



NEW EMPLOYEE SURVIVAL GUIDE

Welcome to EMORY HEALTHCARE!

Starting a new position can be a challenge. In addition to learning what your job entails, you need time to adjust to the work environment, figure out how to navigate the system and find important information. This *New Employee Survival Guide* serves as a “start-up” manual on how things work at EMORY HEALTHCARE, what is expected of you and what you can do to make the most of your experience.

At EMORY HEALTHCARE, we have made a promise to our patients of quality: defined by impeccable **clinical outcomes**, patient **safety** and patient **service**. Even if you do not have direct contact with patients, everything you do works toward our goal of fulfilling that promise.

I hope you will find this *Survival Guide* useful in your journey toward providing a quality experience to our patients.

Thank you for being here, and again, welcome.

Sincerely,



John T. Fox
President and CEO
EMORY HEALTHCARE

You're here – now what?

This *Survival Guide* will provide you with the basics on how to get around EMORY HEALTHCARE, what to expect and what is expected of you. It will help you wade through the volumes of information new employees receive, and point you to the right resource, department or person to answer some of your pressing questions. Use this tool in conjunction with the Employee Resources page on www.ourehc.org and the For Employees page on www.emoryhealthcare.org.

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EMORY HEALTHCARE AND YOU

Our Mission

The purpose of EMORY HEALTHCARE is “To Serve Humanity By Improving Health.” We do this by focusing on five crucial components: quality, people and our workplace, discovery and innovation, knowledge and information, and financial strength. Our aim is to retain top-notch people, provide a quality experience for our patients, focus on growth and become leaders in innovation.

The Care Transformation Model

The Care Transformation Model is a marriage of many of the components vital to providing an optimal experience for our patients now and in the future. It comprises the cultural elements inherent in our daily activities, but packaged in a way that allows us to connect each of them to better understand the practices and characteristics necessary to truly provide the best care.



The EHC Commitment to Our Employees and Provider Teams

EMORY HEALTHCARE’S mission includes providing for the needs of our employees by offering the resources and work environment that improve the quality of their personal and professional lives. It is our obligation to care for those who care for our patients and their families. We will support our employees’ efforts to diligently pursue excellence in every activity and will compel our leaders to facilitate and encourage these pursuits. This formal document outlines our commitment to our employees and provider teams and how we plan to pursue and demonstrate these commitments every day. To view the Employer Commitment, go to www.ourehc.org.

Inclement Weather Policy

Since EMORY HEALTHCARE serves its patient population 24 hours a day, we never close our doors – even in the case of inclement weather. Scheduled staff are expected to report to work during inclement weather. Patient care activities and responsibilities, including support service, must continue to function properly.

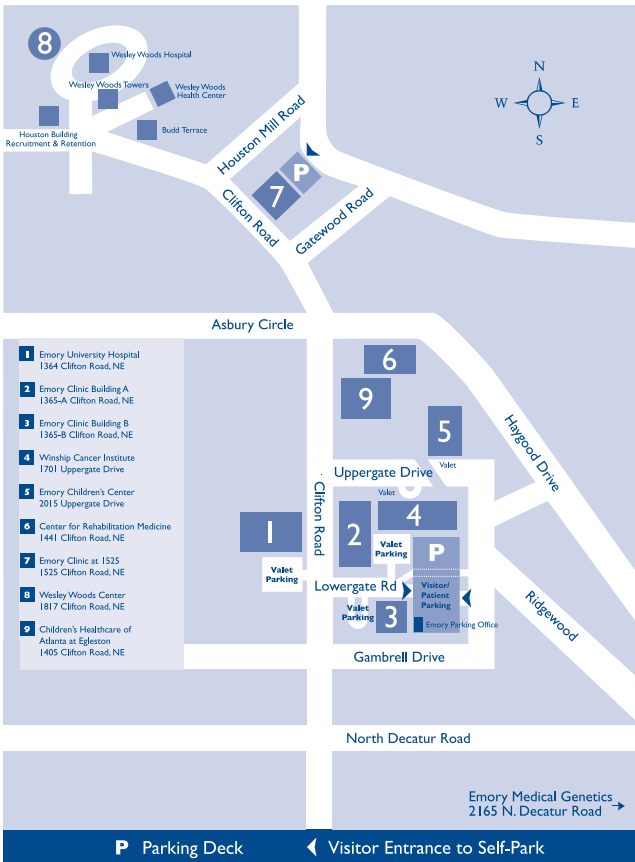
Smoking Policy

EMORY HEALTHCARE is committed to taking all practical measures to create a safe and healthy environment for all employees, patients and visitors. To further this goal, we have established a no-smoking policy to achieve a smoke-free environment.

