

MGH/MGPO MEDICAL STAFF OFFICE: CHECK LIST FOR TRAINEES

1

MEDICAL STAFF OFFICE to sign in

Location: 125 Nashua Street, 2nd Floor, Suite 260 TEL: 617.726.2119
Hours: 8:30 a.m. – 5:00 p.m., Monday –Friday

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PROFESSIONAL STAFF BENEFITS OFFICE ASK FOR YOUR PEOPLE SOFT (Employee) NUMBER _____

Location: Bulfinch Building, 1st Floor, Room 126 Last Name A-L Susan Frain 617-726-9264
Hours: 8:00 a.m. to 4:30 p.m. Monday - Friday M-Z Virginia Rosales 617-724-9356
TEL: 617-726-9267

ATTEND BENEFITS ORIENTATION – to complete payroll information, enroll in benefits and, if applicable, malpractice coverage :

Location: Bulfinch Building, Room 222
Hours: Tuesdays, 3:00 p.m.

You will need: Passport or other acceptable documentation to establish employment eligibility (Green card, driver's license, U.S. Social Security card, certified copy of birth certificate etc.)

CLINICAL TRAINEES: Malpractice is NOT automatically processed. You MUST sign up for malpractice benefits.

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UNIT (Medical Record) NUMBER: - Patient Registration

REGISTRATION BY PHONE: Call 866-211-6588 to obtain a Unit (Medical Record) Number

-OR-

REGISTRATION BY WALK-IN:

Location: Wang 150 Location: Yawkey 2A
Hours: 7:30 a.m. 5:30 p.m. Monday - Friday Hours: 8:00 a.m. to 5:00 p.m. Monday - Friday

BE SURE YOU HAVE THIS NUMBER BEFORE MAKING AN APPOINTMENT WITH OCCUPATIONAL HEALTH

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CALL OCCUPATIONAL HEALTH – Schedule an appointment for health screening

Location: 165 Charles River Plaza, 4th Floor, Suite 404
Hours: 7:30 a.m. to 5:00 p.m. Monday – Friday
TEL: 617-726-2217

You will need: **Unit Number (Medical Record Number)**
Completed Pre-Placement Screening Form
Immunization Records (if available)

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ID BADGE: - Security

Location: MGH Main Campus Wang Building, 2nd Floor, Suite 232
Hours: Mon. – Fri. 7:30 a.m. to 4:00 p.m.

TEL: 617-724-9339

You will need: ID Badge Application

People Soft (Employee ID) Number (obtained from the Benefits Office)

Location: Charlestown - Building 149, 1st Floor Lobby
Hours: **Mondays & Thursdays only**

Noon – 2 p.m.

TEL: 617-726-5400

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CALL THE MEDICAL STAFF OFFICE – Give them your People Soft (Employee) Number

Hours: 8:30 a.m. to 5:00 p.m. Monday – Friday
TEL: 617-726-2119

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FOREIGN VISITORS ON J-1 VISAS: EMAIL THE INTERNATIONAL OFFICE AND ATTEND ORIENTATION

E-mail: *All J-1s must email pio.info@partners.org within three days of their entry to the U.S. and inform the International Office of your name, date of entry to the U. S., current or temporary U.S. home address and the date of the orientation you wish to attend.

ATTEND ORIENTATION FOR FOREIGN EXCHANGE VISITORS

Location: 399 Revolution Drive, Suite 270, Somerville, MA 02145 (Effective May 2017).

Day & Time: Thursdays, 9:30 a.m. – 12 noon (Effective Jan 2010).

TEL: 617-726-9211

Be sure to bring all travel documentation: Passport, DS-2019, I-94 Card

PLEASE KEEP THE MEDICAL STAFF OFFICE INFORMED IF YOU CHANGE ADDRESS