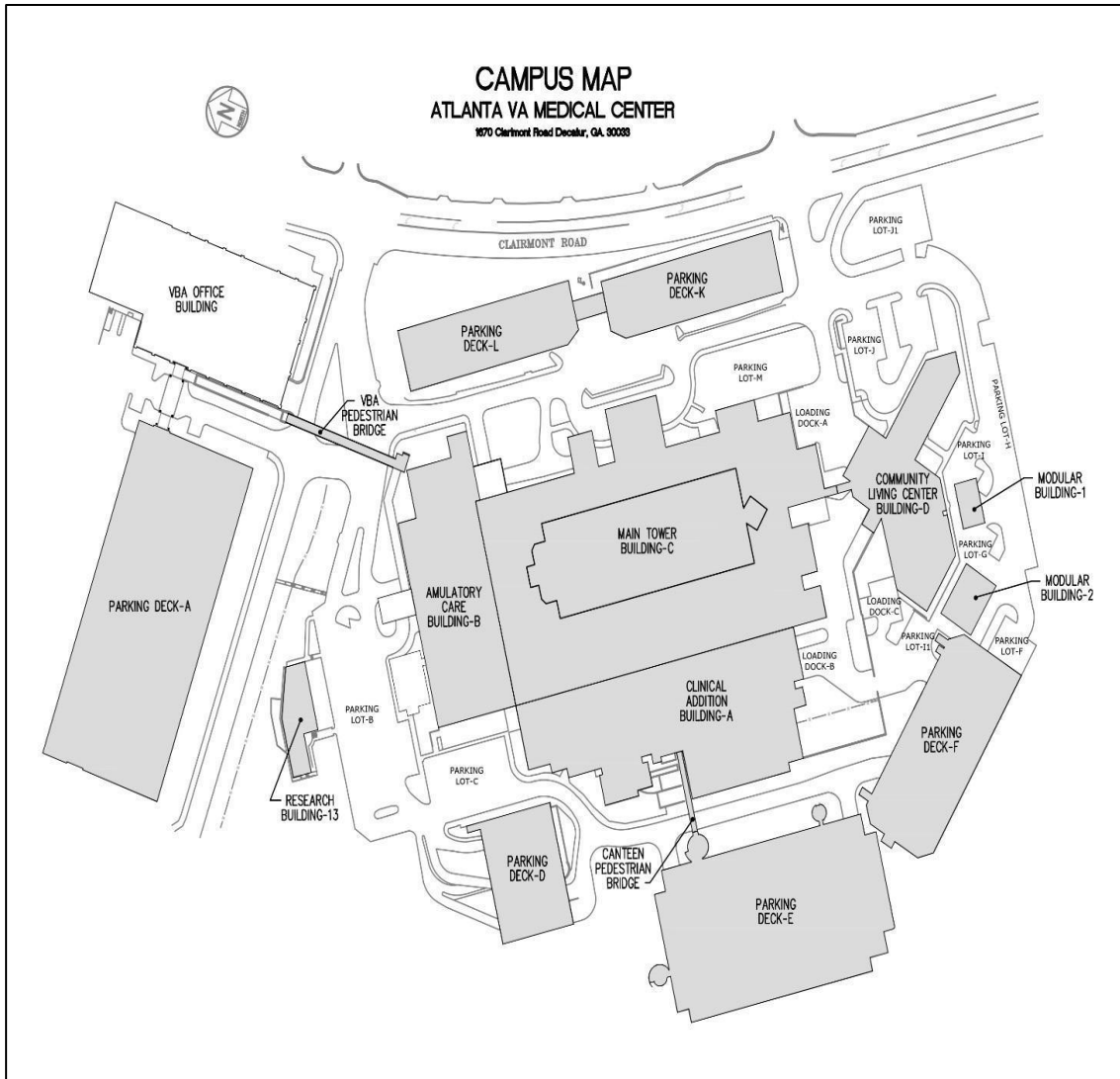
Food Options

- **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, sushi, twisted taco, 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 Monday- Saturday 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!

Parking

Parking is free for all veterans and staff at the VA. The physicians' lot requires permit access. Of note, the rear hospital entrance (closest to the canteen) is closed on the weekends.

The map 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.



Badge and Keys

Badge

Raven Boduk is responsible for Department of Medicine faculty-hires' paperwork after HR has done its job. Contact her (raven.boduk@va.gov) to see whether your paperwork has been performed and/or what needs to be done.

