Medical Education Information for
University of Minnesota Medical Center,
Fairview
2017
Contact

Mira Jurich
Coordinator, Graduate Medical Education
612-273-7482, mjurich1@fairview.org
Power of Partnership

• Academic medicine in Minnesota is embodied in the partnership between the University of Minnesota, Fairview Health Services and University of Minnesota Physicians.

• This partnership, established in 1997:
  – brings together research, education and patient care, enabling us to provide breakthrough medicine to our patients
  – is a National model for academic and community-based health system collaboration
  – gives us the ability to make the discovery of new treatments and cures accessible throughout our communities and beyond to be the best health care delivery system for America.
  – puts us at the forefront of world-class research and innovative patient treatments. It is the foundation on which we educate the physicians of the future, including 70% of Minnesota’s health care professionals.

• Nation-leading research and education is one of Fairview’s five strategic goals
  – We are committed to advancing knowledge and educating tomorrow’s health care providers
UMMC/UMACH Graduate Medical & Dental Education

The information on the moodle site will help assist you when on rotation at UMMC/UMACH. Epic e-learning modules and orientation powerpoints need to be completed prior to the start of your rotation at UMMC/UMACH. Check back often as new information and resources will be added.

If you need assistance or have any questions while on rotation here at UMMC/UMACH please contact Mira Jurich, mjurich1@fairview.org or by phone 612-273-7482.

- **UMMC Moodle Site**
  - Course name: UMMC GME
Information about the UMMC GME Moodle Course and How to Enroll

Introduction:
Moodle allows anyone with an e-mail address to view learning modules, take quizzes (if applicable), and participate in forums. Visitors to the Moodle site do not need to have a University of Minnesota (U of M) x.500 user IDs.

Moodle Course Name: UMMC GME
Enrollment Key (NOTE: enrollment key is case-sensitive): GMEUMMC

How to Enroll:
1. If you have a U of M x.500 user ID:
   a. Ensure that you have activated your x.500 user ID in Moodle, which will allow you to self-enroll in the course. Activate your x.500 user ID here: http://www1.umn.edu/moodle/instructor/guides/activate_account.html.
   b. Once you have activated your x.500 user ID, go to http://moodle.umn.edu and log-in with your x.500 user ID. Continue to step 3 (below).

2. If you do not have a U of M e-mail address:
   a. Go to https://www.umn.edu/dirtools/guestportal
   b. Enter your email address, and choose a password. These will be used as your Guest ID and password, respectively, when you log in later.
   c. Log-in to Moodle at http://moodle.umn.edu with the e-mail address used to create the guest account. (Login link can be found on the upper right hand corner of the moodle homepage)
   Continue to step 3(below).

3. Search for the course UMMC GME from your Moodle home page http://moodle.umn.edu, then click on the course name to enter.

4. Self-enroll in the course with the enrollment key shown above. Once enrolled, you will automatically be directed to the course site.

5. You will now also see the course UMMC GME section on your Moodle user homepage, as well as in the “My Courses” section of your myU portal.

Troubleshooting? E-mail Mira Jurich at mjurich1@fairview.org
I. PURPOSE

To provide parking services for resident and fellows who have been assigned to clinical rotations at UMMC and/or UMACH for a specific period of time.

II. POLICY

A. Residency and fellowship programs based on the East Bank campus (University Campus) and assigned to clinical rotations or educational activities on the East Bank campus, parking is provided by the University of Minnesota, and is paid for by each medical school department.

B. Residency and fellowship programs based on the West Bank campus (Riverside) and are assigned to clinical rotations on the West Bank will be provided parking on the West Bank campus.*

C. Residents and fellows from outside institutions (i.e. Regions, HCMC, etc.) are provided parking for their rotations at UMMC and UMACH and will need to go to the parking office on the first day of their rotation.

D. Residency and fellowship programs based on the East Bank campus and assigned to clinical rotations on the East Bank campus, but occasionally attend clinics, provide consult services, or participate in OR cases during day-time hours on the West Bank campus will need to shuttle over to the West Bank campus.

