

Memorandum

DATE: April 15, 2005
TO: NEW RESIDENT STAFF
FROM: Kim Mahoney
RE: PHOTO ID BADGE

During the months of May and June, you may report at your earliest convenience to our Security/ID Badging Office to have your hospital photo identification badge taken. If you are not familiar with the hospital campus and do not know the location of the ID Badging Office, please report to the Medical Education Office for directions. One of the staff will take you to the office which is located in the Lower Level of the Hospital. The ID Badging Office is open Monday through Friday from 7:00 a.m. to 4:00 p.m. This office has been notified that all new residents will be coming in for an ID badge and we have provided them with a listing of names. When reporting to the office, please ask for Sue Gojcaj. She will be responsible for taking your photo for the ID badge. If for some reason it is not possible for you to stop in anytime during the months of May and June, there will be a brief period of time set aside during Orientation Day to catch those of you who could not come earlier. In order to have your badge ready for you by July 1st, we encourage you to stop in before June 28th.

Thank you.