Contact Felicia Holmes or your program specialist for PIV card sponsorship and to set an appointment for PIV badge (see below for more instructions on PIV card).

Security numbers

The official number to the security desk is 207641. 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 program specialist and the form is taken to the locksmith office, located in BC-104, Ext 20 6361. **Open Monday through Friday ONLY** from 7:30 a.m. to 3:30pm. 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. Raven Boduk (raven.boduk@va.gov) Ext 121424 is the current Supervisory Administrative Officer for Medical Specialty. Each medical specialty has a program specialist.

In the Geriatrics and Extended Care Service Line, contact Felicia Williams (felicia.williams@va.gov) 205080

In the Primary Care Service Line, call Ext 20 3223 and ask for Laurin Reeves (Laurin.Reeves@va.gov)

Computers

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

Computer codes

These are obtained during general employee orientation, but if there are any difficulties with computer codes call the help desk at Ext 204357 (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 204357 (currently need to enter 1 prior to entering an extension).

VAMC Physician Contacts for CPRS

- **Rina Eisenstein, MD**
Geriatrics (primarily outpatient)
Rina.Eisenstein@va.gov
Cell Phone: 404-324-7870
- Dominic Cruz and Raven Boduk (CPRS for inpatients)
Hospitalist Medicine
Dominic.cruz@va.gov and raven.boduk@va.gov
204154 and 121424

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 204357.

Obtaining CPRS at Home

Request Remote Access:

- Request from a VA computer Intranet
<https://vaww.ramp.vansoc.va.gov/Pages/Dashboard.aspx>
- Dr. Karen Atkinson can be your approving official if you do not see your VA site director's name. Karen Atkinson is the Chief of Medical Specialty Care Service line at the VA. Jamya Pittman is the Geriatrics and Extended Care Service Line Chief. In order to use home access a PIV Card Reader is needed. Once you have home access you will get a welcome letter with instructions.
- Disabled after 90-days of inactivity

Fingerprinting (Fingerprints are only good for 120 days)

- Bring an unexpired state issued Driver's License or ID
- The Human Resources Suitability Offices are open 6:15am - 4pm M-F, except federal holiday.
- Walk-ins permitted.
- Room 3A 125, (third floor of the main medical center, two floors above the cafeteria)

Obtaining a PIV card

- Someone from the Department of Medicine at the VA needs to sponsor you
 - Contact section program specialist for PIV sponsorship
 - After you have been successfully sponsored for a PIV card, you will receive an email from USAccess with instructions on scheduling your appointment.
<https://portal.usaccess.gsa.gov/scheduler/select-agency>
 - You must have 2 forms of unexpired gov't issued ID documentation (1 picture & 1 without picture). NOTE: The name on the identification must be your legal name and must match the name entered the PIV portal.
- ALWAYS login using your PIV (If you do not have a PIV then request a temporary exemption through the HELP desk)

Contacts for help - Section Program Specialist

- Shemika Thompson: (shemika.thompson@va.gov) 202298: Nephrology and Endocrine
- Tina Hunter: (tina.hunter2@va.gov) 206576: Hospital Medicine and Education
- Charles Miller: (charles.miller5@va.gov) 206584: GI
- Nancy Santilli: (nancy.santilli@va.gov) 311387: Sleep
- Deborah Knighten: (deborah.knighten@va.gov) 206420 Pulmonary

- Gemetric Taylor: (gemetric.taylor@va.gov) 124258 Hem/Onc
- Naketta Stanley: (naketta.stanley@va.gov) 770 916 7900 X 537905Cardiology
- Valerie Russell: (valerie.russell2@va.gov) 202436 Rheumatology and Dermatology
- In the Geriatrics and Extended Care Service Line, contact Felicia Williams (felicia.williams@va.gov) 205080
- In the Primary Care Service Line, call Ext 20 3223 and ask for Laurin Reeves (Laurin.Reeves@va.gov)

Clinical Application Coordinator Activities and Contact Information

The current clinical application coordinators and health informatics are:

- Purvi Patel (Purvi.Patel4@va.gov) for Pentad, Pharmacy, Quality management, community care consults and prosthetics
- Katrina Tymes (Katrina.Tymes@va.gov) for Medical Specialty and Research
- Jacqueline Wright (jacqueline.wright@va.gov) for Primary Care
- Takeysha [Dyson\(takeysha.dyson@va.gov\)](mailto:Dyson(takeysha.dyson@va.gov) for Geriatrics and Extended Care

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.