E. Residency and fellowship programs based on the East Bank campus and are scheduled to a clinical rotation on the West Bank campus will be provided parking for the duration of their rotation. Scheduled rotation information will be verified prior to parking activation.

F. Residency and fellowship programs based on the West Bank campus and are scheduled to a clinical rotation on the East Bank campus will be required to shuttle to the East Bank campus.

G. Afterhours and weekend parking are available to residents and fellows on both the East Bank and West Bank campuses. Afterhours parking begins at 4:30pm.

H. Non-compliance with this policy may result in suspension or termination of parking privileges. The Vice President of Medical Affairs and/or the Vice President of Professional Services at UMMC-F reserve the right to suspend or terminate parking privileges at any time, without notice.

* The Department of Pediatrics is excluded from bullet point B and has an alternate agreement with Fairview Health Services for parking on the West Bank campus.
III. PROCEDURE

A. Residents and fellows in programs based on the West bank campus or residents and fellows completing a rotation on the West bank campus (bullet point B & E) must go to the parking office to activate their parking. There is a $25 refundable deposit for parking. **

B. Programs that would like to set-up a program parking contract (bullet point D) for consult/case/clinic day parking on the West bank campus, must contact the parking manager at 612-273-7279 to set up a department billable account.

C. All resident/fellow day-time parking on the West bank campus will be located in the Yellow ramp. Day-time parking is not available on the East bank campus in the Fairview patient/visitor ramp.

D. After hours parking (bullet point G) begins at 4:30pm Monday through Friday and is available all day/night on weekends. After hours parking is available in the East bank patient visitor ramp and in the red, yellow, and purple ramps on the West bank campus. Individuals that enter the ramps during after-hours will be able to exit the ramp at any time. To set up after hours parking residents/fellows must go to the parking office to activate their afterhours parking. A $25 refundable deposit is required.

E. All residents and fellows must have a Fairview or UMACH ID badge in order to activate parking. Please bring a photo ID with you if you need to acquire a Fairview or UMACH ID badge.

F. To receive the refundable deposit the resident/fellow must go to the parking office in person to receive their refund. All $25 refundable deposits must be made by cash or credit card at our offices, checks are not accepted.

G. The East bank parking office is located in the Mayo building, room B-340. The office hours for the East bank office are Monday thru Friday, 7:30am-4:00pm and is closed from 1-2pm. The West bank parking office is located in the Riverside East building, room MB218. The office hours for the West bank office are Monday thru Friday, 7:30am -4:30pm.

H. Questions and/or issues regarding parking at UMMC/UMACH may be directed to the UMMC-F GME office at 612-273-7482.

** The Department of Pediatrics has an alternate procedure for parking for all clinical rotations on the West bank campus per the agreement with Fairview Health Services.
UNIVERSITY OF MINNESOTA HEALTH CAMPUS MAPS
M Health Clinics and University of Minnesota Medical Center – East Bank

Locations
University of Minnesota Health Clinics and Surgery Center
909 Fulton St, SE
Minneapolis, MN 55455

University of Minnesota Medical Center – East Bank
500 Harvard St, SE
Minneapolis, MN 55455

Phillips-Wangensteen Building*
516 Delaware St, SE
Minneapolis, MN 55455

*No valet parking at Phillips-Wangensteen Building.

DIRECTIONS TO THE EAST BANK
From I-94 Exit 235B, Huron Boulevard, turn left on Fulton Street. Patients and visitors coming to our new Clinics and Surgery Center will enter valet/arrival plaza from Fulton Street.

PARKING
When available, convenient valet parking is encouraged for patients and visitors, which offers comparable pricing to self-park options. Take your ticket inside with you to pay for your parking or to be validated. All Clinics and Surgery Center patients and visitors are encouraged to enter valet/arrival plaza. Parking attendants can offer valet parking service or direct drivers to the best self-parking option.