THINGS TO REMEMBER

- **Confidentiality** – it is the policy of EMORY HEALTHCARE that all organizational and patient/resident information obtained while working at EMORY HEALTHCARE (verbal, written, computer file or the enterprise computer network) is considered confidential. All confidential information should be maintained in a manner that ensures its privacy and safety. EMORY HEALTHCARE organizational information should not be discussed in open areas (e.g., elevators, cafeteria, etc.)
- **Patient Rights** – we support the rights of patients/residents to play a vital role in managing their own health care
- **Staff Rights** – staff maintain the right to refuse participation in certain aspects of patient care or treatment under limited circumstances while providing for the continuing care and treatment of patients (this cannot be based solely on the patient’s diagnosis)

GETTING AROUND EMORY HEALTHCARE

DIRECTIONS TO EMORY UNIVERSITY HOSPITAL,
THE EMORY CLINIC AND EMORY-CHILDREN'S CENTER**Employee Health Department at Emory University Hospital:**

Employee Health is located in the hospital's sub-basement. Take the main hallway all the way to the back of the hospital. Take the H elevator, which is located behind the G elevator, to the sub-basement. Exit to your right and follow the hallway and signage to Employee Health. From Employee Health, exit to your right and follow the hallway to your first doorway on the right. Turn down this hallway and follow signage to Public Safety, straight ahead.

Human Resources Department at Emory University Hospital:

Enter through the main lobby (from the parking deck bridge or valet parking). Go past the concierge desk and continue down the main corridor. Human Resources is located approximately half-way down the main corridor on your right.

From the Northeast (I-85):

Take I-85 South to Clairmont Rd (Exit #91). Turn left on Clairmont Rd and follow the signs toward Decatur. Continue on Clairmont Rd for 3.8 miles to North Decatur Rd. Turn right on North Decatur Rd. Proceed one mile to Clifton Rd. Turn right on Clifton Rd. The hospital is located 0.2 miles on the left. Clinic buildings A and B, as well as Visitor Parking, are located 0.2 miles on the right.

From the North (GA 400):

Take GA 400 South to Sidney Marcus Blvd exit. Turn left on Sidney Marcus Blvd. Turn left on Buford Highway. Turn right on Lenox Rd. Get on I-85 North. Take I-85 North to Clairmont Rd (Exit #91). Turn right on Clairmont Rd and follow the signs toward Decatur. Continue on Clairmont Rd for 3.8 miles to North Decatur Rd. Turn right on North Decatur Rd. Proceed one mile to Clifton Rd. Turn right on Clifton Rd. The hospital is located 0.2 miles on the left. Clinic buildings A and B, as well as Visitor Parking are located 0.2 miles on the right.

From the South (I-75):

Take I-75 North to Freedom Parkway/Carter Center/International Blvd (Exit #248-C). Bear right off the exit and continue straight for approximately 2.1 miles following the signs to the Carter Center and Moreland Ave. Turn left on Moreland Ave. Continue north on Moreland Ave (Moreland Ave becomes Briarcliff Rd) for approximately 1.7 miles. Turn right on North Decatur Rd and travel approximately 1.1 miles, going through Emory Village. Turn left on Clifton Rd. The hospital and ambulance entrance are located 0.2 miles on the left. Clinic buildings A and B, as well as Visitor Parking, are located 0.2 miles on the right.

From the East (US 78):

Take I-285 to Stone Mountain Freeway/US-78, follow signs toward Decatur. Proceed on Scott Blvd toward North Decatur Rd. Turn right on North Decatur Rd. Proceed approximately two miles on North Decatur Rd. Turn right on Clifton Rd. The hospital and ambulance entrance are located 0.2 miles on the left. Clinic buildings A and B, as well as Visitor Parking, are located 0.2 miles on the right.