Using VA for Journal Searches – From a VA computer

There is no physical library at the Atlanta VAHCS, online databases and journals are available through the homepage, library resources tab on the left.

Go to: [Find Your Library - VHA National Desktop Library \(va.gov\)](#)

Part-time Employment Issues (Less than 8/8 Appointment)

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).

Memorandum of Understanding (MOU) 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.

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.

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 or Dr. Atkinson for more information).

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

Other VA-Specific Resources

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.

Atlanta Clinical Resources

A wealth of information, including access to UpToDate, the New England Journal of Medicine, OVID, by selecting “Atlanta Clinical Resources” – then, on the left-hand side, you will see “Library Resources.” You will then find UpToDate Under tools- select More

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.

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. There are funds available for CME within the VA, but these will need to be applied for through the DOM at the VA.

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.

Research

AVAMC Research: 404-321-6111 Ext. 202512 (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). The VA Research Office (404-728-7632) can be contacted with additional questions.

Getting started

The Foundation Established to Advance VA Research and Education (FAVER) (formally known as 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). All submission information and forms can be found on the Atlanta VAMC [website](#).

For general questions, contact Tedra Ricks: tedra.ricks@va.gov who can help answer questions regarding credentialing, access, training, and sponsoring your PIV. For research operations or budget requests, contact Ashley Scales at Ashley.scales@va.gov. Point of contact for **IRB is Daniel Roysden** (mdroysde@emory.edu or daniel.roysden@va.gov).

Training

To perform research at the Atlanta VA, numerous training requirements must be satisfied for all research personnel (including the PI, technicians, coordinators, etc). **Tedra Ricks** will help you determine what trainings are necessary and must be contacted to begin the research credentialing process.

Research & Development (R&D) approval

All research needs to be approved by the VA R&D Committee prior to starting. No work on the project can be done until the Associate Chief of Staff for Research (ACOS for Research) - Dr. Jeanie Park, signs off on it.

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.

