THE UNIVERSITY OF CHICAGO

UChicago Medicine

Graduate Medical Education

Resident/Fellow Handbook

(Academic Year 2025-2026)

The University of Chicago Medical Center

As an employee of The University of Chicago Medical Center (the "Medical Center" or "UCMC"), you are part of one of the nation's leading academic medical institutions, which has been at the forefront of medical care since 1927. Renowned for treating some of the most complex medical cases, UCMC brings the very latest medical treatments to patients in the city of Chicago, Illinois, and throughout the world. In this way, UCMC furthers its commitment to patient care, clinical practice and community health. UCMC partners with the University of Chicago physicians and the University of Chicago's Pritzker School of Medicine to educate the next generation of physicians and other health care professionals.

The University of Chicago Medical Center is part of the UChicago Medicine health system, which also has dozens of outpatient clinics around the Chicago area, including locations in downtown Chicago, the south suburbs and Northwest Indiana.

According to the UChicago Medicine 2023 Community Benefit Annual Report, the UCMC community benefit service area is represented by 12 zip codes that surround the Medical Center campus.

The University

The Medical Center is located adjacent to the campus of the University of Chicago, providing opportunities for rich collaboration. The University of Chicago is one of the world's great intellectual communities with professional museums, theaters, concerts, and lectures. Located in the community of Hyde Park on Chicago's South Side, just 15 minutes from the city center, the University and Medical Center are uniquely positioned to contribute to, and draw from, the strength and diversity of this world-class metropolis.

First Accredited Program
Pediatrics, 1939

Residency and Fellowship Programs
Over 90 ACGME programs
Over 80 non-ACGME programs

Faculty & Staff
3,418 University Faculty and Other Academic Personnel
101 Nobel Prize Winners, including 13 from the medical field

University of Chicago Medical Center
811 licensed beds
11,341 employees
906 attending physicians
3,223 nurses
1085 GME Residents/Fellows (approx.)
1,005,532 outpatient encounters
34,969 hospital admissions
103,793 ER visits
27,645 Surgeries
2,608 Births
235,459 Hospital patient days

Highlights of UCMC
University of Chicago Comer Children's Hospital opened in early 2004.

The Center for Care and Discovery, a 10-story, 1.2-million-square-foot hospital, welcomed its first patient in February 2013.

Expanded Emergency Medicine facilities opened December 2017.

Adult Level 1 Trauma Center opened May 1, 2018 and quickly became the busiest in the state (Level 1 Pediatric Trauma care has existed at UCMC since 1990).

Welcome to the University of Chicago Medical Center Graduate Medical Education

Christine Babcock, MD MSc, Associate Dean for Graduate Medical Education and Chair of the Graduate Medical Education Committee/Designated Institutional Official

Welcome to the University of Chicago Medical Center Graduate Medical Education. We are honored that you have chosen our medical center to continue your education and look forward to working with you and helping you achieve your professional goals. We hope you find your experience here intellectually stimulating, nurturing and innovative.

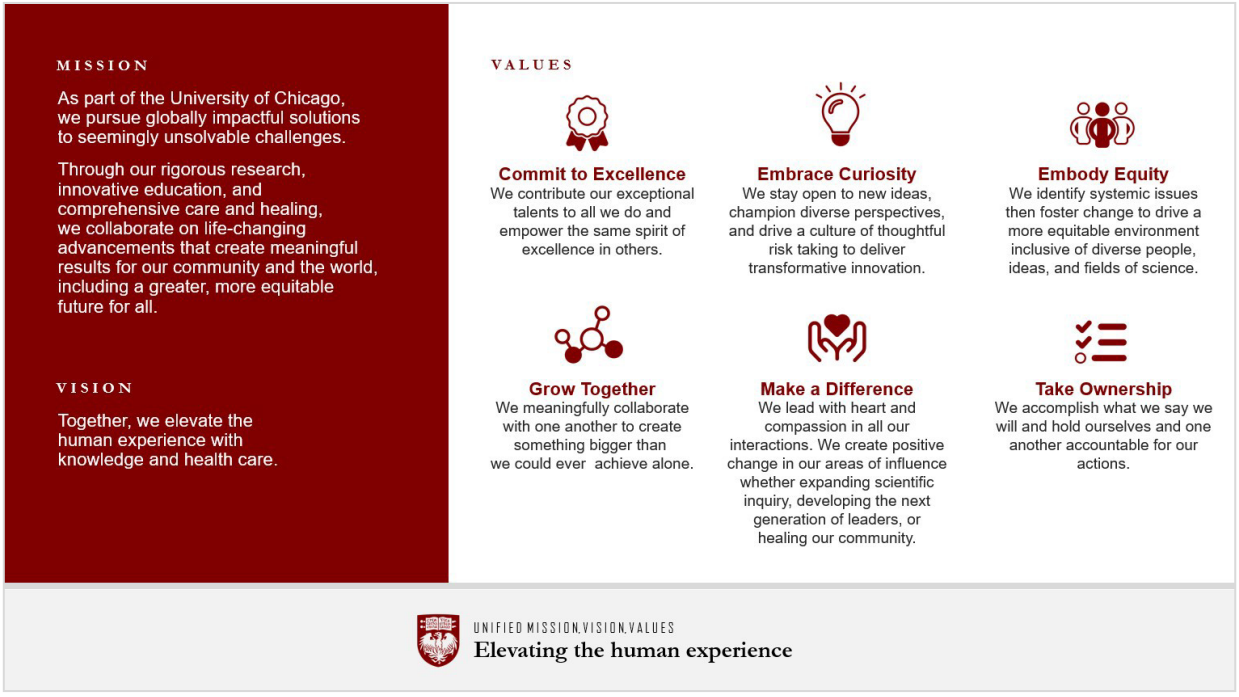
The University of Chicago Medical Center demonstrates outstanding patient care, excellent education and training, innovative research, and values our diverse and exceptional faculty, learners, and staff.

In collaboration with our resident and fellow leaders, Faculty Director of Fellowship Accreditation, Co-Directors of Diversity, Equity, and Inclusion, and our Director of Well-Being, Graduate Medical Education continues to evolve to meet the needs of our residents, fellows, and programs. We look forward to working with you throughout your training and encourage you to get involved in the many initiatives sponsored by Graduate Medical Education.

Graduate Medical Education is part of the UCMC educational continuum of undergraduate medical education (UME), continuing medical education (CME) and simulation. The continuum is led by Dr. Vineet Arora, Dean for Medical Education.

Graduate Medical Education Mission

In a supportive learning environment, the University of Chicago Medical Center Graduate Medical Education Community elevates the human experience by training the next generation of diverse physician leaders dedicated to clinical and academic excellence, lifelong learning and education, research and innovation, and health equity and community engagement while making a meaningful difference in the communities we serve.



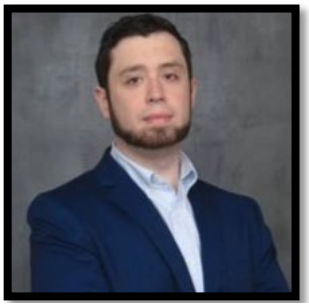
UCMC Graduate Medical Education Team

Megham Twiss
Director GME Operations, Accreditation and Innovation

Amanda O'Rourke
Director GME, CME and Simulation Finance

Latassa Love
GME, Assistant Director of Operations

Ariel Nasca
Accreditation Manager



Anthony Oakey
Senior GME Analyst

Modupeola Arojojoye
GME Engagement & Inclusion Coordinator

Shanee Phillips
GME Finance Compliance Specialist

Jeremy Podczerwinski
GME Data Integrity Analyst

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GME Compliance Specialist

gmeoffice@uchicagomedicine.org
773-702-6760
J-141, near the 5812 S. Ellis Ave. entrance to the Brain Research building.

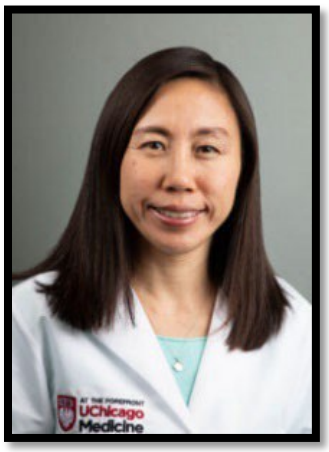
UCMC Graduate Medical Education Faculty

Christine Babcock, MD MSc
Associate Dean for GME/DIO

Stephen Estime, MD
GME Director for Diversity, Equity and Inclusion

Edwin McDonald, MD
GME Director for Diversity, Equity and Inclusion

Candice Norcott, PhD
GME Director for Well-Being

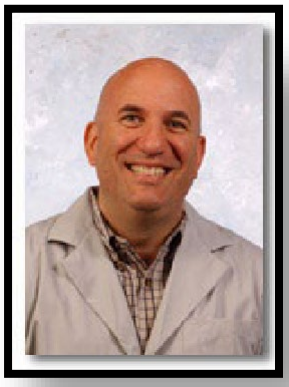


Carina Yang, MD
Faculty Director of Fellowship Accreditation

Endeavor Health - NorthShore Hospitals, an academic affiliate of U of C and UCMC

The University of Chicago Medical Center is the sponsoring institution for all residents and fellows. The UCMC GME office directly supervises all GME programs and all residents and fellows at all campuses. Endeavor Health - NorthShore Hospitals is a participating educational site for some residents and fellows. Endeavor Health - NorthShore Hospitals residency program directors, site directors and administrators provide support for residents rotating and training at Endeavor Health - NorthShore Hospitals.

Office of Academic Affairs



Richard K. Silver, MD

Chief Academic Officer
Associate Dean at Endeavor Health - NorthShore Hospitals

Ernest Wang, MD

Assistant Dean for Medical Education at Endeavor Health - NorthShore Hospitals

Heather Winn, MHSA
AVP, Academic Affairs

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Education Program Specialist

Berna Jacobson
Education Program Specialist

Jessica Hearne
Diversity and Inclusion Coordinator

academicaffairs@northshore.org

Room 1304 in Evanston Hospital
(1st floor near elevator F)

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The University of Chicago Medical Center
Office of Graduate Medical Education

Assisting Residents and Fellows with:

- Certificates of Completion
- Temporary and Permanent License Applications
- J-1/H1-B Visa Applications
- Verification of Training (routed through programs)
- Information and Referrals
- FreedomPay Cards

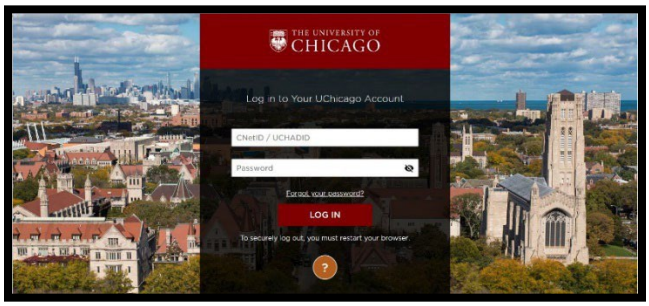
Location: J-141
Days: Monday – Friday
Hours: 8:30am – 3:30pm (in person)
Phone: 773-702-6760
Fax: 773-702-0861
Email: gmeoffice@uchicagomedicine.org

Endeavor Health - NorthShore Hospitals
Office of Academic Affairs
Location: Evanston Hospital, Room # 1304 (1st floor, near F elevator)
Days: Monday – Friday
Hours: 9:00am – 5:00pm
Phone: 847-570-1478
Email: academicaffairs@northshore.org

Resident/Fellow Benefits

Location: Mitchell Lobby Room TN206
Days: Monday – Friday
Hours: 8:00am-4:00pm CT (subject to change)
HR Phone: 773-702-2355
Benefits Phone: 888-212-2853
Email: HRServices2@uchicagomedicine.org

UCMC has developed an extensive benefits program for residents/fellows and their dependents. In addition to the customary benefits, there are a number of plans that are optional and require separate enrollment. They include dental, vision, flexible spending accounts, life insurance, long-term disability, personal accident insurance, supplemental retirement annuities, tuition reimbursement and tuition remission for spouses and children. To enroll for coverage, please log on to www.ucmbenefits.org (for your convenience and security, the site features single sign-on and multifactor authentication via Duo.) Please note that when you navigate to www.ucmbenefits.org you will immediately be redirected to the University Single Sign On page.