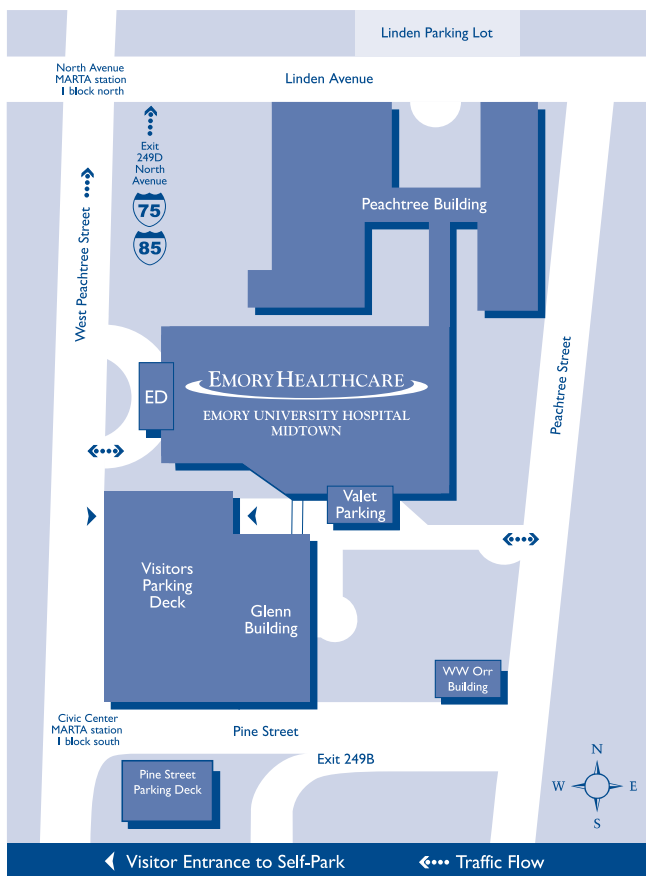
From I-20 (East or West):

Take I-20 to Moreland Ave (Exit 60). Turn right (north) on Moreland Ave. Continue on Moreland Ave (Moreland Ave becomes Briarcliff Rd) for approximately 3.4 miles. Turn right on North Decatur Rd and travel approximately 1.1 miles, going through Emory Village. Turn left on Clifton Rd. The hospital and ambulance entrance are located 0.2 miles on the left. Clinic buildings A and B, as well as Visitor Parking, are located 0.2 miles on the right.

From the Northwest**(I-75 south to I-85 north):**

Take I-75S to I-85N. Take I-85 to Clairmont Rd (Exit #91). Turn right and follow the signs toward Decatur. Stay on Clairmont Rd for 3.8 miles to North Decatur Rd. Turn right on North Decatur Rd. Proceed one mile to Clifton Rd. Turn right on Clifton Rd. The hospital and ambulance entrance are located 0.2 miles on the left. Clinic buildings A and B, as well as Visitor Parking, are located 0.2 miles on the right.

DIRECTIONS TO EMORY UNIVERSITY HOSPITAL MIDTOWN

**From the Northwest (I-75):**

Take I-75 South to North Avenue exit (Exit #249D). Turn left on North Avenue, then turn right onto Peachtree Street. Cross Linden Avenue and turn right into Emory University Hospital Midtown. The parking deck is straight ahead.

From the Northeast (I-85):

Take I-85 South to North Avenue exit (Exit #249D). Turn left on North Avenue, then turn right onto Peachtree Street. Cross Linden Avenue and turn right into Emory University Hospital Midtown. The parking deck is straight ahead.

From the North (GA 400):

Take GA 400 South to I-85 South. Continue on I-85 South to North Avenue exit (Exit #249D). Turn left on North Avenue, then turn right onto Peachtree Street. Cross Linden Avenue and turn right into Emory University Hospital Midtown. The parking deck is straight ahead.

From the South (I-75/I-85):

Take I-75/85 North to exit at Pine Street (Exit #249B) and turn left on Peachtree Street. Turn left into Emory University Hospital Midtown. The parking deck is straight ahead.

From the East (I-20):

Take I-20W to I-75/85 North. Take I-75/85 North to exit at Pine Street (Exit #249B) and turn left on Peachtree Street. Turn left into Emory University Hospital Midtown. The parking deck is straight ahead.

From the West (I-20):

Take I-20E to I-75/85 North. Take I-75/85 North to exit at Pine Street (Exit #249B) and turn left on Peachtree Street. Turn left into Emory University Hospital Midtown. The parking deck is straight ahead.