VA Grants relevant to early career

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

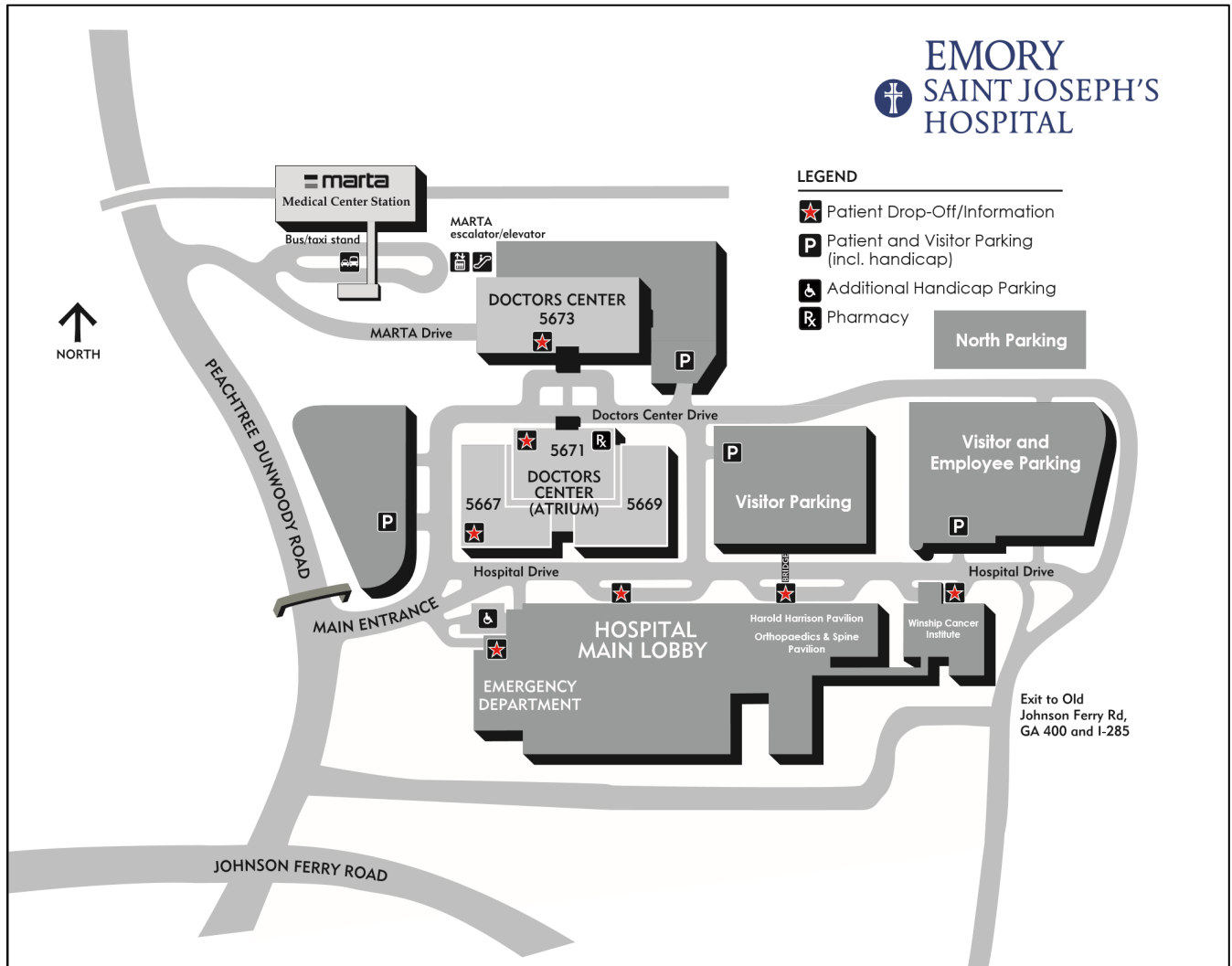
Quality Improvement

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.

Emory St. Joseph's Hospital

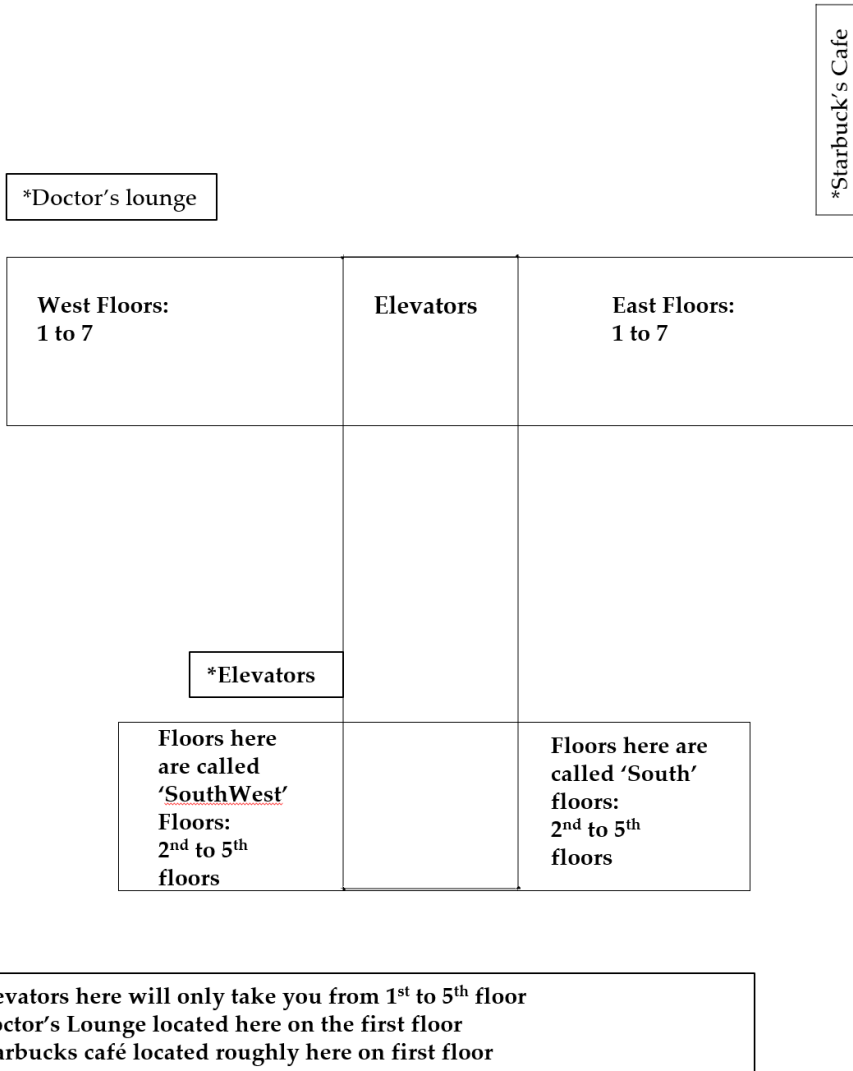
The Facility

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™.