Benefits Overview

(more detailed information available in the sections that follow)

- **Health Insurance** - Every resident is required to carry health insurance, either by selecting a plan offered by the Medical Center, or by certifying in writing that they are covered under another plan. If you do not complete the certification that you are covered by a health insurance plan outside of UCMC, and/or do not select a health insurance plan, you will be enrolled into the University of Chicago Health Plan (UCHP). Premiums associated with this coverage may be deducted from your pay.
- **Life Insurance** - Is provided at no cost to the resident/fellow. Other coverage options are available at extra cost and require a separate enrollment process.
- **Other Insurance** - The resident/fellow may acquire dental insurance. Premiums associated with this coverage may be deducted from your pay. Coverage under a vision service plan and personal accident insurance of the type and at the charges and under the terms and conditions customarily offered to UCMC staff are available.
- **Long-Term Disability Insurance** - Is provided for you. Coverage begins on the first day of the month after three months of employment. Pre-existing conditions have coverage limitations.
- **Short-Term Disability (STD)** – Non-work related illness or injury may qualify for Short-term disability. Coverage is available at 50% of base pay for a maximum period of 26 weeks. Paid medical leave, vacation and sick days must be exhausted prior to receiving short-term disability benefits. Other paid leave may count towards the 26-week STD period.
- **Paid Leave** – Vacation and sick leave benefits are set forth in Graduate Medical Education Policy 05, Salary, Vacation, and Sick Days
- **Personal Leave of Absence** – Graduate Medical Education Policy 06, Leave of Absence sets forth the policy and procedure for such leaves.
- **Paid Personal Medical or Caregiver** (providing care for the medical/health condition of a relative) **Leave** – Residents/fellows are provided one instance of **six weeks (30 working days) of paid leave (at 100% of pay)** for personal medical, including pregnancy, or caregiver (providing care for the medical/health condition of a relative) purposes during each program. In addition, during subsequent years of the same program, residents can utilize 4 weeks per contract year of paid leave (at 100% of pay) for personal medical, including pregnancy, purposes. Leave requires prior written approval by the program director. Paid medical or caregiver leave runs concurrent with FMLA leave, where applicable.
- **Paid Parental Leave -** Resident/fellows are eligible for up to **six weeks of paid leave (at 100% of pay)** within 12-month period to care for and bond with their child following a birth, adoption or foster care placement.
- **FMLA** - Eligible residents/fellows may receive approval up to a maximum 12 weeks leave under the Family Medical Leave Act. FMLA leave runs concurrently with short-term disability, where applicable.
- **Residents/Fellows with Disabilities** - may request and receive accommodation for disabilities pursuant to UCMC policy “Equal Employment Opportunity for Individuals with Disabilities and Reasonable Accommodation”. UCMC will provide reasonable accommodations to enable qualified individuals with a disability to perform the essential functions of the job, and to enjoy benefits and privileges of employment equal to those enjoyed by applicants and employees without disabilities, absent undue hardship on UCMC.
- **Confidential Counseling, Medical and Psychological Support Services** - Access to appropriate and confidential counseling, medical and psychological support services are available through the confidential Employee Assistance Program (EAP), the Physician’s Assistance Committee (PAC), and other programs recommended by the EAP and the PAC. The PAC has the responsibility to receive, verify and evaluate reports related to the health, well-being and impairment of physicians, including

all members of the Medical Staff, UCMC Residents, Clinical Fellows and medical students on occasion (referred to herein as “practitioners”), and to provide recommendations to Chairs and Program Directors about their practitioners. It is agreed that mandatory referral for evaluation as a condition of performance evaluation may be imposed by the Program Director.

- Some benefits provided under this Agreement are in lieu of benefits ordinarily provided to UCMC employees.
- **Library Privileges**

Health Insurance (Required)

- As an incoming resident/fellow, you will be defaulted into the UCHP plan (administered by Aetna) **– Single coverage**.
- Residents/fellows may choose from **three health plans**. Enrollment in one of the three plans is permitted only upon hire by UCMC, during the open enrollment period, or within 30 days of a Qualifying life event. As a new hire, coverage is effective on the first day of employment provided that enrollment takes place within the first 30 days of employment. Medical Plans Include:
    - University of Chicago Health Plan (UCHP)
    - BCBS PPO Premier
    - BCBS PPO Advantage
- IMPORTANT NOTE: With the University of Chicago Health Plan (UCHP), you must receive care from UChicago Medicine providers and facilities, as well as other covered entities, including for example Endeavor Health Evanston Hospital and AdventHealth providers. Please see your plan documents for additional detail.
- Residents/fellows may **enroll their family members** to their medical plan. Proof of dependent status is required. Newly eligible dependents may be added within 30 days of qualifying life event (i.e. marriage, birth or adoption, divorce). Otherwise, such additions may only be made during the open enrollment period. Rates are subject to change.
- **To Opt-out, choose your plan, or add your dependents: login to** www.ucmbenefits.org If opting out, you must provide proof of coverage (see list of acceptable proof of coverage above).
- **To find a provider** UCHP: visit www.aetna.com/dse/custom/uchp. To find a PPO Premier or PPO Advantage provider, visit www.bcbsil.com.

98point6

On-demand, 24/7, text-based primary care for eligible employees and dependents ages 1 and older

- Not part of benefits enrollment, this service is available as needed to eligible employees
- Cost: UCMC Sponsored Medical Plan: $0 per visit* for UCHP and PPO Premier; $8 per visit* for PPO Advantage

To learn more or create an account go to 98point6.com/uchicagomedicine

Life Insurance (Primarily optional)

- Residents/fellows may choose from a **variety of coverage options**.
- There is basic coverage available **at no cost to the resident/fellow** in the amount of $50,000 or one times your salary, whichever is greater**.**
- For other extended options, the cost to residents/fellows is based on age and amount of coverage selected.
- **Enrollment must be completed within the first 30 days of employment**. Coverage is effective on the 1st of the month following 30 days of employment and upon completion of the enrollment application.
- Changes in coverage can be made during Annual Enrollment or within 30 days of a Qualifying Life Event.
- Increases in **Supplemental and Spousal Life** coverage require insurance company approval.
- **To participate, enroll online:** http://www.ucmbenefits.org/

Dental Plans (Optional)

- This dental plan provides **comprehensive dental benefits** to residents/fellows through a network of private practice dentists.
- Residents/ fellows have the option of enrolling in a **Co-pay or PPO plan**.
- Enrollment in one of the two plans is permitted only upon hire by UCMC or during the open enrollment period.
- Newly eligible dependents may be added within 30 days of a qualifying life event (i.e. marriage, birth or adoption, divorce.) Otherwise, such additions may only be made during the open enrollment period. Rates are subject to change.
- **To enroll:** http://www.ucmbenefits.org/
- **Plan specific information:** www.metlife.com/mybenefits or 800-GET-MET8

Vision Service Plan (Optional)

- The vision plans provide coverage for routine vision needs.
- Residents/fellows have the option of enrolling in a **Basic** or **Enhanced** plan.
- **No claim forms** required.
- Receive greater benefits when services are provided by EyeMed.
- **Basic plan benefits include:**
  - **Examination and lenses** every 12 months.
  - **Frames** every 24 months.
- Enhanced plan benefits include:
  - **Examination and lenses** every 12 months.
  - **Frames** every 12 months.
- To enroll: www.ucmbenefits.org

Flexible Spending Accounts (Optional)

An FSA lets you set aside pre-tax dollars to pay for eligible health care and dependent care expenses. This means you can pay for eligible expenses with tax-free money while reducing your taxable income, saving on taxes and increasing your take-home pay. You can contribute up to the annual IRS limit as listed for each FSA, but be sure to calculate your contributions carefully as the plan is based on a calendar year. You can carry over up to $610 in unused Medical FSA funds to the next calendar year, but you will forfeit any other remaining funds.

- **Medical FSA**- can be used to pay for eligible out-of-pocket health care expenses like prescription drugs, co-pays, and vision and dental costs. Not available if enrolled in PPO Advantage Plan. Contribution limit is $3,300 for 2025.
- **Limited Purpose FSA** can be used only for eligible dental and vision expenses if enrolled in PPO Advantage Plan. Medical expenses would be covered by your HSA. Contribution limit is $3,300 for 2025.
- **Dependent Care FSA*:** A dependent care FSA allows you to use pre-tax dollars to pay for eligible dependent care expenses like day care for your child, elderly parent or disabled spouse. Contribution limits $2,500 (married and file separately) or $5,000 (married and file jointly).

Health Savings Account (if enrolled in BCBS PPO Advantage Plan)

A health savings account (HSA) offers tax advantages and lets you save money to pay for health care expenses now and in the future. After you open an HSA, UCMC will contribute to your account:

- $500 for individual coverage
- $1,000 if you also cover family members

You decide how much you want to contribute to your HSA, up to IRS limits. Contribution limits $4,300 for individual coverage and $8,550 for family coverage. The contribution limits include UCM's contribution.

Long-Term Disability Coverage (Required)

- The plan will provide a benefit of **up to 60% of monthly earnings** if, because of disability, a resident/fellow is unable to perform the duties normally associated with the program.
- Benefits begin after the resident/fellow has been unable to work for 90 continuous days and may continue until he or she is age 65 or is no longer disabled.
- There is **no biweekly premium** for the resident/fellow.
- Coverage begins on the first day of the month **after three months** of employment.
- **Pre-existing conditions** have coverage limitations.
- **Enrollment is automatic. No action is required.**

Short-Term Disability Coverage (Required)

- The plan provides a benefit of **50% of biweekly earnings** if a resident/fellow is unable to work due to a non-work related injury or illness for a period of time that is expected to last more than fourteen (14) days.
- Short-term disability benefits will not be paid during the 14-day waiting period. This time is covered using available paid time (GME medical leave, GME sick days, GME vacation). If the Short-term disability (STD) claim is approved, residents/fellows are required to exhaust GME medical leave and five sick days in that order before STD payments begin.
- There is no bi-weekly premium for the resident/fellow.
- Coverage begins after the fourteen-day waiting period or after your sick and medical paid time is exhausted, whichever comes first.
- Enrollment is automatic. No action is required.
- Residents/Fellows have the option of purchasing supplemental **Voluntary Short-term Disability** coverage. Resident/Fellow pays the full cost. During your initial enrollment period only, evidence of insurability may be required.

Residents/Fellows with Disabilities

Residents/Fellows with disabilities may request and receive accommodation for disabilities pursuant to UCMC policy "Equal Employment Opportunity for Individuals with Disabilities and Reasonable Accommodation". UCMC will provide reasonable accommodations to enable qualified individuals with a disability to perform the essential functions of the job, and to enjoy benefits and privileges of employment equal to those enjoyed by applicants and employees without disabilities, absent undue hardship on UCMC.

