HELPFUL RESOURCES

<table>
<thead>
<tr>
<th>Office</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources (General)</td>
<td>732-235-9400</td>
</tr>
<tr>
<td>Payroll</td>
<td>732-235-9207</td>
</tr>
<tr>
<td>Benefits - Mila Gendrano</td>
<td>732-235-9414</td>
</tr>
<tr>
<td>Graduate Medical Education Office</td>
<td>732-235-3380</td>
</tr>
<tr>
<td>Malpractice Insurance/</td>
<td>973-972-6277</td>
</tr>
<tr>
<td>Risk Management— David Keller</td>
<td></td>
</tr>
<tr>
<td>Committee of Interns &amp; Residents (CIR)</td>
<td>212-356-8100</td>
</tr>
<tr>
<td>Public Safety (I.D. Card/Hangtag)</td>
<td>732-235-9363</td>
</tr>
<tr>
<td>Administration / Parking Deck Card</td>
<td>732-235-6202</td>
</tr>
<tr>
<td>EMS - Bryan Fischberg (ACLS/BLS)</td>
<td>732-418-8144</td>
</tr>
<tr>
<td>rwjuh-ems.org/acls.htm</td>
<td>732-937-8686</td>
</tr>
<tr>
<td>ABOS</td>
<td>919-929-7103</td>
</tr>
<tr>
<td>N.J. Board of Medical Examiners</td>
<td>609-826-7100</td>
</tr>
<tr>
<td>MEB Library</td>
<td>732-235-7610</td>
</tr>
<tr>
<td>Employee Health Services</td>
<td>732-445-0123</td>
</tr>
<tr>
<td>Security Escort at RWJ</td>
<td>732-235-9365</td>
</tr>
<tr>
<td>USMLE Main Office</td>
<td>215-590-9592</td>
</tr>
<tr>
<td>Telecommunications (Beepers)</td>
<td>732-235-7869</td>
</tr>
<tr>
<td>Centricity Key Issues</td>
<td>732-235-8484</td>
</tr>
<tr>
<td>Medical Records (RWJUH)</td>
<td>732-937-8717</td>
</tr>
<tr>
<td>Medical Records (SPUH)</td>
<td>732-745-8600 X8156</td>
</tr>
<tr>
<td>Medical Records (JSUMC)</td>
<td>732-776-4241</td>
</tr>
</tbody>
</table>

PROGRAM CONTACT INFORMATION

Robert Wood Johnson Medical School - MEB 422
Charles J. Gatt, Jr., MD
Chairman/Program Director
732-235-7869(p) 732-235-6002(f)
gattcj@rutgers.edu

Office Staff- Central Residency Office
Michelle Allen  allenmi@rutgers.edu
732-235-7869  Fax #: 732-235-6002

Chief’s Office—MEB 424
732-235-7971

Carlos Sagebien, MD—RWJUH—Site Director
732-937-0909
sagebica@netscape.net

Michael P. Coyle, MD - SPUH—Site Director
732-937-0909
mpcoylejr@aol.com

J. Andrew Bowe—Pediatric Orthopaedic Director
Off: 732-390-1160— Peds Clinic 732-828-300 X8798
jabowe3@verizon.net

Christopher Doumas, MD - JSUMC—Site Director
732-938-6090
doumasch@aol.com

Timothy Leddy, MD—ASP at RWJ—Site Director
732-537-0909
Leddy@UOGNJ.COM

Patrick Boland, M.D.- MSKCC—Site Director
212-639-8684
bolandp@mskcc.org

Chief Residents and Cell Numbers

<table>
<thead>
<tr>
<th>Brian Culp 330-472-2080</th>
<th>William Balone 305-984-0632</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kyle Lavery 732-925-5435</td>
<td>Jeff Rasmussen 585-330-9852</td>
</tr>
<tr>
<td>RWJ—Call room 732-828-3000 x3122</td>
<td>SPUH Call room 732-745-8600 x8567</td>
</tr>
</tbody>
</table>

Observed Holiday:

New Year Day  Labor Day
Martin L. King Birthday  Thanksgiving Day
Good Friday  Day After Thanksgiving
Memorial Day  Christmas Day
Independence Day

Dress Attire
Male: Shirt & tie
Female: Business casual
Welcome to the Orthopaedic Surgery Residency Program at Rutgers Robert Wood Johnson Medical School. This pamphlet is intended to provide you with information to assist you in making the "administrative" component of your orthopaedic residency as easy as possible.

The central Orthopaedic Residency office is located at RWJ-MEB 422A. All files and key program data are maintained here and may be accessed at this location. Our affiliate sites, SPUI, JSUMC, & MSKCC have a local Residency office and staff to address your needs while rotating at that site. (Accordingly, certain information within this pamphlet is RWJUH site-specific; additional information will be provided while at these other sites)

Meal Entitlements - Each housestaff on Ward service, ICU, Night Float or Back-up and Pinch will be provided with meal allotments (swipe tags) based on the number of overnight & short call times scheduled at RWJUH or if rotation is at any of the affiliated sites. “Meal Cards” will be provided. These tags/cards may only be utilized in the respective hospital cafeterias. Loss of tags will result in a $5 replacement tag fee and potential delay in fund replacement.