Hospital and Patient areas

North



Pertinent numbers

Main Number & Guest Services: [678-843-7001](tel:678-843-7001)

Financial Assistance: [678-843-5994](tel:678-843-5994)

Pastoral Care: [678-843-7316](tel:678-843-7316)

Patient Advocacy: [678-843-5121](tel:678-843-5121)

Care Coordination: [678-843-7555](tel:678-843-7555)

Interpretation Services: [678-843-1234](tel:678-843-1234)

Security: [678-843-7568](tel:678-843-7568)

Café 44: [678-843-2233](tel:678-843-2233)

Gift Shop: [678-843-7319](tel:678-843-7319)

Medical Records: [678-843-7371](tel:678-843-7371)

Volunteer Services: [678-843-7292](tel:678-843-7292)

Patient Room (inside hospital): [678-843-7001](tel:678-843-7001)

Patient Room (outside hospital): 678-843-4 + room number

Important offices/departments:

- **Medical ICUs:** 2East-ICU and 2South-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 Classrooms and Auditoriums:** 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)

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)

Amenities within the hospital

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.

Parking

Office location/contact

Located at the [Starvine parking deck](#) (Clairmont campus – off 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. Email: parking@emory.edu.

Parking/Transport options

1. If you park in the parking garage under the 5673 Doctor's center building, 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 building (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 building.
3. Emory Saint Joseph's Hospital is accessible by MARTA from the Medical Center Station. Take the sidewalk to the right of the hospital entrance and MARTA is one block down on the rights. For up-to-date information regarding MARTA, please visit www.itsmarta.com
4. Valet parking (see below)

Short-term

Visitor parking is available in two locations for your convenience. The Blue Hospital Visitor parking deck located across from the hospital's main entrance and the Purple Winship Visitor parking deck located across from the Winship Cancer Institute.

Daily parking rates:

- 0-20 minutes: Free
- 21-30 minutes: \$2.00
- 31-60 minutes: \$4.00
- 1-2 hours: \$5.00
- 2-23 hours: \$6.00
- All Day: \$8.00
- Lost Ticket: \$8.00

Visitors can purchase all day parking passes at the kiosk gate exiting the parking decks. This all-day pass allows entry/exit into the gate three times using the same ticket. After the third time, the kiosk takes the ticket. The all-day parking ticket is valid until 12 a.m.

Long-Term Parking

After a patient has been in the hospital for 10 consecutive days, the family is given **two parking passes on the 11th day**. This will include directions to long term parking and will be delivered to the patient's room by a Public Safety officer.

Valet Parking

If you are unable to self-park, valet parking is available at the entrances to the Doctor's Center Buildings, hospital main entrance, emergency department and the Winship Cancer Institute.

- Main Hospital entrance: 5:00 a.m.–7:00 p.m.
 - After 7:00 p.m., valet customers may contact security at 678- 843-7568 to retrieve the vehicle.
- Winship Cancer Institute: 8:30 a.m.–4:30 p.m.
- Emergency Department: 9:00 a.m.–8:00 p.m.
- 5669, 5667 and 5671 Doctor's Center Buildings: 5:30 a.m.–5:30 p.m.
- 5673 Doctor's Center Building: 8 a.m.–4:30 p.m.

Computers

How to access EUH computer system from home:

4. Go to <https://workspace.emory.org/Citrix/StoreWeb/> (you can also search “Virtual Desktop” at Emory healthcare or google “Emory Virtual Desktop/Emory Virtual Workspace”)
5. Login with your Emory username and password
6. You may need to download Citrix Receiver and then will be able to use all virtual desktop applications (Epic Outlook, EHConnect, etc.) More installation information can be found at <https://www.emoryhealthcare.org/i-am/vdt-vdi.html>

Contacts for help?

Emory Healthcare applications - call 8-HELP (404-778-4357). Emory University applications and user ID/password questions (includes office phone and office Internet) – call 7-7777 (404-727-7777).

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)

Please contact **Julia Jackson** at julia.dennard@emoryhealthcare.org for EMR(Electronic Medical Record) training, IMbills training, White coats, Business cards, Parking decals, ID Badge

Physician information

Hospital Leadership

<https://www.emoryhealthcare.org/about/executive-staff.html>

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](#).