



School of Medicine
School of Dentistry
School of Nursing
School of Allied Health Professions
School of Graduate Studies
School of Public Health

To: Incoming House Officers / 2009

CC: Program Coordinators

From: Kim Cannon-Ramirez
GME coordinator

RE: House officer pagers

The Graduate Medical Education office provides pagers to LSUHSC New Orleans House residents. The pager unit rental fee and cost of monthly service are of no charge to residents. We provide local (Louisiana and Mississippi) service to all pagers. The pager is, however, the resident's responsibility. If a pager is lost or stolen there is a \$50.00 fee that is paid for by the resident to the GME office. Any damaged pagers can be returned to the GME office at no charge to the resident.

All pager requests or swaps need to go through your program coordinator. Your coordinator will email the request to the GME email for pager assistance. The GME email can be found in the global under "GME pagers". Your coordinator will need to put your pager number and your name on the email request.

Always maintain a *fresh battery* as the service gets interrupted when the batteries show low strength.

When pager swaps are requested and the coordinator is notified, the resident or coordinator must personally turn in the old pager to retrieve the new one: **No exceptions. (In those instances where the resident and coordinator are out of the city, I will fed-ex (using the requesting dept's Fed-ex number) the new pager and provide return packaging to me for the old one).**

*Paging services for FELLOWS are handled through the LSUHSC Purchasing Department. Amy Coburn is the contact.

Coordinators: Please maintain residency partner with any pager number changes, as these pager numbers need to always be accurate, especially for the yearly swap every June.

Thank you,

Kim Cannon-Ramirez
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