Mailboxes - Each housestaff has a personalized mailbox located in MEB 422 area of the Residency office which is accessible 24 hours a day, 7 days a week. All important & confidential mail will be sent to your home address of record. Please check your mailboxes regularly & your email accounts daily!!

Beepers - will be maintained by the Rutgers Telecommunications department. For repair or replacement services, come to the resident office. Replacement fee’s for lost/misplaced beepers is $40.00 at the expense of the resident. If you lose your beeper, you must notify the Residency office immediately to provide an alternate number.

Copy Cards - are issued by the RWJ Residency office. There is a 500 photocopy limit on the card which will be used during your PGY 1 & 2 years of training (prelims will receive a card with 200 copies). PGY 3 residents are entitled to an additional 200 copies at the start of their 3rd year. The copy card is to be utilized in the respective hospital cafeterias. Additional copies may be added to your card in the library at your expense.

Procedures - Procedure tests must be completed using WEB CT by July 15 of the PGY 1 year. Residents are required to use the ABOS Documentation Log Book to document all procedures performed. These logs must be handed in to either of the two residency offices shortly after they are completed. Periodic status reports and tracking databases are created and maintained by the Residency office at RWJ.

Lab Coats - Each year, residents are entitled to new white coats. Your lab coats can be dropped in the soil ban by freight elevator, or returned to the office.

Evaluations - Various evaluation forms must be completed utilizing New Innovations the web-based software program. You will receive quarterly emails prompting you to complete appropriate evaluations based on your current or recently completed rotation. Please ensure that you complete all evaluations in a timely manner. https://www.new-innov.com/login

DUTY HOURS - LOGGED IN NEW INNOVATIONS

Recommendation & Verification Letters, Loan Forbearance requests, and other forms - All requests must be submitted in writing or via email to the RWJ Residency office. Turn-around time is typically one week for most forms. Turn-around time for Recommendation letters is 1-2 weeks, therefore please submit your requests with adequate time to ensure appropriate deadlines are met.

Notary Public Services - Program-related notary services are available in Ortho office. Other notary are in the MEB are Kim Molteg, Peggy Morgan and Diane Palme.

ID Cards - (Issued at University House staff orientation or prior) Appropriately coded RWJMS ID cards are required for access to many Rutgers facilities (CAB, MEB, and CHINJ). If card is lost or decoded, please contact Public Safety directly at 235-9363. RWJUH Hospital ID Card are issued.

Change of Address, telephone numbers, and other status changes - In the event you have a status, address, telephone, or name change, a "Staff Adjustment Form" must be completed at our office to ensure updates to our files, databases and to the HR & Payroll departments. You should also log onto my.umdnj.edu to update personal information.

RWJ Library - Located in the MEB on the 1st Floor (Phone: 235-7610)

Regular hours:
Mon-Thurs. 8:00 a.m. - 10:00 p.m.
Friday 8:00 a.m. - 5:00 p.m.
Saturday 9:30 a.m. - 5:00 p.m.
Sunday 10:00 a.m. - 5:00 p.m.

Summer hours: (June thru August)
Mon-Thurs. 8:00 a.m. - 8:00 p.m.
Friday 8:00 a.m. - 5:00 p.m.
Saturday 9:00 a.m. - 4:00 p.m.
Sunday CLOSED

(Closed on University Holidays)

An information access computer workstation is available at all times in the Resident’s office MEB 426, MEB library and call rooms.

Website and Electronic Communications

Residency Program website address:
http://rwjms.rutgers.edu/departments_institutes/orthopaedic/

SECURED LINK “For Residents Only”

ID: orthores
Password: Fractures

Other sources of information

Chief Residents email:
https://groups.live.com/RWJ-OrthoRes
rwjorthochiefs@gmail.com

*** IMPORTANT ***

Frequent review of the Residency Program’s secured website, as well as your Rutgers email account will be required in order to stay abreast of all program-related communications.

Access to Policy Manuals & Educational Materials as follows:

- ABOS Requirements - www.abos.org
- ACGME - acgm.org
- AAOS - aaos.org
- OrthoPortal - orthoportal.aaos.org
- OrthoBullets - http://www.orthobullets.com/
- Synthes - https://us.synthesresident.com/
- Policy Manual - hrwjmz.umdnj.edu/education/GME/policies/policy_manual.html
- Curriculum - Residency website listed above
- Elective information - Residency website listed above
- Pinch Hitter List - Residency website listed above

RESEARCH REQUIRED BEFORE COMPLETION OF PROGRAM

Courses
PGY2—Basic Fracture Course
PGY3 - Musculoskeletal Tumor Course
PGY4 - Elective course
PGY5 - AAOS