

To: Incoming House Officers / 2011
CC: Program Coordinators

From: Kim Cannon
GME coordinator

RE: House officer/Fellow pager

The Graduate Medical Education office provides pagers to LSUHSC New Orleans House Officers. 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 house officer'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 (ONLY PERSONAL CHECKS OR CAHIERS CHECKS ACCEPTED, payable to LSUHSC, NO CASH) 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 request the pager swap using the GME email that can be found on the global under "GME pagers". Please CC: KCANNO@LSUHSC.EDU on the request. Your coordinator will need to put your pager number and your name on the email request.

When pager swaps are requested and the coordinator is notified, the resident or coordinator must personally turn in the old pager to receive 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 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')**

Thank you.