



BAPTIST MEMORIAL MEDICAL EDUCATION

901-226-1350 * office / 901-226-1351 * fax

WELCOME

Welcome to Baptist Memorial Hospital! We hope that your time in our city is enjoyable and rewarding. The training that you receive here will be the foundation of your future practice. We are very blessed to have many outstanding physicians, physician groups and hospitals in this area, so be sure to take advantage of their knowledge and experience.

CODE OF CONDUCT

As a member of our Baptist team, you will play an essential role in ensuring that we exceed the expectations of our patients through dedication, compassionate care, and responsive service. Baptist has a genuine commitment to customer service that exemplifies our philosophy, emphasizing the importance of interpersonal and technical excellence.

REQUIREMENTS – All documents are attached to this packet.

Residents/Fellows rotating to Baptist Memorial Hospitals are required to read and sign the following:

- Baptist Coversheet
- Orientation for Non-Baptist Hospital Employees
- Hazardous Environment Acknowledgement
- Non-Employee Internet Access Policy
- Set Up Microsoft MDA using MS Authenticator App
- Set Up Microsoft MDA using Phone Call Set Up Microsoft MDA using Text Message

Medical Students rotating to Baptist Memorial Hospitals are required to read and sign the following:

- Orientation for Non-Baptist Hospital Employees
- Baptist Coversheet
- Occupational Safety and Administration
- Non-Employee Internet Access Policy

These documents are available on the UT GME website and on the Baptist GME website. You can also request them by e-mail. The completed forms must be submitted to the Baptist GME office **at least 3-4 weeks prior to your rotation**. **Please note that all access lapses after 60 days of inactivity, so please log in monthly to maintain your access.**

COVID-19/FLU REQUIREMENTS

Residents/Fellows and students are required to complete the Baptist COVID-19 Standards of Safety. This includes submitting a copy of your COVID vaccination card with both doses completed. Baptist also requires COVID-19 educational materials, including watching the donning/doffing, PPE and hand hygiene videos, that are shown after each EPIC class or scheduled **3 weeks before your Radiology rotation**. We also require a copy of your most recent flu vaccine.

ID BADGES & PARKING

Identification badges are required for all residents/fellows and students. ID badges are made in the BMH Security Office Located in the hospital on the Concourse C level, Tuesday – Friday during business hours. (8:00am-4:30pm) Baptist ID badges allow access to the Baptist computer system, GME Resident Suite, employee parking lot, the Medical Staff Library (after- hours), the rear entrance to the ED and to Surgery. Parking is available on the top floor of the Baptist Parking Garage. Please contact the security department at 901-226-5520 for any questions.

ELECTRONIC MEDICAL RECORDS

Baptist uses an EMR system we call Baptist OneCare (EPIC). Training classes are required for all users before access will be granted. Information concerning these classes is available through the Baptist GME office. **EMR Training should be scheduled a minimum of three weeks before your rotation start date**. Contact the GME office to schedule training. Please note that EMR access lapses after **2 months of inactivity**, so please log in monthly to maintain your Epic Account. **Refresher courses are required every 6 months. We do not provide refresher courses, if you need a refresher course you will have to retake the full session classes. Clinical Documentation training is also required.** Please contact Vicki Brown or Michelle Croft at 901-227-0361 to schedule training.

DINING OPTIONS

Medical Students: Meals are available at BMH-Memphis in the Willow's Café, at your own expense.

Residents: Meals are available at BMH-Memphis in the Willow's Café. You have a daily allowance of \$7.50 that will be uploaded to your badge. These funds do not roll over and anything over \$7.50 will be at your own expense.

BMH PHYSICIAN SERVICES & GME OFFICE

Graduate Medical Education is located in Suite 417 in the 6025 building on the Baptist-Memphis campus. Our office phone number is 901-226-1350. The GME Suite is available to all students, residents/fellows, and faculty with your Baptist ID Badge. This area includes a lounge, kitchenette, lockers, call rooms, restrooms with showers, GME and faculty offices, and resident offices. For your convenience, BMH Physician Services is also available to assist students and residents during their time at our campus. Physician Services is located on the first floor of BMH – Memphis. Please stop by the Information Desk in the main hospital lobby for directions to either location. Physician Services' main office number is 901-226-5269.

We are very excited to be a part of this important time in your career and your life! If you need anything, please let us know.

Anne Sullivan, M.D.

Chief Academic Officer
Baptist Memorial Health Care
6025 Walnut Grove Road
Memphis, Tennessee 38120

Lakisha Bah-Stewart

System Manager of Programs and Projects
Baptist Memorial Health Care
6025 Walnut Grove Road
Memphis, Tennessee 38120
901-226-4982
Lakisha.Bah-Stewart@bmhcc.org

Amber Thomas

Supervisor of Rotations
Baptist Memorial Health Care
6025 Walnut Grove Road
Memphis, Tennessee 38120
901-226-1350
Amber.Thomas@bmcc.org