How to request accommodation:
Employees may initiate a request for an accommodation either through your Program Director (PD) or through UCMC's Reasonable Accommodations Coordinator (RAC). The RAC can be contacted by emailing HRServices2@uchicagomedicine.org. In your request, you should describe the nature of the accommodation requested and the expected duration. The RAC may request additional details. If you initiate the request through your Program Director, your Program Director may notify the RAC to participate in the process. More information can be found at https://ucmc-laama.com/

Voluntary Benefits

You have the opportunity to enroll in a number of voluntary benefits to help support your total health. You pay the full cost of these benefits, which are available to benefits-eligible employees at group rates. Your options include:

Personal Accident Insurance & Accidental Death & Dismemberment Insurance

- **Personal Accident Insurance – Provided by MetLife** pays a lump sum benefit to you for an **accidental injury** that causes fractures, dislocations, loss of limbs, burns, hospital and ambulance expenses, accident-related disabilities or death. You can elect 24-hour employee-paid coverage. If you enroll in PPO Advantage, you can choose employer-paid coverage for an off-the-job accidental injury.
- **Accidental Death & Dismemberment Insurance – AD&D Insurance from Reliance Standard** provides financial protection if you die or are seriously injured (e.g. coma or dismemberment) in an accident.
    - **Individual or family coverage options** are available and the coverage amounts range from $20,000 to $500,000.
- Coverage is effective the first day of the month after completing enrollment.
- Coverage amounts **may be changed** during open enrollment.
- **To participate, enroll online:** www.ucmbenefits.org

Critical Illness Insurance (CII)

- Offers coverage amounts of $15k or $30k.
- Enrollment guaranteed provided you are actively at work.
- CII will also pay additional benefits for a Major Organ Transplant and a Health Screening Benefit.
- If you enroll in PPO Advantage, you can choose employer-paid Critical Illness Insurance of $5,000.
- **Enrollment Information:** www.ucmbenefits.org

Legal Plan through ARAG

- Offers full representation for you and your family for almost all personal legal matters.
- Learn more at 1-800-247-4184 or www.ARAGLegalCenter.com access code 18400ucm.
- **Enrollment Information:** www.ucmbenefits.org

Home & Auto Insurance

- A variety of policies are available through a choice platform.
- Get quality home and auto insurance with group discounts.
- Convenient payment options.
- **Enrollment Information:** www.ucmbenefits.org

Identity Protection

- Identity Protection services from Allstate Identity Protection include proactive identity and credit monitoring to help you and your family fight identity fraud issues and protect your credit. Learn more and enroll at www.ucmbenefits.org

Retirement Savings

- **Supplemental Retirement Annuities** (SRA) – GME Residents and fellows may invest pre-tax and/or post-tax dollars in a 403(b) program. These unmatched dollars may be invested in funds available through TIAA. **To participate, enroll online:** UChicagoMedicine TIAA Single Sign On Portal
- **Voluntary Retirement Income Plan for Employees** (ERIP) - Once a GME resident/fellow has satisfied the standard two-years of services applicable to all eligible UCMC employees, they will be automatically enrolled. At that time, the resident/fellow can choose their employee contribution-1% to 2% of eligible pre-tax or post-tax pay and receive a 200% employer match, up to 4%- pre-tax or post-tax contribution (based on salary). The resident/fellow will have the option to opt out. Both plans administered by TIAA.
- **Roth Option** - A Roth 403(b) retirement contribution option is available for both SRA and ERIP. Roth contributions are made with after-tax dollars. While there are no current-year tax benefits, your Roth contributions and related earnings can grow tax-free. You can withdraw Roth contributions and related earnings tax-free and penalty free if you are at least age 59 ½ when you make the withdrawal and your withdrawal occurs at least five years after the year in which you first made Roth 403(b) retirement contributions to the plan.

Transportation Benefit and Parking

The Transportation benefit provides the resident/fellow with the opportunity to save money on transportation expenses related to getting to work.

- **Reduced cost parking** at the Medical Center's **Parking Lot A** self-park facilities is available for residents/fellows. Please note: After Orientation, automatic parking payroll deductions can be arranged online via the UCMC Online Parking Application. This program is located on the UCMC Intranet by following this link: http://ucmpark-web.uchospitals.edu/parkingregistration. (Note: this link will not work unless you are already on a hospital network.) Completion of the online parking application is required for participation in this program.
- Parking amenity services at the **Parking A** garage include jump start (self-service), lock out service (additional fees may apply), windshield washer fluid, tire inflation (self-service) and fire assistance for vehicles in the structure.

At **Endeavor Health - NorthShore Hospitals,** parking is available at all sites and will be arranged by the department.

Parking & Transit Flexible Spending Accounts

- Elect a pre-tax deduction from your paycheck each month to cover parking or transit costs. (If you park in a UCMC parking garage, you do not need to enroll in the Transit FSA.) Enroll at www.ucmbenefits.org.

Bicycle Commuter Benefits

- If you use your bike as a substantial part of your commute to work, you might be eligible for reimbursement of up to $20 a month (taxable) for reasonable expenses related to your bike commute.
- Places to secure bicycles are located around the UCMC campus.
- For additional details or to enroll, visit www.ucmbenefits.org.

Tuition Remission

Resident/fellows, their spouses, civil union partners and dependent children up to the age of 26 qualify for **tuition remission** at the **University of Chicago schools***. Tuition remission will be **50% of actual tuition cost** (max 2 courses per quarter) to the employee minus any grants, scholarships and gifts.*

Admission to classes are subject to approval by the office of admissions and to meeting prerequisites for specific courses. The applicant must apply and be admitted as a student before he or she becomes eligible for tuition remission.

Spouses/civil union partners of residents or fellows will be granted remission of one- half of the full tuition, less applicable taxes for graduate level courses only*.

Tuition remission to residents/fellows for their dependent children at the University of Chicago Laboratory School (nursery school through 12th grade) and the undergraduate college, will be granted at one-half the full tuition each quarter. All applications submitted for children must either include a birth certificate or proof of custody.

Applications for tuition remission can be found on the employee intranet page under tuition assistance or by contacting the **HR Shared Services Office, 773-702-2355**. This application must be completed at the beginning of each quarter to receive the 50% tuition reduction.

*Certain restrictions apply. All University of Chicago schools are not eligible for the Tuition Remission Benefit. Please refer to the Tuition Remission Policy HR402. For employees, the tuition remission is taxable after the first $5,250 per calendar year. For spouses, all tuition remission is taxed via employee's payroll. Contact the HR Shared Services Office, via email at hrservices2@uchicagomedicine.org, or phone 773-702-2355 for additional questions.

Tuition Reimbursement

Monetary assistance is available to eligible employees for formal education through institutions of higher learning.

Non-Nursing Tuition Reimbursement-Includes accredited colleges or universities and covers doctorate/PhD level courses and degrees. Full-time employees receive 100% reimbursement, up to $4,000; part-time employees receive 100% reimbursement, up to $2,000 (shared cap with the non-credit tuition reimbursement program). You're eligible for a graduation bonus after successfully completing your degree.

Non-Credit Tuition Reimbursement-Includes individual courses, certificates, designations, CEUs, job related seminars and workshops at professional organizations, and schools and seminars/workshops. .Full-time employees receive 100% reimbursement, up to $4,000; part-time employees receive 100% reimbursement, up to $2,000 (shared cap with the non-nursing tuition reimbursement program).

Contact the HR Shared Services Office at HRServices2@uchicagomedicine.org or EdAssist at 1-866-254-2742 with questions about this program.

Family and Lifestyle Benefits

Bright Horizons Back-Up Care™& Additional Family Supports™*

The Back-Up Care benefit gives you 15 back up care days to low-cost back-up child and adult/elder care when you need it most. Reserve care when your child's school is closed and you need to be at work, a regular caregiver is unavailable, or when your parents need support in their home or yours. To help you manage and balance yourlife, you have free access to Sittercity, where you can search for caregivers, housekeepers and pet sitters. To register, go to clients.brighthorizons.com/ucm or search "Back-Up Care" in the App Store or Google Play.

When setting up your account, the employee number you need to provide is your ORACLE ID, which you can find on your payslip under your name where it is listed as your "Employee Number."

** On a calendar year basis, any amount of Back-Up Care (based on the fair market value of care) and Dependent Care FSA contributions that exceed the $5,000 annual IRS limit will be imputed as additional income on your paycheck.*

PerkSpot Employee Discount Program
PerkSpot is a one-stop shop for exclusive discounts at many of your favorite local and national merchants.

Save on thousands of items — from apparel and electronics to travel and entertainment. Deals are updated daily. Sign up for free at **uchicagomedicine.perkspot.com**.

Pet Insurance
Pet insurance through Nationwide offers policies to help cover a wide range of veterinary services for your dog or cat. Learn more and enroll at www.petinsurance.com or call 1-877-738-7874.

GME Leave Benefits

Vacation
Residents/fellows are eligible for **20 days of paid vacation each contract year**. Vacation time not used during a given year **cannot be carried over** to the following year. Requests should be scheduled between the resident/fellow and the **program**. Vacation requests should be made within the time frame established by the respective program. Vacation time **does not accrue**. For other restrictions, please consult your program director.

Sick Leave
Sick leave is available to residents/fellows who are absent from work and unable to perform their assigned duties due to personal illness. Each resident/fellow is allowed **five paid sick days each contract year.** Absences due to sickness or injury must be reported to the program director and chief resident as soon as possible, and prior to the beginning of the shift in question wherever possible. Sick leave **may not** be used for vacation time. Please see Graduate Medical Education Policy 05, Salary, Vacation, and Sick Days for more information.

Leave of Absence – Medical and Other
For all leaves of absence, a **Leave Agreement** must be formalized **in writing** between the resident/fellow and the program director prior to the beginning of the leave. The Leave Agreement form is available on the GME Sharepoint site, Box, or by contacting the GME Office. Copies of the leave agreement should be submitted to the GME Office.

In order to satisfy ACGME or specialty board training requirements, a resident/fellow may be required to **extend the training period** for any dates of absence in excess of allowable vacation time. Please see Graduate Medical Education Policy 05, Salary, Vacation, and Sick Days and Graduate Medical Education Policy 06, Leave of Absence, for more information.

Personal Leave of Absence
Residents/fellows may request a **personal leave of absence** through the program director in conjunction with the Office of Graduate Medical Education. Such a request should typically be predicated on unusual and/or extenuating circumstances including, but not limited to, the illness or death of a family member or civil or military obligation. In most cases, a personal leave of absence will not exceed eight weeks. During a given leave, a resident/fellow must first use any available vacation allowance. Once the vacation allowance is exhausted, subsequent leave will be unpaid.

Paid Personal Medical or Caregiver Leave
Residents/fellows are provided **one instance of six weeks (30 days) of paid leave (at 100% of pay)** for personal medical, including pregnancy, or caregiver (providing care for the medical/health condition of an eligible relative) purposes during each program. In addition, during subsequent years of the same program, residents can utilize 4 weeks per contract year of paid leave (at 100% pay) for personal medical, including pregnancy, purposes. Thereafter, if the resident/fellow has any remaining paid time off (vacation or sick leave),

they may use those allowances. For medical leave, once paid time is exhausted and only if applicable and approved by the third-party administrator, the resident/fellow may receive short and then long-term disability benefits according to the benefit levels described above. Benefits are continued during this leave. Please see Graduate Medical Education Policy 05, Salary, Vacation, and Sick Days and Graduate Medical Education Policy 06, Leave of Absence, for more information.

To use medical or caregiver leave, you must file a claim with Sedgwick at 1-855-311-9661 and complete a GME leave agreement, available on the GME Sharepoint site, Box, or by request from the GME office. The GME leave agreement must be submitted in advance to the GME Office.

Paid Parental Leave

Resident/fellows are eligible for up to **six weeks of paid leave (at 100% of pay)** within a 12-month period from the "event" to care for and bond with their child following a birth, adoption or foster care placement. For the birthing parent, this is in addition to the paid medical leave.

To use paid parental leave, you must file a claim with Sedgwick at 1-855-311-9661 and complete a GME leave agreement, available on the GME Sharepoint site, Box, or by request from the GME office. The GME leave agreement must be submitted in advance to the GME Office. Please refer to the Paid Parental Leave information posted on GME's SharePoint Site (presentation & recording) in Box, or in MedHub for additional information about requirements and process. We encourage anyone anticipating using Paid Parental Leave to contact GMEOffice@uchicagomedicine.org to schedule a brief conversation about leave planning so that we can answer your questions about the leave process in addition to information you receive through conversations with your program director.

FMLA

It is the policy of UCMC to grant family and medical leave in accordance with the Family and Medical Leave Act of1993. Short-term medical leave runs concurrent with eligible FMLA.

If you are going to be off for more than three calendar days for an FMLA or STD qualifying reason, please request Family Medical Leave (FML)/Short Term Disability (STD):

- **call** Sedgwick at 1-855-311-9661
- **ask** to be put on **FML and STD (Short Term Disability)**
- **For short-term disability,** you will be told that there is a 14-day waiting period before payments begin. In most cases, your pay will be covered by available GME medical leave pay during this 14 day period, unless you have used all available paid time for the year already. You are required to exhaust GME medical leave and five sick days in that order before STD payments begin.

