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**General Information**

**Physician ID**

The physician ID card will provide you with entrance to the hospital, the Doctors Lounge, the Doctors Parking Lot, and the Health Science Library after hours. Additionally, the badges will be used as your meal card in the cafeteria; $10.00 per day will be allotted to your badge for cafeteria purchases. The ID badge must be worn at all times while on hospital property and be worn prominently on the outer clothing between the shoulder and the waist. If you report to the hospital without an ID card you may receive a temporary ID from the Security Office which will be valid for three (3) consecutive days. If your ID card is lost or stolen please report this immediately to Security (ext. 5282) so that it can be deactivated. To obtain a new ID card please come to the Medical Staff Office, with government issued photo ID, so that a badge request can be issued. Upon resignation/termination from the Medical Staff the badge will be deactivated and you must turn in your badge.

**Physician Parking**

A private physician parking lot is available in the East Parking Lot. Additional parking is also available in the East, North, and South parking lots.

**Doctors Dining Room**

The Doctors Dining Room is available to attending and house staff members only and is located in the main cafeteria near Conference Room 5/6. Meals are broken down as follows: Breakfast 6:30AM – 10:00AM, Lunch 10:45AM – 3:00PM, Dinner 3:30PM – 8:00PM.

**Doctors Lounge**

The Doctors Lounge is located on the first floor of the Wingate Building behind Medical Records and can also be accessed off of Fairmount Avenue. Coffee and light refreshments are provided in the morning. Due to construction throughout the hospital, this is now also a shared space used by the Residents for training purposes during the following time frames:

Mon-Wed: 12 – 1 pm Tues & Wed: 8 – 9 am Thurs 8 am – 12 noon

Work space and computers are still available for use in the Lounge with additional workstations available in the Medical Records unit adjacent to the Lounge.

**Medical Staff Office**

The Medical Staff Office is located on the first floor of the Wingate Building near the Doctors Lounge and old Cafeteria. The hours of operation for the office are 7:00AM – 4:00PM. The office is available to answer any questions pertaining to your specific department, credentialing, reappointment, Emergency Room call assignments, CME programs, and any general medical staff inquiries. A list of medical staff coordinators and their specific duties is available online.

Please notify the Medical Staff Office immediately regarding the following matters:

* Change to either office or home address/telephone
* Scheduled vacation or absence from area. You will remain responsible for obtaining coverage for your Emergency Room on-call and Dispensary assignments.
* Requests to change category status or to terminate membership
* Request for leave of absence and return from leave

**Mail**

All correspondence from the hospital will be mailed to the physician’s current office address. Please notify the medical staff office if you would like mail sent to a different address.

**Medical Staff Newsletter**

The Medical Staff Newsletter is published monthly by the Medical Staff Office and is posted online by the beginning of the month. The Newsletter contains calendars for the monthly Medical Staff Committee meetings as well as Continuing Medical Education. The Newsletter is a helpful tool in keeping you informed of decisions recommended by staff committees and approvals by the Executive Committee.

**Medical and Dental Staff Bylaws**

Please take time to read and learn the Bylaws. The Bylaws, along with the Department Rules and Regulations and/or procedure manuals, contain the Medical Staff regulations, which govern your hospital responsibilities. The Medical Staff Bylaws and Rules and Regulations are the framework of self-government and a means of accountability to the Governing Board. The Board of Directors has delegated to the Medical Staff the responsibility for the quality of medical care practiced in the hospital.

**Medical Staff Dues**

Medical Staff dues are due at the time of reappointment; dues are $500.00 per reappointment period. Your dues support the Health Sciences Library, the Medical Staff Newsletter, Medical Staff Education, and other Executive Committee approved functions.

**Attendance at Meetings**

Physicians on the Provisional and Active Staff are encouraged to attend medical staff meetings, as well as relevant Department, Section, and Committee meetings.

**Emergency Room and Dispensary On-Call Responsibilities**

Physicians on the Provisional and Active staff, when requested, are required to serve in the Emergency Room and Dispensary. The Chairman of each Department and Section is responsible for assigning physicians to on-call duty. Should you have a question concerning your assignment or if you are unavailable during the assigned period, it is your responsibility to obtain a substitute and notify the Medical Staff Office, Emergency Room, and Dispensary.

**Continuing Medical Education (CME) Credits**

The Medical Board of California requires CME hours as a condition of re-licensure; the hospital requires that 30 hours of *AMA PRA Category 1 Credit™* be completed for every reappointment. Conferences are offered at the hospital on an on-going basis and a schedule can be found in the Medical Staff Newsletter as well as the hospital intranet.