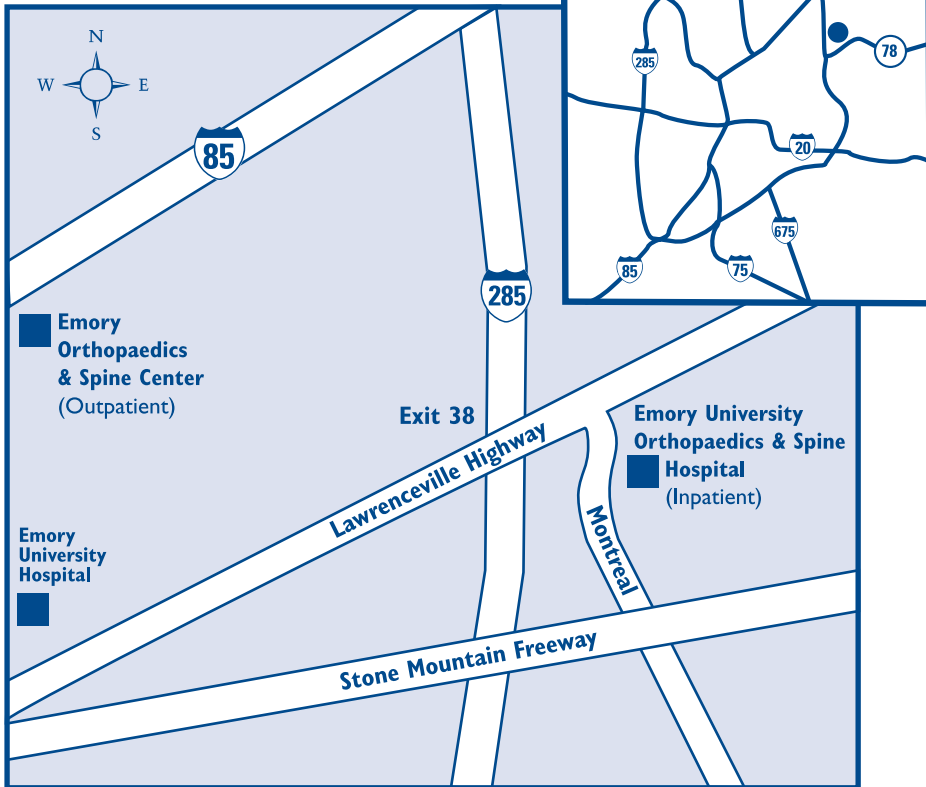
Employee Health at Emory University Hospital Midtown:

Employee Health is located on the sixth floor of the W.W. Orr Building on the corner of Peachtree and Pine, across from the Hospital.

Human Resources at Emory University Hospital Midtown:

Human Resources is located on the fifth floor of the W.W. Orr Building on the corner of Peachtree and Pine, across from the Hospital.

DIRECTIONS TO EMORY UNIVERSITY ORTHOPAEDICS & SPINE HOSPITAL



Directions to Emory University Orthopaedics & Spine Hospital

From I-85 North (Norcross):

Start out going south on I-85 South toward Atlanta. Take exit 95A toward Macon/Augusta. Merge onto I-285 South and go 3.8 miles. Take exit 38 for US-29/Lawrenceville Hwy. Turn left onto Lawrenceville Hwy and go 0.3 miles. Turn right onto Montreal Road.

From I-85 South:

Start out going north on I-85 North. Take exit 95 and keep right following signs to I-285 East toward Augusta. Merge onto I-285 South and go 3.8 miles. Take exit 38 for US-29/Lawrenceville Hwy. Turn left onto Lawrenceville Hwy and go 0.3 miles. Turn right onto Montreal Road.

From I-75 North (Marietta):

Start out going south I-75 South. Take exit 259 for I-285 Bypass East toward Augusta/Greenville and continue on I-285 East for 17.2 miles. Take exit 38 for US-29/Lawrenceville Hwy. Turn left onto Lawrenceville Hwy and go 0.3 miles. Turn right onto Montreal Road.

From 400 North (Roswell):

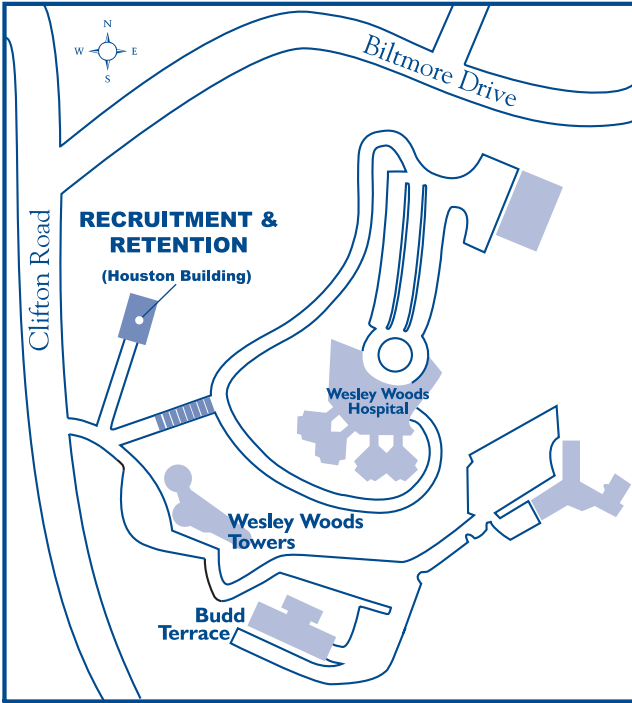
Start out going south on GA 400 South. Take exit 4A to merge onto I-285 Bypass East toward Augusta/Greenville and continue for 11.3 miles. Take exit 38 for US-29/Lawrenceville Hwy. Turn left onto Lawrenceville Hwy and go 0.3 miles. Turn right onto Montreal Road.