Bereavement Leave

Bereavement leave is granted at the discretion of the program director. The amount of time off is based on the resident/fellow's relationship to the deceased.

Civil Leave

When a resident/fellow is selected for jury duty, he or she should notify the program director immediately. Jury duty does not affect continuous stipends or benefits, and resident/fellows retain any check issued by the court for expenses.

Possible Extensions of Training

In order to meet board eligibility requirements or to achieve clinical competency, extensions of training may be required. These determinations are made by the program director in collaboration with the program's clinical competency committee.

Additional Benefits

Transportation Service

UCMC and Endeavor Health - NorthShore Hospitals provide residents/fellows with a safe alternative to driving

home for reasons associated with clinical duties. Any resident/fellow who feels it would be unsafe for him/her to drive may be reimbursed for post-call transportation home. Reimbursement is coordinated through each department at UCMC.

At Endeavor Health - NorthShore Hospitals, any resident/fellow who feels it would be unsafe for him/her to drive may be reimbursed for post-call transportation home. Reimbursement must be approved by each department, and reimbursement will be completed by the Endeavor Health - NorthShore Hospitals Office of Academic Affairs.

An inter-hospital shuttle is provided for routine travel between Endeavor Health - NorthShore Hospitals sites.

Meal Allowance

UCMC

Meal allowances, for use in various UCMC locations, are coordinated through each department. FreedomPay cards will be loaded with your meal credits according to the schedule provided by your department. Meal allowances are to be used in the same academic year that the credit is issued. Please treat this card as cash, as the University of Chicago Medical Center is not responsible for balances lost. If the card is lost or stolen, please call the 24/7 service line at 1-866-943-1645 to have the card immediately deactivated. Each resident is responsible for their card and is liable for the cost of replacement.

Endeavor Health - NorthShore Hospitals

Meal allowances are coordinated through each department at their discretion per the policy. Tickets are to be used in the same academic year that they are issued.

Professional Liability Insurance Coverage

Medical malpractice liability coverage is provided without charge to residents/fellows.

Please contact Legal Affairs at 773-702-1057 for questions regarding claims and coverage. The Medical Legal Office is located in G-104.

Please immediately forward to Legal Affairs for review any subpoena or other legal notice received related to your work at UCMC. Counsel will be assigned when indicated.

Claims histories or proof of coverage during residency/fellowship used for credentialing can be obtained through Legal Affairs at 773-702-1057.

Pagers

Pagers for residents/fellows are issued by Human Resources and managed through the department.

Each resident/fellow is responsible for their pager and, if lost, is liable for the cost of a replacement. Lost pagers can be replaced by completing the appropriate portion of the Pager Request form and submitting to HRService2@uchicagomedicine.org. The Pager Request Form can be found on the UCMC intranet page, as a digital form in the HR Catalog and printable form on the HR Services home page.

Phones

When dialing UCMC phone extensions internally, you can use the abbreviated extensions.
Example: To dial the UCMC Service Desk:
ext. 2- 3456 - internal/abbreviated extension
(773) 702-3456 - complete phone number

However, in order to dial a UCMC phone extension from outside of the medical center network, you will need to dial the complete phone number. Please use the chart below to know how to dial any UCMC phone extension from outside of the medical center network.

Internal Extension	Full Phone Number

2-XXXX	(773) 702-XXXX
3-XXXX	(773) 753-XXXX
4-XXXX	(773) 834-XXXX
5-XXXX	(773) 795-XXXX
6-XXXX	(773) 926-XXXX

Communications

The Medical Center provides all residents/fellows with an institutional e-mail address. Access this through https://outlook.com/.

The hospital Outlook E-mail System is the standard means of communicating with residents/fellows. Check your @uchicagomedicine.org email regularly.

Cloud-based File Storage and Collaboration

GME residents and fellows are provided with a Box account known as “UChicagoMedicine Box”, accessible by logging in to https://uchicagomedicine.account.box.com/login. University and BSD staff and faculty utilize “UChicagoBox”which is a different portal to access the Box platform. In order to collaborate with other residents, fellows or BSD/University faculty and staff, you must invite their @uchicago.edu email address as the collaborator. If youinvite their @uchicagomedicine.org or @bsd.uchicago.edu etc. address, they will not see the content in their account.
Tips on working with Box across UCM and BSD can be found here:
https://gme.uchicago.edu/files/2022/10/Box-Tip-Sheet-for-Working-Across-UCM-and-BSD-in-Box-Updated.docx (link should download a word document, pop-up blockers may prevent download)

Mail Services

Residents/fellows are assigned mailboxes located in their departments.

UCMC Mail Room
Location: Room AMB WSB 039
Days: Monday – Friday
Hours: 8:30am – 4:30pm
Phone: 773-702-1398

Recreational Facilities

Residents/fellows can join the **Gerald Ratner Athletics Center** and the **Henry Crown Field House** at a discounted rate.

The Ratner Center features a gigantic swimming pool that measures 50 meters by 25 feet, a fitness center with weight training equipment and cardiovascular equipment, such as elliptical trainers, treadmills, rowers, upright and recumbent bicycles; a gym with two recreational basketball courts; an auxiliary gym with a multi-purpose court; dance/martial arts studio.

In the **Field House,** you will find a 200m indoor track, squash and racquetball courts, a fitness center, 4 basketball courts, and more cardio-equipment.

To become a member of the athletic facilities please fill out a membership interest form or reach out to Jacquie Vinje directly via email (vinje@uchicago.edu). Membership services can be reached by phone at 773-702-3846.

Building hours, pool hours, wellness classes, and more can be found on-line at:
https://athletics.uchicago.edu/sports/2023/6/12/facilities.aspx

For questions, please contact Membership Services, Dept. of Athletics & Recreation, 773-702-3846.

Resident/Fellow Resources and Support Services

Employee Assistance Program (EAP)

The Employee Assistance Program is provided by *Perspectives, an AllOne Health company.* This is a benefit offered by UCMC for residents/fellows and their family members. It is a no-cost, confidential resource designed to help people with the challenges of daily living, such as stress, conflict, relationships, financial issues, child/elder care needs, legal assistance, etc. Assessment, referral, short-term counseling (when indicated) and follow-up are available through virtual appointments, in-person appointments, telephone counseling, or texting. Licensed professional counselors are available by phone or text 24 /7 at 800-456-6327 or via chat through the AllOne Health Member Portal website. Self-directed information and resources are also available on the AllOne Health mobile friendly website. To access AllOne Health Online, go to http://www.perspectivesltd.com/login and enter company code UCH001 and an email and password. Once you have entered the company code the first time, you will not need to again.

BSD Office of Diversity & Inclusion

The Biological Sciences Division (BSD) strives to create an environment that welcomes and promotes diversity of thought and experience as essential features for advancing human knowledge and enabling transformative education. Authentic engagement with people whose views and paths differ from our own allows us to challenge assumptions and generate the most impactful, field-defining research and healthcare delivery. An academic climate that is diverse and inclusive promotes rigorous inquiry through encouraging critical examination of assumptions, often the first step toward breakthrough discoveries and treatments.

The BSD is committed to encouraging a multiplicity of voices, as this is foundational to free expression and academic freedom. This culture of free expression exists across academic, research, and clinical settings that includes people of many different backgrounds, experiences, and ideas. Promoting a culture of diversity and inclusion strengthens the BSD's distinctive intellectual character and supports our Elevate 2035 strategic plan for continual growth as a leading research and healthcare delivery organization anchored on the South Side of Chicago. This culture deepens our ability to connect with and positively impact communities locally, nationally, and globally.

Who We Serve

● Faculty ● Medical & Basic Science Trainees ● BSD Staff
● PhD Students ● Postdocs ● Residents

They have many initiatives and offerings. Click here for more information.

Affinity Groups (Open to all residents and fellows)

GME and the BSD Office of Diversity and Inclusion co-sponsor affinity groups that are run by residents andfellows. Affinity groups can be formed when any constituency has 5 or more members who are willing to form a core leadership team. Interested individuals and groups can reach out to GME for additional information and guidance on group formation. The following groups are those that currently exist as of publication of this document. All affinity groups are open to any resident or fellow interested in participating. As a reminder, the Medical Center is an equal opportunity employer and does not tolerate discrimination or harassment based on race, ethnicity, color, religion, sex, sexual orientation, gender identity, marital status, civil unionstatus, national origin, ancestry, age, parental status, disabled status, veteran status, or any other legallyprotected classification, in accordance with applicable law. Presently, residents and fellows have formed the following three affinity groups:

Housestaff Diversity Committee

Open to all residents and fellows, this group's goal is to support the needs of residents and fellows who for any reason have faced barriers or hardships of any type when seeking to prepare for and enter a medical training program and/or the practice of medicine. The group provides support and mentorship as well as social connection. Contact gmeoffice@uchicagomedicine.org for more information on how to be connected with members of Housestaff Diversity Committee.

Housestaff Pride

A space open to all, designed to support the needs of LGBTQIA+ residents and fellows to build connections, allyship, support, and advocacy. To join Housestaff Pride, fill out the Google form (U of C Housestaff Pride Group (google.com). Contact gmeoffice@uchicagomedicine.org for more information on how to join and to be connected with members ofHousestaff Pride for additional information.

Muslim Affinity Group

Open to all residents and fellows, the Muslim Affinity Group is dedicated to building a supportive community that nurtures professional excellence and spiritual growth within the medical training environment. Contact gmeoffice@uchicagomedicine.org for more information on how to join and to be connected with members ofthe Muslim Affinity Group for additional information.

The Physician's Assistance Committee (PAC)

The PAC has the responsibility to receive, verify and evaluate reports related to the health, well-being and impairment of physicians. The PAC is composed of physicians and representatives from the dean's office, Graduate Medical Education, Medical Center administration, as well as counselors from the Employee Assistance Program. After evaluation, the committee will work closely with the physician to facilitate treatment, aftercare, licensing issues and return to work plans. In all cases, confidentiality is protected to the greatest extent feasible, and everyone works together to facilitate a complete recovery for the physician. Contact Dr. Jon Grant, Chair of the Physician's Assistance Committee, at jgrant4@bsd.uchicago.edu, or *Perspectives/AllOne Health* at 800-456-6327 for assistance.

Resident Health Initiative

This program is designed to facilitate and expedite access for residents and fellows seeking to establish primary care at UCMC.

Monday-Friday from 8:00 AM – 4:30 PM

- **STANDARD APPT REQUESTS** - Email rhealth@uchicagomedicine.org indicate "appointment request" in the subject line
    - Your email communication should include: patient name, patient DOB, call back name & number, patient's MRN (see note regarding registration), what service they want to see and what location, if applicable, reason for visit, and name of insurance.
    - Please allow 48-72 business hours for a response.
    - For specialty care and offsite primary care practices, you will be connected to the necessary service.

- **URGENT APPT REQUESTS** - text page the Resident Health Advocate at 9800
    - Your text page should include a call back name & number.
    - During regular business hours (M-F 8:00am-4:30pm), you can expect to hear back same-day with an urgent care appointment.
- Please note that you may need to register yourself if this is your first time seeing a UCMC provider. You can do this yourself on MyChart or over the phone with schedulers.
- **At any time, residents and fellows may also utilize UCM's online self-scheduling platforms, MyChart, or the scheduling call center 773-702-1000 to schedule appointments.**

UCWellcare

UCWellcare is a partnership between the Psychiatry Department, GME, and the Office of Wellness and Vitality at UChicago Medicine (UCM). The goal is to create timely and efficient access to psychiatric services for the UCM community. An important step of this partnership was to create a unique email pathway to capture and triage non-urgent requests for outpatient medication management/evaluation and psychotherapy requests for resident and fellow physicians currently employed at UCM.

