



Orientation Team Contact Info & Checklist:

I. Chief Medical Officer: Gail Fayre, MD, MBA 978.463.1013 gfayre@ajh.org

- Hospital Organizational Chart _____
- Chain of Command _____
- Hospital Services _____
- Mission/ Vision/Strategic Plan _____
- Compliance _____

II. Medical Staff Services: Renée Menefee 978.463.1089 rmenefee@ajh.org

- Medical Staff Bylaws and Rules and Regulations _____
- Medical Staff Organizational Chart _____
- Medical Staff Leadership _____
- Medical Staff Committees/task forces _____
- Department/Specialty Meetings _____
- Medical Staff On Call Policy _____
- Physician Health Policy _____
- Code of Conduct Policy _____
- Intranet/Web site Policies/Procedures _____

III. Quality/Risk Management: Sandra Levin 978.463.1128 slevin@ajh.org

- Hospital Quality Initiatives _____
- TJC, BORM, DPH Reporting _____
- Third Party Inquiries for Potential Quality Issues _____
- Occurrence Screens/Focus Screens _____
- Serious Accident and Incident Reporting _____
- Consent Review (Blood and Informed) _____
- NPSGs _____

IV. Health Information Management/HIPAA Compliance:

Georgette Wilson, 978.463.1108 gwilson@ajh.org
Susan Basler (transcription) 978.463.1000x2347 sbasler@ajh.org

- Medical Record Responsibilities _____
- Health Care Proxy review _____
- HIPPA review _____
- Dictation System training _____
- Electronic signature training _____
- Do Not Use Abbreviations _____

- V. **CME Program: Bonnie MacDonald 978.463.1000 ext.2480 bmacdonald@ajh.org**
- CME/Grand Rounds: _____
 - Online Resources _____
 - Literature search services _____
 - Article services _____
- VI. **Occupational Health: Pat Powers 978.834.8190 ppowers@ajh.org**
- Fit Testing _____
 - Immunization updates _____
 - Health Status _____
 - Infection Control Program _____
- VII. **Information Services: Robert Buchanan 978.463.1086 rbuchanan@ajh.org**
- Meditech Log in /Password/Training _____
 - CPOE _____
 - Remote Access _____
 - Security _____
- VIII. **Radiology: Donna Twombly 978.463.1251 dtwombly@ajh.org**
- PACS password: _____
 - PACS training: _____
- IX. **Security: Al Zabriskie 978-463-1029_978.366.1100 (pager) azabriskie@ajh.org**
- Safety and Emergency Policies _____
 - Parking Policy & sticker _____
 - ID badge & security swipe card _____
- X. **Surgical Services: Nancy Luba 978.463.1148 nluba@ajh.org**
- OR tour: _____
 - Preference Card Review: _____
- XI. **Human Resources (SAGP) Rhonda Keith 978.463.1039 rkeith@ajh.org**
- Personnel Policies _____
 - Benefits review _____
- XII. **Public Relations/Marketing Danielle Perry dperry@ajh.org 978.463.1175**
- Marketing assistance available _____