From I-20 W (Conyers):

Start out going northwest on I-20 West. Take exit 67B for I-285 Bypass North toward Chattanooga/Greenville. Merge onto I-285 North and continue for 7.3 miles. Take exit 38 for US-29/Lawrenceville Hwy. Merge right onto Lawrenceville Hwy for less than 0.1 miles. Take immediate right onto Montreal Road.

From I-20 E (Douglasville):

Start out going east on I-20 East. Take exit 67 for I-285 Bypass North toward Chattanooga/Greenville. Merge onto I-285 North and continue for 8.2 miles. Take exit 38 for US-29/Lawrenceville Hwy. Merge right onto Lawrenceville Hwy for less than 0.1 miles. Take immediate right onto Montreal Road.



DIRECTIONS TO WESLEY WOODS CENTER

From the North:

Take I-85 South to Clairmont Road (Exit #91). Turn left on Clairmont Road. Turn right on Briarcliff Road. Proceed to Clifton Road. Turn left on Clifton Road. The Wesley Woods Center entrance is located on the left.

From the South:

Take I-75 North to Freedom Parkway/Carter Center/ International Boulevard (Exit #248-C). Bear right off the exit and continue straight following the signs to the Carter Center and Moreland Avenue. Turn left on Moreland Avenue. Continue north on Moreland Avenue (Moreland Avenue becomes Briarcliff Road). Turn right on Clifton Road. The Wesley Woods Center entrance is located on the left.



DIRECTIONS TO EMORY JOHNS CREEK HOSPITAL

From the North:

Take GA 400 South to the exit for GA 141 South/Peachtree Parkway. Turn left onto GA 141 South/Peachtree Parkway. Turn right onto McGinnis Ferry Road. Turn left onto Hospital Parkway. The hospital will be on your right.

From the South:

Take I-85 North to I-285 West toward Chattanooga (exit #95). Take I-285 West to GA 141 North/Peachtree Industrial Boulevard (exit #31B). Take slight left onto GA 141 North/Peachtree Parkway NW (follow signs for Georgia 141 North/Cumming/Dahlonega/Georgia 400). Continue to follow GA 141 North. Turn left onto Hospital Parkway. The hospital will be on your left.

DINING OPTIONS AT EMORY HEALTHCARE

Emory University Hospital

Asbury Court (cafeteria)*

Ground floor

7 days a week

6:30 a.m. to 10 a.m., 11 a.m. to 2:30 p.m.,

5 p.m. to 8 p.m., 2 a.m. to 4 a.m.

Extended lunch hours (grill only)

3 p.m. to 4 p.m.

Bishop's Pantry (coffee shop)*

Ground floor – outside Asbury Court

Monday-Friday, 6:30 a.m. to 4 p.m.

The Emory Clinic Bldg. A

Mocha Delites (TEC, Building A)

Monday-Thursday, 7 a.m. to 5 p.m.

The Emory Clinic Bldg. B

Mocha Delites snack cart with full menu

(TEC, Building B)

Monday-Thursday, 9 a.m. to 3 p.m.

Friday, 9 a.m. to 2:30 p.m.

Winship Cancer Institute of

Emory University

Mocha Delites (TEC, Building C)

Monday-Friday, 7 a.m. to 4 p.m.

Emory University Hospital Midtown

Savory Fare (cafeteria)*

Ground floor

Monday-Friday

6:30 a.m. to 10 a.m., 11 a.m. to 7:30 p.m.

Weekends and Holidays

7 a.m. to 10 a.m., 11 a.m. to 7 p.m.

Peachtree Perk (coffee shop)

Ground floor

Monday-Friday, 7 a.m. to 2:30 p.m.

Center for Rehabilitation Medicine

Independence Way (cafeteria)*

First floor

Monday-Friday, 7:30 a.m. to 8:30 a.m.,

11:30 a.m. to 2 p.m.

Emory University Orthopaedics & Spine Hospital

Café Express (cafeteria)*

First floor

Monday-Friday, 7:30 a.m. to 9:30 a.m.,

11 a.m. to 2 p.m., 5 p.m. to 7:15 p.m.