Please send an email to UCWellcare@uchicagomedicine.org with the following information and a member from the *UCWellcare* team will call you back within 2-3 business days:

- Full name
- DOB
- Insurance type
- Call back number
- General description of requested service (e.g. therapy, medication evaluation)

If you believe you or someone you care about is in crisis,
please call 988 or the National Suicide Prevention Lifeline at 800-273-8255

Employment Verifications

PSLF forms, loan-related documentation, and other employment verifications are completed by HR Shared Services.

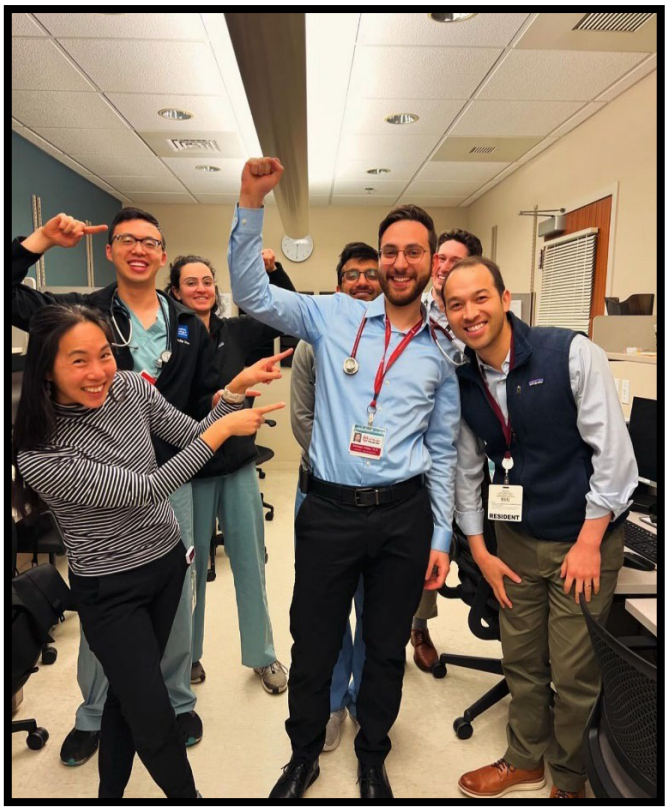
Ways to submit your request:

1. Online submission using the PSLF Help tool from the Office of US Dept of Education Federal Student Aid site – select either GMEOffice@uchicagomedicine.org or HRServices2@uchicagomedicine.org when submitting the request.
2. Bring the form to TN-206. Forms will be completed in the order with which they are received, and may require you to return to HR for recovery. All borrower information should be completed prior to bringing the form to TN-206 (SSN, signature, etc.)
3. Submit via fax 773.702.0265 or email HRServices2@uchicagomedicine.org – document will be completed and returned electronically within 2 business days. All borrower information should be complete before submission (signature, SSN, etc.) Please include former names in your request to facilitate identification by the HR team.
4. If your department has a system whereby your coordinator volunteers to take the forms to TN-206 for you, that is an option, but **do not include your SSN on the form or the HR team will not be able to return it to your coordinator**.

Training/Education Verifications

Education or training verifications, including those for licensure and credentialing, should be submitted to your program.

Requests for a reprint of your certificate of completion should be submitted to GME using the Certificate of Completion Reprint Request Form. A fee applies. Additional questions can be directed to gmeoffice@uchicagomedicine.org.



Security Services

UCMC Hospital Security Escort Services

- To request escort services to the parking structures (A & B), contact 773-702-6262
- To request escort service to other locations within UCPD's patrol area, contact 773-702-8181 or 123

Escorts to the following locations:

- UCMC campus locations (24 hours daily)
- Parking Structure (24 hours daily)
- Off-site parking facilities (5:00am – 9:00pm)
- Hyde Park or Kenwood locations (24 hours daily)

Download the UChicago Safe App to access services quickly and easily from your smartphone.

Features include:

- **Emergency Contacts** for UCPD, UCMC Public Safety, and Chicago Police
- **Mobile Blue Light** – sends your location to and calls University Police
- **Friend Walk** – allows you to send your location to one of your contacts
- **Report a Tip** - allows you to report crimes or concerns to University Police, includes an anonymous option
- **Safety Toolbox** – includes a way to call for a safety escort, chat with UCPD, and review other information about campus safety events.
- **Campus Transportation –** bus route information, Passio Go! Mobile app, and more
- **Important Note:** some features and services in the app are applicable to students, but not residents/fellows.

A few reminders about campus safety:

- Use internal pathways to travel between buildings/parking garages, especially after dark.
- If you need to walk outside, you can always request an escort by Public Safety (773-702-6262) for

escorts within the medical campus or by UCPD (773-702-8181) for escorts in the greater campus area and within UCPD's patrol area.
- Keep cell phones, laptops, and other valuables in your bag/out of sight while walking.
- Report incidents and suspicious behavior to Public Safety at 773-702-6262, if needed, they will facilitate reporting to UCPD.
- If you or someone you know is involved in an incident, please know that your Program Directors, GME leaders, and AllOne Health, the Employee Assistance Program are available to you. AllOne Health can be reached 24/7 at 1-800-456-6327.
- Additional campus safety information can be found at: https://safety-security.uchicago.edu/

Everbridge is a mass notification system that is used to send messages during emergency situations. UCMC will utilize the Everbridge system to send out timely updates during emergencies and emergency codes. Residents and fellows should enter your work and personal contact information in the Contact Info page in Oracle Cloud to ensure you receive Everbridge notifications. In case of emergency, the emergency notification system, Everbridge, will alert you using this information.

Security Services at Endeavor Health - NorthShore Hospitals
- For an escort to your vehicle call 8906 from a hospital phone.

Library Services at UCMC

** All residents and fellows in UCMC-sponsored programs at either UCMC or at Endeavor Health - NorthShore Hospitals are eligible to use University of Chicago Library resources*

John Crerar Library – Medical Research Library
Location: 5730 S. Ellis Avenue
Phone: 773-702-7409
E-mail address: crerar-reference@lib.uchicago.edu
Website: https://www.lib.uchicago.edu/crerar/

Building Hours:
M-F: 9am – 8pm
Sat: 12pm – 6pm
Sun: 12pm – 8pm

Hours vary during summer, interim (the period between academic quarters), and holidays. Visit http://hours.lib.uchicago.edu for the most current information.

Contacts:
Deb Werner
Interim Director, John Crerar Library
dwerner@uchicago.edu

Kaitlyn Van Kampen
Clinical Librarian
kvankampen@uchicago.edu

Joseph Regenstein Library – Main Campus Library
Location: 1100 E. 57th St.
Phone: 773-702-3344
Website: http://www.lib.uchicago.edu

Identification and Privileges Office (to obtain Library borrowing privileges for print materials)
Hours: http://hours.lib.uchicago.edu (found under Joseph Regenstein Library)

Appointments for Campus Cards (library cards) are not required but are available and can be scheduled at https://rooms.lib.uchicago.edu/reserve/carding.

E-mail address: ipo@uchicago.edu
Website: http://ipo.uchicago.edu
Phone: 773-702-3344

Most campus libraries are normally available to UCMC residents and fellows, including Crerar, Regenstein, Eckhart, and Mansueto, however, the D'Angelo Law and the Social Work Library have some access restrictions. For more information about specific library hours and access policies, see http://hours.lib.uchicago.edu.

Library Services at Endeavor Health - NorthShore Hospitals

Electronic resources

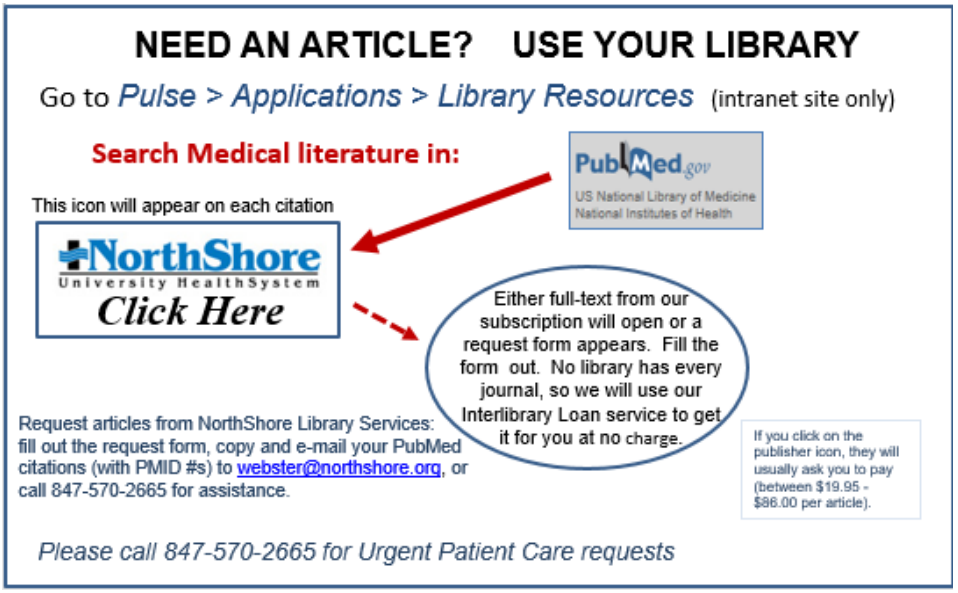
- Access e-Library databases through the Applications drop down menu in Pulse *Pulse > Applications > Library Resources*

Literature searching

- Librarian-run searches
- "Do-it-yourself" searches
- Training for optimal searching

Journals

- Use Library eResouces on Library Resources page to link to full-text subscriptions or use PubMed (see)



Interlibrary Loan / Document Delivery

- Obtain materials (articles and books) not available in any Endeavor Health - NorthShore Hospitals Library

Current Awareness

- Table of Contents Service for journals
- New articles by Endeavor Health - NorthShore Hospitals staff on Library Resources page under Endeavor Health - NorthShore Hospitals Authors

Books

- Search the Library Catalog in Library Resources
- Search Library Resources > Library eResources > EBooks tab

Remote Access is available to the resources at the University of Chicago's John Crerar Library using your CnetID, UCMED ID, or UCHAD ID

Physical Space:
Evanston Hospital - Webster Library

Telephone: (847) 570-2665 [772-2665]
(spells "book")
E-mail: webster@northshore.org

Hours: 8:30 am – 5:00 pm Monday – Friday
[24/7 with ID – or call Public Safety]

Location: Webster Library is on 6 North via Elevator F or G (most direct) right above the Department of Medicine offices

MedicalLibrarian - Ruth Humphrey, MS/LS
Library Technician - Crystle West

Computers | Study Carrels | Quiet Study Space

Occupational Medicine

Occupational Medicine (UCOM)

Location: 5841 S. Maryland Avenue,
Room D-136
Days: Monday – Friday
(Closed on Saturdays, Sundays, and holidays)
Hours: 7:15 am - 4:00 pm
closed daily from 12pm – 1pm for lunch
Phone: 773-702-6757

- Treatment for on the job injuries or exposures
- Health screenings for new employees
- Annual respiratory fit testing
- Immunizations

All Work Related Injuries (Including needle sticks and all other injuries)

Process if injury occurs on site at UCMC:

1. **All injuries, including blood borne pathogen exposures must be reported to the work injury reporting line at 844-298-2658. If the injury is not reported, benefits and/or payment of bill may be delayed or denied.**
2. If due to blood borne pathogen exposure material (needle stick or sharps injury, splash or contact with potentially infectious blood or body fluid), page the Needle-Stick hotline at 188-9990 immediately. Follow instructions of the on-call clinician.
3. For other work related injuries, employees are required to immediately obtain medical evaluation in Occupational Medicine (UCOM), Room D-136 during regular business hours – Monday through Friday 7:15 a.m. – 4:00 p.m.
4. If UCOM is closed and immediate medical attention is required, the employee may report to the CCD Emergency Department and then follow-up in UCOM during clinic hours the next day of operation.
5. UCMC employees presenting to the Emergency Department triage should only be seen for life, limb or organ threatening injuries. All other cases should be referred to Occupational Medicine the same or the following day.
6. Identify yourself as a University of Chicago Medical Center resident/fellow seeking treatment for an on the job injury.

