

March 1, 2012

TO: All Incoming House Officers

CC: Clinical Department Heads
Clinical Business Managers
Residency and Fellowship Program Directors
Residency and Fellowship Program Coordinators

FROM: Kim Cannon
GME Coordinator

RE: **2012-2013 House Officer Pager Service**

The Graduate Medical Education Office provides pagers to all LSUHSC New Orleans House Officers. The pager unit rental fee and cost of monthly service are of no charge to house officers. We provide local (Louisiana and Mississippi) service to all pagers. The pager is, however, the house officer's responsibility. If a pager is lost or stolen there is a \$50.00 fee that is paid for by the house officer to LSUHSC (PERSONAL CHECKS OR CASHIERS CHECKS MADE PAYABLE TO "LSUHSC" ARE ACCEPTED. NO CASH). Any damaged pagers can be returned to the GME office at no charge to the house officer.

All pager requests or swaps can be emailed to Kim Cannon (kcanno@lsuhsc.edu). Please include your name, pager number and reason for exchange in the email.

When pager swaps are requested, the house officer or coordinator must personally turn in the old pager to receive the new one -- **NO EXCEPTIONS. (In those instances where the house officer and coordinator are out of the city, the pager will be sent via FedEx (using the requesting depts. Fed-ex number) the new pager and provide return packaging to me for the old one).**

Coordinators: Please maintain New Innovations with any pager number changes, as these pager numbers need to always be accurate, especially for the yearly swap every June. **For the swaps involving outgoing and incoming HO's, please utilize the GME website to make your swaps. (go to Program Resources, then Pager Management).**