Weekends and Holidays

7:15 a.m. to 9:30 a.m., 11 a.m. to 2 p.m.

Wesley Woods Geriatric Hospital

Magnolia Café (cafeteria)*

First floor

Monday-Friday, 7:30 a.m. to 9 a.m.,

11:30 a.m. to 2 p.m., 5 p.m. to 7 p.m.

You can access the cafeteria menus on

www.ourehc.org.

Emory Johns Creek Hospital

Creekside Café (cafeteria)

Lower level

Monday-Friday, 7 a.m. to 10 a.m., 11 a.m.

to 2 p.m., 6:30 p.m. to 7:30 p.m.

Weekends, 7:30 a.m. to 1 p.m.

Cox Hall, on the Emory University campus, is a "food court" style dining facility. Employees do not receive the 20% discount at this location.

*EMORY HEALTHCARE employees enjoy a 20% discount when they show their badge at these dining locations.

FREEDOMPAY

EMORY HEALTHCARE employees may take advantage of FreedomPay, a pay option that works like a debit card. One quick swipe at the register and you're done! When you sign up, you choose the dollar amount you want to load. You can track your purchases online and reload your card in several different ways. For more information, log on to www.freedompay.com, call FreedomPay at 1.888.495.0222 or speak with one of the cafeteria cashiers.

BANKING AT EMORY HEALTHCARE

SunTrust and Emory Alliance Credit Union ATMs are located throughout our hospitals and clinics. Emory Alliance Credit Union branches are located on the lobby level of the W.W. Orr Building at Emory University Hospital Midtown, Clairmont Road and the Emory University campus. Go to www.emoryacu.com for more information.

Branch locations:

1237 Clairmont Road
Decatur, GA 30030
404.329.6415

Dobbs University Center
605 Asbury Circle
Atlanta, GA 30322
404.727.9950

Emory University Hospital Midtown
478 Peachtree Street NE
W.W. Orr Building, Ste. 101A
Atlanta, GA 30308
404.686.2559

TRANSPORTATION

Parking

EMORY HEALTHCARE subsidizes parking for employees. Depending upon your primary location, you may pay a nominal annual fee for a parking permit.

Emory University Hospital
Parking Office
404.727.PARK

Emory University Hospital Midtown
Security Services
404.686.4343

MARTA

EMORY HEALTHCARE encourages employees to take advantage of alternative transportation when possible. Employees can receive a monthly MARTA pass at no cost in lieu of a parking pass. The Parking Office staff will let you know when you can stop by to pick up your pass each month. Please note: Employees may not hold both a MARTA and parking pass simultaneously.

Shuttles

Cliff shuttles provide a nice alternative to commuting to work and driving between campuses during the day. Shuttles make routine trips to a variety of designated stops throughout EMORY HEALTHCARE. For current information on the shuttle schedule and Park-and-Ride locations, visit the home page of the intranet (www.ourehc.org).

Zipcar

Employees who opt for alternative transportation are encouraged to sign up for the Zipcar program. Zipcars are available for use 7 a.m. – 7 p.m., Monday – Friday. For more information, log on to www.zipcar.com or call 1.866.4ZIPCAR.

NAVIGATING THE SYSTEM

Telephone System

Not all EMORY HEALTHCARE locations use the same telephone system. Contact your leader for information on voicemail, long distance codes and phone instructions for the system in your location. The University Technology Services Customer Care Center (404.727.2323) can also provide information.

Paging

Many EMORY HEALTHCARE employees carry alpha pagers; each are assigned a unique pager ID (or PIC) number. To send a numeric page, call 404.686.5500, enter the pager number, then your call-back number. To send an alpha page, log on to Simon Web from the home page of the intranet (or Virtual Desktop), select "Simon Paging" from the right, then search for the person's name (search by last name). (The messaging "PIC" number will display next to the person's name.) Once the name has been selected, click "Send Page" to type in your message. Follow the prompts to complete your message.

Clocking In/Out

All EMORY HEALTHCARE employees use the KRONOS timekeeping system to record time and attendance. Your timekeeper will provide you with your unique clock in/out number, as well as an instruction card for using the system. If you have questions about the KRONOS system or timekeeping, contact your timekeeper or Payroll at 404.712.7106.

Computer Assistance

Computer assistance is available by calling 8-HELP (404.778.4357) 24 hours a day, seven days a week. Calls received are either handled by the call center representative or assigned a ticket number for additional follow-up.

Intranet

EMORY HEALTHCARE's intranet, www.ourehc.org, contains a wealth of information on policies, procedures, department information, phone directory, contact numbers and more to help you navigate the system. Visit this site often for updates.