Process if injury occurs at Endeavor Health:

1. Needlesticks, Sharp Punctures, or Splash Injuries
   a. **Immediately treat the area, depending on the type of exposure:**
      - Needle puncture, laceration, broken skin: immediately wash the wound with soap and water for 5 minutes. Do not use caustic agents such as bleach.
      - Splash to face (nose, mouth, or non-intact skin): flush with clean water for 10-15 minutes
      - Splash to the eyes: flush the eye(s) for 10-15 minutes using clean water or saline.

   b. **Report and document the exposure:**
      - Notify the person in charge of the department of the exposure.
      - Complete an Employee Incident Report (EIR) found on the Endeavor Intranet page under Quick Links: *Event/Incident Reporting> Team Member Health link.*
      - Additionally, you will need to report the exposure to the UCMC injury reporting line at **844-298-2658** (available 24/7). If the injury is not reported, benefits and/or payment of bill may be delayed or denied.

c. Seek medical care:

- Report to the closest Endeavor Health Emergency Department for medical evaluation and follow-up. *Remember to identify yourself as a University of Chicago Medical Center resident/fellow.*

2. Other Injuries:

a. For life-threatening injuries or those requiring immediate medical attention, report to the nearest Endeavor Health Emergency Department for medical evaluation. *Remember to Identify yourself as a University of Chicago Medical Center resident/fellow.*

b. Non-life-threatening injuries and those not requiring immediate medical attention:

- **UCMC-based residents/fellows** - obtain a medical evaluation in Occupational Medicine (UCOM), Room D-136 during regular business hours – Monday through Friday 7:15am - 4:00 pm.
- **Endeavor Health based residents/fellows** - follow protocols established at Endeavor Health by reporting to the closest Endeavor Health Emergency Department for medical evaluation. Follow-up and ongoing treatment, when indicated, will be arranged through UCOM, call 773-702-6757 during posted hours (see above) or email UCOM@uchicagomedicine.org.

Healthcare Integrity Program

Compliance Program

University of Chicago Medical Center, through the Office of Corporate Compliance (OCC), maintains a Compliance Program which demonstrates UCMC's commitment to ethical conduct and compliance. The UCMC Code of Conduct is central to the Compliance Program and is designed to give you the information you need to understand and comply with UCMC's standards for ethical business conduct.

These standards include:

- Compliance with health care laws and regulations;
- Compliance with the UCMC Code of Conduct
- Providing medically necessary care to patients;
- Maintaining accurate and reliable corporate records regarding billing and other transactions;
- Managing business relationships appropriately; and
- Encouraging employee loyalty.

To support employees, faculty, and students in their efforts to adhere to the Compliance Program and Code of Conduct, the OCC maintains a website which includes links to the Code of Conduct, Compliance Policies, Conflict of Interest information, and tip sheets related to billing, coding and documentation practices. Please visit the OCC's website at https://home.uchicagomedicine.org/sites/corporate-compliance to access these materials, as well as other compliance related resources.

The OCC also manages the Compliance Resource Line. You may call this toll-free, confidential line at 1-877-440-5480 to obtain answers to questions relating to compliance and to report suspected or potential misconduct, violations of the UCMC's compliance policies, or violations of the law.

Any report of a compliance concern will be treated as confidential and no adverse actions will be taken against an employee for the act of reporting concerns in good faith. Any such retaliation, retribution, or harassment is a violation of the UCMC's compliance policy, and must be reported to the Chief Compliance Officer, who along with the Department of Human Resources, will investigate the circumstances and determine the appropriate response.

If you have any questions about the Compliance Program, please reach out to the Office of Corporate Compliance at (773) 834-4588 or compliance@bsd.uchicago.edu.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

UCMC is subject to state and federal privacy and security laws. We must also follow the new federal 21st Century Cures Act which means we do not allow information blocking. Patients and other requestors are permitted to have access to electronic health information in the form and format of their choosing. All Residents/Fellows receive training about HIPAA and our privacy and security practices. UCMC's Privacy Program provides information and tools to staff and faculty to support your efforts to keep patient health information private and secure. You can reach the privacy program staff directly at 773-834-9716 or via the Confidential Resource Line at 1-877-440-5480, Option 2. UCMC Privacy and Security policies are located on the UCMC intranet website: https://home.uchicagomedicine.org/ and can be found on the Privacy Program website as well as the Governance, Risk and Compliance Program website. Always contact the Privacy Program or Information Security Office with questions.

HIPAA Privacy and Security Essentials

HIPAA not only requires that we protect our patients' privacy, but also requires that we ensure the security of their health information when it is created, maintained, and transmitted within and outside our organization. You should familiarize yourself with the information below in order to maintain HIPAA compliance.

- Minimum Necessary Standard
  - This standard requires that you limit your access, use, disclosure or request for Protected Health Information (PHI) to the smallest amount required to accomplish your purpose. You should only access PHI that is necessary to perform your job.
  - This includes when you are looking in medical records, discussing patient information, or collecting, displaying, or releasing PHI.

- Snooping
  - Snooping is when a workforce member looks at the private records of a patient or employee, or accesses other confidential, sensitive business data maintained by the Medical Center for a non-job related reason.
  - There is ***zero tolerance*** for intentional snooping. If you are caught snooping, you are subject to disciplinary action, up to and including termination.
  - Zero tolerance applies to the records of your spouse, domestic partner, siblings, children, grandchildren, parents/grandparents, other family members, co-workers, friends, neighbors, public figures, celebrities, etc.
  - Examples include, but are not limited to: reviewing lab results, scheduled appointments, searching names to determine if someone is a patient, reviewing patient census lists, etc.

- Accessing your own medical record
  - You may access, view, and print your own electronic medical record if you already have work-related access to UCM medical record systems.
  - However, you may not edit, modify or make changes to your information.

- Verbal Information,
  - Do not discuss patient information in public areas such as hallways, the cafeteria, or elevators.
  - Do not leave messages concerning confidential patient information on answering machines.
  - Obtain the patient's verbal permission before discussing any information in front of family and friends.

- Electronic Information and Devices
  - Encrypt all of your devices (workstations, laptops, mobile devices, USB drives) including all personal devices used for UCM business. Never use a USB to store unencrypted PHI, confidential, financial or sensitive HR information. If you must use a USB, only use a secure and encrypted one approved by UCM.
  - Do not download and store patient information on your personal electronic devices. This includes all desktop and laptop computers, USB drives, cell phones, tablets, pagers or other electronic devices. Store PHI on UCM secure servers, UCM shared drives or UCM SharePoint sites and use encryption methodologies.
  - Do not use Dropbox, Google Docs, SkyDrive or other "cloud file storage utilities" without authorization. These are not secure for patient or other confidential or sensitive information.
  - Do not text message PHI or other personally identifiable information through personal cell phone numbers. The approved applications for secure texting at UCM are Zoom chat, Epic Secure chat, or Haiku/Canto chat.
  - **Never** share your password or store it on your laptop, phone, or in any other unsecure location. Create unique passwords with complexity.

- Log-off your computer when away from your electronic device and lock laptop computers and other portable devices in a secure location when not in use.
- Do not throw away electronic devices, USB drives, CD/DVDs or other electronic media without destroying or sanitizing. Contact the UCM IT Service Desk for assistance.
- In the event of a lost or stolen device, contact the UCMIT Service Desk at 773-702-3456 and the Privacy Program at 773-834-9716 or hpo@uchicagomedicine.org

❖ E-mail
- Only use your @uchicagomedicine.org, @bsd.uchicago.edu or bsd.*department*.uchicago.edu *e*-mail address when conducting University of Chicago Medicine business - **NEVER** use your Comcast, Yahoo, Gmail or other personal e-mail accounts.
- Do not put PHI in the subject line of emails and limit the PHI in the body to the minimum necessary.
- Be careful to select the correct recipients when sending emails; watch for autocorrect, similar names and distribution lists. Check and double check!
- If PHI must be emailed to external third parties outside of UCM, BSD or Ingalls, type #encrypt in the Subject line to encrypt the email. Emails to general @uchicago addresses must use #encrypt in the subject line if you are sending protected health information. Use BSD email addresses if available for patient information. Instructions for secure email procedures can be found on the Information Security Intranet Site or by contacting the Privacy and Security Program for more information.
- Do not access e-mail or download and connect email to or from any unencrypted electronic devices.

❖ Hard Copy Information
- Do not take PHI off the premises. If you do, you are responsible for securing the records from unauthorized access (e.g., do not leave information unattended in your car, bag, at home, on public transportation). Keep it secured and with you at all times.
- When faxing or mailing documents with PHI, verify that you are sending the correct documents to the right recipient and correct fax number. Double check documents handed to patients.
- Discard documents or electronic media containing patient information in a designated locked shredding container. Do not place documents or media in recycle or trash bins.
- Do not leave PHI visible on your desk or workstation.

❖ Research
- If you are using Protected Health Information (PHI) or Personally Identifiable Information (PII) for Research purposes, you may be required to track the disclosure of the PHI. Please see "Tracking Disclosures for Research" for further information

❖ Social Media
- Social Media (i.e., Facebook, TikTok, Twitter, YouTube, Instagram, etc.) is not the place to discuss specific patients or specific medical treatment issues and particularly not the place to post PHI of any kind. Only those individuals who have been approved may post to UCM social media sites.

❖ Artificial Intelligence (AI)
- Never enter PHI or other confidential/sensitive data into publicly available generative artificial intelligence tools. This can create a privacy incident with regulatory and potential breach implications.
- Cyber-attackers can use the information that is fed into AI tools against our organization in the form phishing campaigns.

- Photography
  - Follow policy A02-11 Photographs and Other Images in the Hospital for all video or recorded images, audio recordings or photography of patients. Many require patient written permission prior to capture.

Report a concern/incident or ask a guidance question

Privacy Program: 773-834-9716 or hpo@uchicagomedicine.org or

Anonymous Hotline: 1-877-440-5480, Option 2

UCM Information Security and Privacy Governance, Risk and Compliance Program: ucmitgrc@uchicagomedicine.org

Work Environment

The resources and reporting mechanisms described below apply to residents/fellows training at UCMC and/or Endeavor Health - NorthShore Hospitals.

Discrimination and Harassment

The Medical Center is an equal opportunity employer and does not tolerate discrimination or harassment based on race, ethnicity, color, religion, sex, sexual orientation, gender identity, marital status, civil union status, national origin, ancestry, age, parental status, disabled status, veteran status, or any other legally protected classification, in accordance with applicable law. See HR208, A00-04. The Medical Center is strongly committed to fostering a working environment free from such discrimination or harassment.

Any resident or fellow who feels that he or she has been subjected to discrimination or harassment in violation of these policies should immediately bring such concerns to his or her Program Director or Associate Program Director(s) or to UCMC Human Resources/Employee Labor Relations at 773-702-8238 or HRServices2@uchicagomedicine.org. Complaints will be investigated and addressed promptly and appropriately, and the Medical Center will not tolerate any retaliation for good faith complaints of discrimination or harassment.

Incidents or concerns occurring at Endeavor Health - NorthShore Hospitals should be reported to UCMC HR/Employee Labor Relations at 773-702-8238 or HRServices2@uchicagomedicine.org in addition to any reports made to Endeavor Health - NorthShore Hospitals faculty or administration.

Resident/Fellow Treatment

Residents/fellows may raise concerns regarding their education and/or professional environment either in writing or verbally with their Program Director, Chief Resident, Section Chief or Department Chair.

If a resident/fellow does not feel comfortable raising such a concern with any of the above, he/she may utilize the UCMC Ombudspersons (or see page 26). The Ombudspersons serve as advocates and provide a mechanism for residents/fellows to raise and resolve issues without fear of intimidation or retaliation. They may also investigate complaints of mistreatment or other issues and abuses. All interactions with the Ombudspersons are completely confidential. Alternatively, a resident/fellow may contact Christine Babcock, MD MSc, Associate Dean for Graduate Medical Education/DIO or the GME Office at gmeoffice@uchicagomedicine.org.

