

**Welcome to
St. Michael's Hospital
Rheumatology Rotation
2006-2007**



Leading with Innovation
Serving with Compassion

ST. MICHAEL'S HOSPITAL

A teaching hospital affiliated with the University of Toronto

Dear Resident:

Welcome to St. Michael's.

In addition to the information provided by Dr. Louise Perlin regarding the educational programs (clinics, rounds, on call), this sheet will provide you with important information to help orient you to St. Michael's Hospital. Please meet with Dr. Perlin, 3rd Floor Shuter Wing Room 3-028, and the first day of your rotation at 9:30 am. Dr. Perlin can be reached through her secretary, Linda, at 416-864-5550. Her e-mail address is perlinl@smh.toronto.on.ca.

St. Michael's Hospital is one of the premier teaching hospitals in Toronto and for this country. It is a full service institution with considerable expertise in a variety of specialty medical and surgical areas. We hope you find your experience here to be challenging and rewarding.

The following is a list of administrative functions you will need to complete shortly after your arrival:

1. All residents must register with Ms. Amina Dharamsi, Administrative Assistant Clinical Education, in our Medical Education Office located at 1-060 Bond Wing. She can be reached at 416-864-6060 x2767 (fax 416-864-5322; e-mail dharamsia@smh.toronto.on.ca)

She will facilitate your transition to SMH from an administrative point of view:

- a) ID badge: Queen Street Lobby - open 24 hrs/day
 - b) Lab coat exchange B2 Cardinal Carter Wing
 - c) Computer access will be given once you are registered. The Med Ed office will inform you about training sessions to familiarize you with our new system housing the clinical data base (Soarian) and patient x-rays (Magic web)
2. Transcription service: At St. Michael's Hospital all medical transcription in clinics is done via the Transcription Service. You will require your own I.D. number, which is to be used on all your letters. Please present yourself to Michael Raposo in Health Records (ext 5897) 1st Floor Queen Wing, identify yourself as a new Rheumatology fellow and request your own number. For the actual transcription, the following should be used:
 3. For transcriptions in the Martin Center, dial 5301, and follow the instructions. In the Martin centre, the clinic code is 2#, then 16#, followed by the J number. For Metabolic Bone clinic transcriptions, enter 1#, followed by 638#, then the J number. In the 3 Shuter clinics, the clinic code is 2#, then 1#, followed by the J number. At the end of each transcription, you will be provided with a job ID number. Please record this on the written note
 4. Locating is on 4 Shuter Wing. (5431)

The main hospital number is 416-864-6060.

Should you have any questions or concerns, please contact Dr. Perlin or her secretary, Linda. Again, welcome to St. Michael's.