For more information about accommodations, transportation, parking options and rates visit mhealth.org/locations

Google Map to UMMC, East Bank
University of Minnesota Medical Center - West Bank

Locations
University of Minnesota Medical Center - West Bank
2450 Riverside Ave.
Minneapolis, MN 55454

Psychiatry Clinic
West Building, Suite F-275
2450 Riverside Ave. S
Minneapolis, MN 55454

Women’s Health Specialists Clinic
Riverside Professional Building, Suite 300
606 24th Ave S.
Minneapolis, MN 55455

For more information about accommodations, transportation, parking options and rates visit mhealth.org/locations

DIRECTIONS TO THE WEST BANK
From I-94 Exit 235A, follow directions to Riverside Avenue. Head north.

PARKING
Convenient valet parking is encouraged for patients and visitors, which offers comparable pricing to self-park options. If choosing to self-park, remember to take your ticket inside with you to pay for your parking or to be validated.

Google Map to UMMC, West Bank
Google Map to the Clinic and Surgery Center
I. PURPOSE
To provide food service for residents and fellows who have been assigned to provide on-call services in the hospital on either campus, Riverside or University, for a specific period of time other than a normal work day.

II. POLICY
A. On-call meals (dinner & breakfast) will be provided for residents and fellows who work 24 consecutive hours on site, interns that are scheduled to work the maximum number hours allowed (16 hrs), are pre-scheduled 5 or more 12 hour night shifts (night float), or are called from home to return to the hospital while on home call. No meal will be provided if they are on call from home or stay at home.
B. ID Badge Requirement - Residents and fellows are required to have a Fairview ID badge visible and present in order to obtain on-call meals.
C. Bulk Purchase Limitation – Bulk purchases (i.e. extra sodas/waters, bags of candy) are not allowed. Limit of 3 bottles and one half pound of candy or snacks may be purchased at one time.
D. Sharing Restriction – This privilege is for the resident and/or fellow use in the hospital and may not be shared with medical students, families, or other hospital staff.

III. PROCEDURE
A. Each resident and/or fellow involved in clinical duties and meets the above criteria will receive a meal card at the start of the academic year. The dollar amount on each card will be determined by the number of on-call months the department designates to the resident and/or fellow.
B. Changes to a resident and/or fellow schedule throughout the academic year that increases the amount of time spent on-call will be eligible for an increase in their meal card allotment. The department will contact the GME office at UMMC-F with the resident name and increase request for approval.
C. Non-compliance with this policy may result in short-term suspension of meal card privileges or termination of privileges. The Vice President of Medical Affairs at UMMC-F reserves the right to suspend or terminate meal card privileges at any time, without notice.
D. Each resident and/or fellow eligible for meal card privileges must sign the statement of understanding (attachment A), in order to receive their meal card for the academic year.
E. Questions and/or issues regarding meal cards at UMMC-F may be directed to the UMMC-F GME office at 612-273-7482.
<table>
<thead>
<tr>
<th>Venue</th>
<th>Location</th>
<th>Hours</th>
<th>website</th>
<th>Meal Cards Accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bridges Cafeteria</td>
<td>8th Floor, Main Hospital, University Campus</td>
<td>Breakfast 6:30am-10:15am Lunch: 10:45am-1:30pm Afternoon Grill: 1:30pm-4:00pm Dinner: 4:30pm-6:30pm</td>
<td><a href="http://applications.fairview.org/CafeteriaMenus/bridgescafe/bridgescafe.htm">http://applications.fairview.org/CafeteriaMenus/bridgescafe/bridgescafe.htm</a></td>
<td>YES</td>
</tr>
<tr>
<td>West Bank Cafe</td>
<td>Located on first floor of the East Building, near the main elevators</td>
<td>Breakfast 6:30am-10:15am Lunch: 10:45am-1:30pm Afternoon Grill: 1:30pm-4:00pm Dinner: 4:30pm-6:30pm</td>
<td><a href="http://applications.fairview.org/CafeteriaMenus/Riverside/RiversideMenut.htm">http://applications.fairview.org/CafeteriaMenus/Riverside/RiversideMenut.htm</a></td>
<td>YES</td>
</tr>
<tr>
<td>Bambini’s Coffee</td>
<td>Lobby level with service outlets in both Amplatz and Riverside East</td>
<td>Monday–Friday: 6:30 a.m.–7 p.m Saturday &amp; Sunday: 7 a.m.–2 p.m</td>
<td>N/A</td>
<td>YES</td>
</tr>
<tr>
<td>Riverside Drs Lounge</td>
<td>Lobby Level, Riverside East Building</td>
<td>Lunch (only) 11am-1pm</td>
<td>N/A</td>
<td>YES</td>
</tr>
<tr>
<td>Subway</td>
<td>West Building, main floor, 1C</td>
<td>Monday thru Sunday: 7:00am – 11:30pm</td>
<td><a href="http://www.subway.com">www.subway.com</a> (order online!)</td>
<td>NO</td>
</tr>
</tbody>
</table>
TO SIGN ON AND BEGIN DICTATING:
1. Enter 3-7336 inside hospital; 612-395-7336 from outside.
2. Enter 1# for UMMC.
3. Enter your six-digit Fairview dictation ID number followed by the # key.
4. Press 1 to dictate (do not enter the # key).
5. Enter the appropriate work type and press # key.