Leader Site

Leaders have password-protected access to the Leader Site, which is found on the Employee Resources home page. The Leader Site houses helpful information, such as leader onboarding materials, job codes and the employment requisition form. If you do not have access to the site but believe you should, please contact your leader.

e-Vantage

e-Vantage is an online self-service tool accessible to all EMORY HEALTHCARE employees via the intranet (www.ourehc.org) or any computer with Internet access (<http://leo.cc.emory.edu>). You can use e-Vantage for many functions, including to view your pay advice and current benefits plan enrollment, update your personal information, and make a contribution to the Employee Hardship Donation Program or MyEmory Healthcare.

Entities

EMORY HEALTHCARE, a not-for-profit health care system, consists of the following entities: Emory-Children's Center, Emory Johns Creek Hospital, Emory University Hospital Midtown, Emory University Hospital, Emory University Orthopaedics & Spine Hospital, The Emory Clinic and Wesley Woods Center.

PUTTING YOUR BEST FOOT FORWARD

Employee Commitments

At EMORY HEALTHCARE, our promise to our patients is that of a quality experience defined by impeccable clinical outcomes, patient safety and patient service. The Employee Commitments help us meet that promise by fulfilling our moral obligation to protect our patients and their family members, our families, our colleagues and ourselves. Providing a safe environment for our patients is so important to us that completion of our Employee Commitments is a condition of employment.

The six Employee Commitments include:

- Annual Regulatory/Safety/Compliance Education
- Annual Health Assessment
- Annual Compliance with Departmental Requirements
- Annual Clinical Skills Competency
- Attendance
- Annual Seasonal Influenza Vaccination

For more information on your role in fulfilling the Employee Commitments, speak with your leader.

Dress Code Guidelines

For many patients and visitors, you represent EMORY HEALTHCARE. That is why it is crucial you project a professional image. Staff are expected to adhere to dress standards required for their department. Common sense should be used when choosing clothing, shoes, jewelry, etc., appropriate for your role. The Dress and Grooming Policy (found on the New Employee Web sites and the HR Policies, Procedures and Forms section of the intranet) provides additional information. For guidance on dress and grooming in your specific role, contact your leader.

Telephone Etiquette

Oftentimes, first impressions are built upon simple phone conversations. When speaking with patients, co-workers or families, it's important to be courteous, kind and professional. The EMORY HEALTHCARE telephone answering requirements provide guidance on standard phone etiquette. To review the guidelines, please refer to the New Employee Web site on www.ourhc.org.

EHC Telephone Answering Requirements

Answering an external call:

"(Facility)(Service Area). This is (First Name). How may I help you?"

Always end your call with a warm phrase, such as "Thank you for calling."

Answering a known internal call:

"(Service Area). This is (First Name)."

Always end your call with a warm phrase, such as "Thank you for calling."

Voicemail message:

"(Facility)(Service Area). This is (First Name)." Message should be short, simple and customized to meet individual needs.

PAY & PERKS

Benefits Eligibility and Deadlines

All regular, full-time or part-time employees scheduled to work at least 20 hours per week are eligible for EMORY HEALTHCARE benefits coverage. As a new employee, you have 31 days to submit your benefits enrollment form. After that, you must wait until Annual Benefits Enrollment in the fall of each year to elect or change benefits coverage. If you have a qualifying family status change during the year, you may elect or change coverage within 31 days of the status change. Refer to the New Employee Web sites for further information, or contact the Benefits department at 404.686.6044.

Paychecks

EMORY HEALTHCARE employees are paid biweekly on Fridays. Each workweek begins on Sunday and ends on Saturday. You can view your paycheck via e-Vantage the Wednesday before payday. The current payroll calendar is located on the Your Pay section of the Employee Resources page on www.ourehc.org.

EMORY HEALTHCARE requires employees to set up direct deposit accounts. If you do not have an account, contact a representative in Payroll (404.712.7106) for assistance.

Discounts

A variety of discounts are available to you as an EMORY HEALTHCARE employee. Discounts are available to several EMORY HEALTHCARE services, including Lasik surgery, certain fitness facilities, childcare and eldercare, and more. Our Sparkfly employee discount program provides discounts on travel, restaurants, electronics, movie and event tickets, shopping and more. To view the discounts available to you, go to www.ourehc.org, Employee Resources, Your Benefits, and Discounts and Perks.

The Pharmacy at Emory

An on-site pharmacy is available for EMORY HEALTHCARE employees and patients in The Emory Clinic, Building A. Located near Mocha Delites café, the pharmacy is open Monday through Friday, 9 a.m. to 6 p.m. You can sign up for the Employee Loyalty Program, which can give you discounts on your prescriptions. For more information, call The Pharmacy at Emory at 404-778-2022 or go to www.ourehc.org, Departments & Groups, and Outpatient Pharmacy.