Workplace Civility

It is the goal of UCMC and Endeavor Health - NorthShore Hospitals to promote and support a medical center community where all people will work together in an environment free of abusive or demeaning treatment.

UCMC and Endeavor Health - NorthShore Hospitals are committed to achieving quality patient care delivery in an environment of professionalism, respect, tolerance, understanding and goodwill among all members of our diverse community. Conduct, whether verbal or physical, that interferes with the ability of others to effectively carry out their duties or that undermines patient care or the patient's confidence in UCMC or another member of the health care team may constitute disruptive behavior.

Any resident/fellow who believes that he or she has witnessed or been subject to disruptive behavior should report the alleged incident as described above in the section on Harassment.

Any resident/fellow who has engaged in disruptive behavior may be subject to disciplinary action under the terms of their Contract and the policies and procedures of the Graduate Medical Education Office.

Resident Compliance Hotline – 877-440-5480

The Resource Line provides a toll-free anonymous way for you to ask a question or report a concern about the ACGME resident work hours requirement or incidents of bias or discrimination. You may also leave your information to receive a call back to discuss a concern.

The Resource Line is available 24/7 and is managed by the Office of Corporate Compliance. Messages may be left in a private voicemailbox. For house staff duty hours questions or concerns, press #3 when prompted. All calls are confidentialand good faith reporting is covered by our anti-retaliation Compliance Policy 10-01.

By submitting your questions and concerns to the Resource Line you will help the Office of Graduate Medical Education and the Graduate Medical Education Committee monitor the Clinical Learning Environment.

Resident Forum

The Resident Forum, accomplished through the Graduate Medical Education Trainee Council (GMETC), is a forum for residents and fellows to come together to discuss issues of patient care and the learning environment with the goal of improving residents'/fellows' ability to carry out their patient care responsibilities and also enhance their learning.

The GMETC meetings are open to all residents and fellows. Residents and fellows conduct the meeting without leaders present and may request to present issues that arise at the meeting to GMEC. Meeting details will be emailed prior to the meeting date.

Endeavor Health - NorthShore Hospitals Resident Forum is scheduled through the Office of Academic Affairs.

Grievance Procedure

Certain actions by a program are reviewable under the GMEC policy "Grievance Procedure."
If a Resident/Fellow chooses to pursue a grievance, the procedure to be followed is outlined in the GMEC policy titled "Grievance Procedure" which is available in the Graduate Medical Education section of the institutional Policies & Procedures SharePoint intranet site or can be obtained from the Graduate Medical Education Office, J-141.

Resident/Fellow Help Line (Endeavor Health - NorthShore Hospitals)

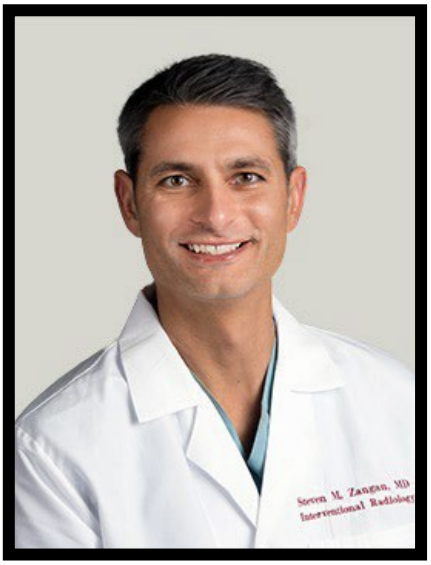
The Endeavor Health - NorthShore Hospitals Customer Service number is 8989 for transport, facilities maintenance, housekeeping and patient room cleaning, clinical engineering and biomed, patient interpretive services, and hospital meeting room reservations.

Sleep Deprivation and Fatigue Training

Absorb LMS contains a module designed to train residents and fellows to recognize the impacts of sleep deprivation, how to mitigate fatigue, and what steps to take if they determine they are unable to care for patients safely due to fatigue. This module is available at all times via self-enrollment through learning.uchicagomedicine.org (Absorb) learning portal.

UCMC Ombudspersons

Shellie Williams, MD
Department of Medicine
Contact Information: (*in preferred order*)
swillia2@bsd.uchicago.edu
773.834.6900
Pager: #4833
Office: W-714



Steven Zangan, MD
Department of Radiology
Contact Information: (*in preferred order*)
szangan@bsd.uchicago.edu
773.702.3844
Pager: #2816
Office: Q-209

Every member of the University community makes a commitment to strive for personal and academic integrity, to treat others with dignity and respect, and to honor the rights and property of others. From time to time, issues may arise that are not in keeping with our commitment to this goal. When this happens, it is important that you, as residents and students, know what resources are available to you.

Pritzker School of Medicine faculty members are appointed as Ombudspersons to serve as student/resident advocates and facilitators within the University of Chicago Medical Center when these issues occur. The Ombudspersons are chosen because they are neutral, third-party physicians who are not otherwise involved with the academic promotion or evaluation of Pritzker students or University of Chicago residents. The Ombudspersons do not share student names or concerns without receiving the student's permission. The only exceptions to confidentiality is in the case of imminent risk of serious resident/student harm as determined by the Ombudspersons, where mandated by law, and in situations of sexual misconduct/gender based harassment. Ombudspersons play an important role by providing a mechanism for medical students and residents to raise and resolve issues without fear of intimidation or retaliation.

The Ombudspersons are available to serve as a sounding board for students and residents regarding their experiences at the University of Chicago and University of Chicago Medical Center. They will also investigate and resolve complaints of mistreatment or other issues and abuses. These incidents may occur in the classroom, hospital setting or at school-sponsored events, and may involve students, residents, staff, or faculty. The Ombudspersons will work with each medical student or resident to explore options, suggest resources, and call attention to the appropriate faculty members and administrators.

Endeavor Health - NorthShore Hospitals Diversity and Inclusion Ombudspersons

Dr. Tricia Moo-Young
Department of Surgery
TMoo-Young@northshore.org

Dr. Barrett Robinson
Department of OB/GYN
BRobinson@northshore.org

Medical Student Treatment

The Pritzker School of Medicine at the University of Chicago is committed to maintaining an academic and clinical environment in which faculty, fellows, residents, students, nurses, and other medical staff work together freely to further education and research and provide the highest level of patient care, whether in the classroom, the laboratory, or the hospital, and clinics. The School's goal is to educate future physicians to meet high standards of professional behavior as outlined in the **Pritzker School of Medicine's Guidelines of Professionalism** and to practice in a learning environment where effective, humane, and compassionate patient care is demanded and expected.

The school takes any mistreatment of students by residents, faculty, and medical center employees very seriously and has appointed two faculty members to serve as Ombudspersons to facilitate confidential reporting of potential mistreatment and to raise awareness of appropriate standards of behavior among members of the medical school community (see page 26).

Expectations of Civil Behavior
The school expects civil behavior in an educational and clinical setting as set forth by the University in the Student Manual of the University Policies and Regulations and the University of Chicago Medical Center's Professionalism and Disruptive Behavior policy. Consistent with these policies, the University of Chicago Pritzker School of Medicine regards all acts of physical harm, threats of physical harm, imposition of physical punishments and evaluation of students on grounds other than those relevant and material to the course or clinical activity as violations of these standards.

The Pritzker School of Medicine encourages faculty and residents to promote a positive learning environment by adhering to the MODEL principle:

M	Model professional behavior
O	Offer feedback
D	Delineate expectations
E	Evaluate fairly
L	Prioritize learning

Examples of Mistreatment
Mistreatment is defined on the Association of American Medical Colleges Graduation Questionnaire as follows: "Mistreatment arises when behavior shows disrespect for the dignity of others and unreasonably interferes with the learning process. It can take the form of physical punishment, sexual harassment, psychological cruelty, and discrimination based on race, religion, ethnicity, sex, age, or sexual orientation." The AAMC provides the following examples of mistreatment:
https://pritzker.uchicago.edu/about/student-treatment

- Public belittlement and humiliation
- Threatened with physical harm
- Asked to perform personal services
- Denied opportunities because of gender
- Denied opportunities because of race or ethnicity
- Asked to exchange sexual favors for grades/awards
- Subjected to unwanted sexual advances

Reporting Mistreatment
Students with concerns about malicious or abusive conduct should report such behaviors through the Pritzker Bias and Mistreatment Reporting Instrument for review. They may also contact the school's Ombudspersons, any of the Pritzker faculty deans, relevant faculty members (course director, preceptor, or the department chair, etc.) or Director of Medical School Education. Any of these individuals can discuss options with the student, offer guidance and support, and assist the student in attempting to resolve the matter informally. Every reasonable effort will be made to maintain confidentiality in such discussions.

If informal resolution is unsuccessful or inappropriate, the Dean for Medical Education, Dean of Students, or other University and Medical Center officials may discuss formal University and/or Medical Center procedures to address the situation with the student.

Any conduct that has a serious impact on the academic evaluation of students may be subject to the grievance procedures outlined below.

- If the person whose conduct is the source of concern is a faculty member, fellow or resident, the School's Dean for Medical Education and the Dean of Students can help the student file a complaint with the relevant department chair or program director and/or the UCMC Committee on Professionalism as appropriate. If the person about whom concerns are raised is a student, the Disciplinary Procedures governing students apply.
- If the person is a staff member, the School's Dean for Medical Education, Dean of Students, or Executive Director of Medical School Education may help a student file a complaint with the University Human Resources Management.

Reporting Bias
Biased behaviors falling short of the malicious or abusive conduct described above are potential learning opportunities for students, house staff, staff, and faculty. Students may report such behaviors through the Pritzker Bias and Mistreatment Reporting Instrument for review. Assuming permission is given by the student, this feedback will then be used to provide feedback to individual students, or if the allegations concern treatment by house staff, staff, or faculty, will be shared with the relevant department chair or program director and/or the UCMC Committee on Professionalism as appropriate.

Risk Mgmt. & Patient Safety

The UCMC Risk Mgmt. & Patient Safety Department's mission is based on a philosophy of proactive risk assessment to identify threats to patient safety before the occurrence of an adverse event. You are encouraged to report all occurrences – regardless of whether or not the occurrence reached a patient or resulted in harm. The preferred method for reporting an event is to submit the report using the online event reporting system. **When reporting online, use the reporter look-up function to auto-populate your name, email address, PGY, department, program, and specialty.** Alternate methods of reporting an occurrence include calling the patient safety voicemail at 773-702-5544, emailing your report to srmanage@uchicagomedicine.org, or paging a risk manager on call (RMOC) at 188-1241 for an immediate response or advice.