MOST COMMON REPORT TYPES

<table>
<thead>
<tr>
<th>Report Type Description</th>
<th>Number</th>
<th>Report Type Description</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preop H&amp;P</td>
<td>1</td>
<td>Operative/Procedures</td>
<td>4</td>
</tr>
<tr>
<td>History &amp; Physical</td>
<td>2</td>
<td>Discharge Summary</td>
<td>5</td>
</tr>
<tr>
<td>Consultation</td>
<td>3</td>
<td>Emergency Dept.</td>
<td>6</td>
</tr>
</tbody>
</table>

6. Enter the patient’s ten-digit medical record number followed by the # key.
7. If medical record number is unknown, press 2#.
8. Press 2 to begin dictating.

FOR ASSISTANCE: Call HIMS Medical Transcription at 612-273-5557. Instructions are also on the Fairview Intranet (Physician Resources, Dictation Instructions).

UNIVERSITY OF MINNESOTA MEDICAL CENTER, FAIRVIEW
eScription Telephone Dictation Instructions

WHAT TO DICTATE:
1. Your first and last name.
2. Type of report (discharge summary, operative report, etc.).
3. Patient name (please spell patient’s last name).
4. Patient’s ten-digit medical record number.
5. Patient’s date of birth.
6. Admit and discharge dates, date of service (e.g. date of procedure).
7. Name of the signing staff physician, if you are a resident or fellow.
8. Name and address of referring physicians/others to receive a copy (excluding yourself).

USEFUL FUNCTIONS WHILE DICTATING

<table>
<thead>
<tr>
<th>Function</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resume After Pause/Dictate</td>
<td>2</td>
</tr>
<tr>
<td>Play Back Last Few Words</td>
<td>3</td>
</tr>
<tr>
<td>Pause</td>
<td>4</td>
</tr>
<tr>
<td>End Report/Begin New Report</td>
<td>5</td>
</tr>
<tr>
<td>Move to End of Report</td>
<td>#6</td>
</tr>
<tr>
<td>Go to Beginning of Report</td>
<td>8</td>
</tr>
<tr>
<td>Disconnect</td>
<td>9</td>
</tr>
<tr>
<td>High Priority/Rush</td>
<td>#6</td>
</tr>
</tbody>
</table>

Dictation confirmation number available for your record after you end report (5) or disconnect (9).

FOR ASSISTANCE: Call HIMS Medical Transcription at 612-273-5557.
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mira Jurich</td>
<td>Coordinator, Graduate Medical Education</td>
<td>612-273-7482</td>
<td><a href="mailto:mjurich1@fairview.org">mjurich1@fairview.org</a></td>
</tr>
</tbody>
</table>
Helpful Links

• https://www.mhealth.org/
• https://www.new-innov.com/Login/
• http://www.mmcgmeservices.org/onboarding.html