EMORY EMPLOYEE ACCESS PROGRAM (EVIP)

We encourage employees to spend their health care dollars within the Emory system. The Emory Employee Access Program (EVIP) is designed to assist EMORY HEALTHCARE employees in scheduling appointments with Emory physicians within a medically appropriate time frame. If you make an appointment and feel the time frame is not medically appropriate, call 404-778-EVIP (3847) for additional attention. A nurse will assist you in determining whether a more expedited appointment is medically required. If so, the nurse will work with the department to get another appointment scheduled. You may refer to the New Employee Web sites for a list of EVIP contact numbers by department.

IMPORTANT CONTACT NUMBERS

Benefits: 404.686.6044

Employee Health:

Emory University Hospital: 404.686.8589

Emory University Hospital Midtown: 404.686.2537

Emory University Orthopaedics &

Spine Hospital: 404.251.3075

Wesley Woods Center: 404.728.6437

EVIP: 404.778.3847

Human Resources: 404.686.7100

Faculty Staff Assistance Program: 404.727.4328

Infection Control:

Emory-Children's Center: 404.727.2793

Emory Johns Creek Hospital: 678.474.7731

Emory University Hospital Midtown: 404.686.2351

Emory University Hospital: 404.712.7156

Emory University Orthopaedics &

Spine Hospital: 404.251.3075

The Emory Clinic: 404.778.5446

Wesley Woods Center: 404.728.6357

Information Services: 404.778.4357

Occupational Injury Management:

Emory University Hospital: 404.686.8587

Emory University Hospital Midtown: 404.686.2352

Office of Risk: 404.686.2470

Paging Operator: 404.686.1000

Parking:

Emory University Hospital: 404.727.PARK

Emory University Hospital Midtown: 404.686.4343

Payroll: 404.712.7106

Public Safety:

Emory Police: 404.727.6111 (Emergency)

404.727.6115 (Office)

Security Emergency

Emory-Children's Center: 404.727.6111

Emory Johns Creek Hospital: 678.474.7000,
from code phone: ext 4444

Emory University Hospital and Center for
Rehabilitation Medicine: 404.712.1777

Emory University Hospital Midtown:
404.686.1777

Emory University Orthopaedics & Spine
Hospital: 404.251.3777

The Emory Clinic: 404.778.8888

Wesley Woods Center: 404.728.6999

Non-Emergency

Emory Johns Creek Hospital: 678.474.8132,
678.474.8130, 678.474.8133

Emory University Hospital and Center for
Rehabilitation Medicine: 404.712.5598

Emory University Hospital Midtown:
404.686.2597

Emory University Orthopaedics & Spine
Hospital: 404.831.4207

The Emory Clinic: 404.778.3226

Wesley Woods Center: 404.728.6485

Simon Paging: 404.686.5500

University Technology Services: 404.727.2323

GLOSSARY

As a new employee, you may encounter terminology and acronyms that are unfamiliar to you. The following glossary provides definitions for some of the more widely used terms.

- Access coordinator** – provides timekeeping assistance for your department/section
- CPOE** - Computerized Provider Order Entry
- CRM** - Center for Rehabilitation Medicine
- DP** – Decatur Plaza
- DUC** – Dobbs University Center
- ECC** – Emory-Children’s Center
- EeMR** – Electronic Medical Records Training
- EHC**– EMORY HEALTHCARE
- EHI** – EMORY HEALTHCARE, INC.
- EJCH**– Emory Johns Creek Hospital
- EUH** – Emory University Hospital
- EUHM** – Emory University Hospital Midtown
- EUOSH** – Emory University Orthopaedics & Spine Hospital
- e-Vantage** – online self-service tool
- EVIP** – Emory Employee Access Program
- FSAP** – Faculty Staff Assistance Program
- HLC** – Healthcare Learning Center
- Internet** – www.emoryhealthcare.org
- Intranet** – www.ourehc.org
- KRONOS** – timekeeping system
- LRC** – Learning Resource Center
- MyEmory Healthcare** – employee giving program
- NEO** – New Employee Orientation
- PeopleSoft** – payroll system
- TST** – tuberculosis skin test
- STARS** - event reporting system
- Synergy** – nursing newsletter
- TEC** – The Emory Clinic
- WCI** – Winship Cancer Institute of Emory University
- WWC** – Wesley Woods Center
- WWGH** – Wesley Woods Geriatric Hospital