Event Reporting at UCMC (Patient Safety)

Standards for reporting patient safety events are printed on the back of every resident/fellow's supplemental ID badge. These standards are also listed below:

Sentinel Event = **Immediately**

- Page Risk Manager On Call: pager # 1241 **Available 24/7**

Adverse or Near Miss Event = **72** hrs

- **Event Reporting System Riskonnect** is also available via the intranet/SharePoint homepage, **https://home.uchicagomedicine.org/SitePages/Home.aspx**
- Patient Safety Voicemail: 773-702-5544
- E-mail: srmanage@uchicagomedicine.org

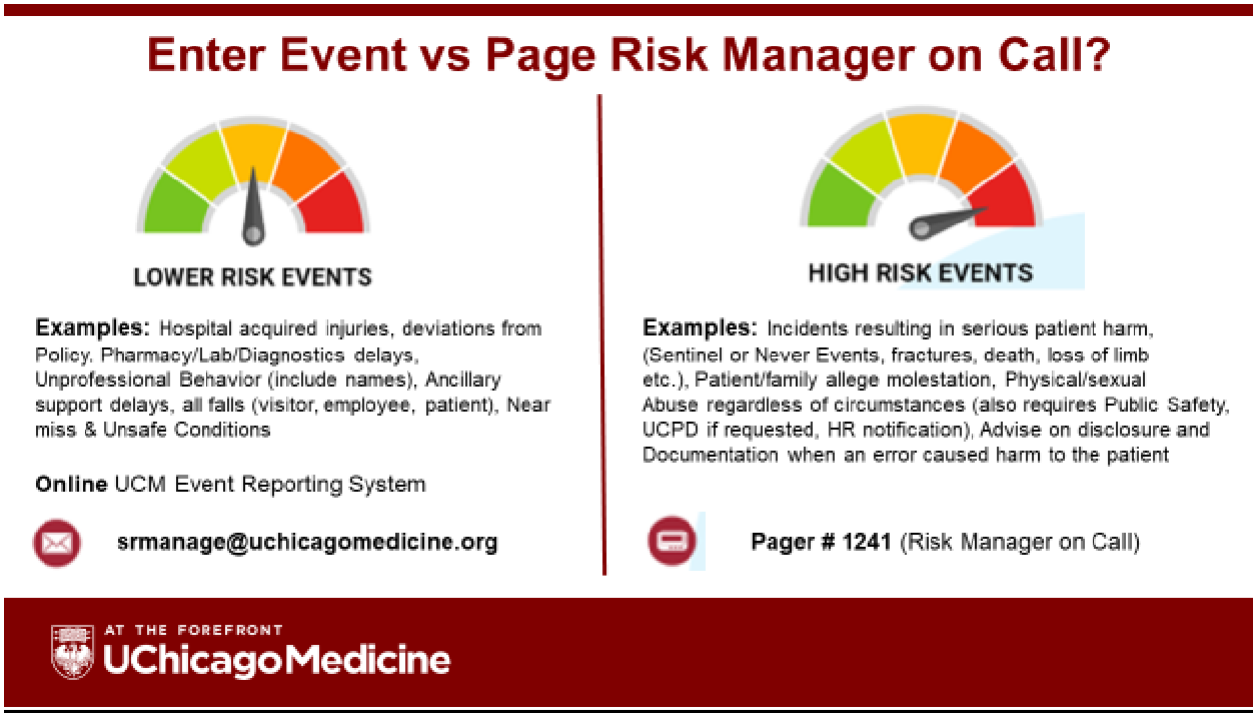
- The Risk Management/Patient Safety Department analyzes adverse events and proactively implements patient safety procedures. The preliminary investigation conducted by the Risk Management staff helps assess the seriousness of potential claims and identifies cases that could benefit from early settlement negotiations. This review also identifies safety issues that require immediate attention and possible remediation.
- Risk Managers routinely assist the clinicians in conducting disclosure conversations with the patients and their families where we acknowledge the patient injury and review operational changes to prevent future harm. These conversations often aid in the early negotiation or settlement process.
- The Patient Safety Team educates and encourages all staff to report occurrences, even if no harm has come to the patient. Much of our attention is focused on a proactive system of identification and process improvement to prevent harm.
  - For infectious exposure, please contact infection control on-call at pager #7025

How to get an update on an Event Report (UCMC)

- When you submit an event, the system generates an event #. You can use this event # to track your report. You can also use the patient's name if you cannot locate the event number.
- When the event report is submitted and when the event report review is completed you will receive email communications if you use the reporter look-up function.
- To request additional follow-up, contact Risk Management & Patient Safety Voicemail at 773-702-5544 or srmanage@uchicagomedicine.org.
  - Provide the event number or patient name, your name, and contact information, preferably your UCMC email address.
  - A risk manager will contact you to discuss.

Additional Resources via Absorb

learning.uchicagomedicine.org



Endeavor Health - NorthShore Hospitals Patient Safety

Endeavor Health - NorthShore Hospitals has an on-line event reporting site, accessible through the Pulse site under Quick Links – Event Reporting. Submissions can be anonymous.

Professional Requirements

Annual Training Requirements

Annual institutional requirements for training include, but are not limited to Fire Safety, HIPAA/Privacy, Infection Control, Pediatric Abduction Alert, Preventing Discrimination and Harassment, Bystander Intervention, Staying Safe at Work, and MRI Basic Safety. Residents and fellows are assigned these and other required training modules at the time of onboarding and automatically re-assigned annually as required. Residents and fellow are required to complete these online courses in a timely manner. Courses are available in Absorb (https://learning.uchicagomedicine.org/#/dashboard).

Licensure

A physician may not participate in patient care, attend rounds, or be identified as a physician unless and until he/she holds a valid Illinois medical license.

Residents/fellows are required to hold a temporary (training) or permanent license. Guidance for the application process is provided by the UCMC GME Office. For information, e-mail gmeoffice@uchicagomedicine.org

Medicare Enrollment

All residents/fellows are required to maintain an up-to-date enrollment in Medicare as Ordering and Referring Physicians.

As required by their program or a partnering institution, some residents/fellows may be required to enroll in Medicare as Individual Providers.

Applications to enroll in Medicare can be completed online via the Provider Enrollment Chain and Ownership System (PECOS). Instructions for enrolling as an Ordering and Referring Physician are available on the GME website: http://gme.uchicago.edu/how-to/.

Residents/fellows leaving the institution are responsible for updating their Medicare Enrollment information in PECOS. If going into practice, it is recommended the resident/fellow seek guidance from the institution that will be their employer before making changes to their enrollment.

Check your enrollment on the CMS data site (search by NPI suggested). For information, e-mail gmeoffice@uchicagomedicine.org

IMPACT (IL Medicaid) Enrollment

All residents/fellows are required to register for and maintain an up-to-date enrollment in IMPACT, Illinois' Medicaid program.

IMPACT enrollment instructions are available on the GME website: http://gme.uchicago.edu/how-to/

Residents/fellows are responsible for updating their IMPACT enrollment, including when licensure information changes or when leaving the institution. When leaving the institution, it is recommended that residents/fellows seek guidance from the institution that will be their employer before making changes to their enrollment.

Check your enrollment on the IMPACT Provider Directory (search by NPI suggested).
For more information, e-mail gmeoffice@uchicagomedicine.org

Illinois Controlled Substance License and Federal Drug Enforcement Agency (DEA) Registration

As required by their specialty, residents and fellows apply for and maintain an Illinois Controlled Substance License; residents and fellows in certain specialties will be required to apply for and maintain

a Federal DEA License. All residents and fellows can get a hospital-based DEA license number to use during residency/fellowship training.

Illinois Controlled Substance License
Applications for IL Controlled Substance Licenses are not processed through GME. For those wishing to apply for IL Controlled Substance Licenses, email GME to obtain a copy of the application. For further information contact gmeoffice@uchicagomedicine.org

Federal Drug Enforcement Agency (DEA) License
If required by their specialty, residents and fellows are responsible for applying for and maintaining a Federal DEA License. The application cost is approximately $888 and requires a valid, active state controlled substance license. GME does not assist with this application process. You can find more information on this application process on the DEA website: https://www.deadiversion.usdoj.gov/drugreg/registration.html. In order to qualify for this type of license, the applicant must hold a permanent Illinois Medical license in addition to the state-level controlled substance license.

Hospital-Based DEA License
UCMC Pharmacy issues hospital-based DEA license numbers so that trainees can prescribe controlled substances. The permissions granted through the hospital-based DEA license numbers are more limited than the full Federal DEA License obtained by an individual physician. For further information, contact the UCMC Pharmacy, 773-702-6242.

Visas

Residents/Fellows must be eligible to work in the United States. Email Pam Urbanczyk (Pamela.Urbanczyk@uchicagomedicine.org) with questions.

Visa sponsorship requirements:

J1 Visa — sponsored by the Educational Commission for Foreign Medical Graduates

H-1B Visa — sponsored by the University of Chicago Medical Center
requires approval in advance by the program director
interested applicants should contact the program director of their intended program for more information
the program assumes all financial costs related to the H-1B visa

NPI Number

The National Provider Identifier (NPI) is a 10-digit identifier that resulted from a HIPAA mandate that a standard, unique identifier be adopted for health care providers. Once assigned, a provider's NPI will not change and will remain with them regardless of location or employer changes. All health care providers who bill for services will need to use their NPI in filing and processing of health care claims covered under HIPAA.

NPI numbers are required for all residents/fellows. Residents/fellows register for their NPI number prior to the start of their training program. Each resident/fellow is responsible for keeping their NPI profile up-to-date. Updates are required when there are changes in license number - such as when a resident/fellow transitions from a temporary to a permanent license or obtains a license in a different state - contact information, or taxonomy code. The website link to update your NPI profile is https://nppes.cms.hhs.gov/. Instructions available on the GME website: http://gme.uchicago.edu/how-to/

If you have questions regarding how to access or update your NPI information, email gmeoffice@uchicagomedicine.org

Helpful Contact Information & Links

UCMC Graduate Medical Education Office ……. 773-702-6760

Email: gmeoffice@uchicagomedicine.org

Website: http://gme.uchicago.edu/

MedHub: https://uchicago.medhub.com/index.mh

SharePoint/Intranet:
https://home.uchicagomedicine.org/sites/gme/SitePages/Home.aspx
GME Box All Access Folder (requires log in):
https://uchicagomedicine.box.com/s/0ovp4oyrq2biyifs7cjimyf13aud3qs2

Endeavor Health - NorthShore Hospitals Office of Academic Affairs …… 847-570-1478

Well-Being Resources

AllOne Health, Employee Assistance Program…….. 800-456-6327

SharePoint/Intranet:
https://home.uchicagomedicine.org/sites/gme/SitePages/Graduate-Medical-Education-Wellness-Resources.aspx

Resident Health Initiative

rhealth@uchicagomedicine.org (see guidelines on page 14)

Pager for urgent requests: 188-9800

Physician's Assistance Committee …… Email

Chair of the PAC:
Dr. Jon Grant, jgrant4@bsd.uchicago.edu

AllOne Health at 800-456-6327

Diversity, Inclusion & Equity Resources

BSD Office of Diversity & Inclusion

Urban Health Initiative & Community Engagement

HR Shared Services (HRServices2@uchicagomedicine.org) …… 773-702-2355

Benefits Enrollment: http://www.ucmbenefits.org/ 888-212-2853

Wellness Programs: https://uchicagomedicine.adurolife.com

UCMC Intranet (Hospital/BSD Employees Only):

Onsite: https://home.uchicagomedicine.org/SitePages/Home.aspx

Offsite via Citrix:
https://www.uchicagomedicine.org/health-care-professionals/employee-login

Library Resources

John Crerar Library – Medical Research Library ……	773-702-7409
Endeavor Health - NorthShore Hospitals Library Services in Webster Library, Evanston Hospital …….	847-570-2665

Coronavirus Resource Page (Intranet - Hospital/BSD Employees Only)

Coronavirus Resource Page (Public-facing)

Work Hours Resource Hotline …….	877-440-5480
Injury Reporting Line ……	844-298-2658
Legal Affairs Office ……..	773-702-1057
Lost FreedomPay cards …….....	866-943-1645
Needle Stick Hotline (Pager)……..……..	188-9990
Public Notary (see Legal Affairs) ……..	773-702-1057
UC Ratner Athletics Center Membership Services …….	773-702-3846
UCMC Pharmacy ……	773-702-6242
Endeavor Health – NorthShore Hospitals Evanston Inpatient Pharmacy ……	847-570-2200
UCMC Chief Compliance Officer …….	773-834-4733
UCMC Compliance Resource Line …….....	877-440-5480
UCMC IT Service Desk……..	773-702-3456

UCMC IT Self-Service Portal: https://ucmed.service-now.com/sp

Password Synchronization Tool: https://identity.uchospitals.edu/pss/index.htm

UCMC Privacy Program Office……. ……	773-834-9716
UCMC Mail Room ……..	773-702-1398
UCMC Occupational Medicine……..……..	773-702-6757
UCMC Risk Management & Patient Safety Hotline……	773-702-5544
UCMC Security ……	773-702-6262

Endeavor Health – NorthShore Hospitals Security - all hospital locations (dial from a hospital phone)……..	
Hospital Emergency Codes……..	3199
Hospital Non-Emergency …….	8906
Off-site Emergency ……..	9-911
UCMC Scrubs (Linen Dept)……...	773-702-1887 (Pager 188-1500)