



Dear Doctor:

On behalf of the Department of Emergency Medicine, I would like to welcome you to Long Beach Memorial Medical Center. Our Emergency Department sees an enormous array of patients and pathology on a daily basis. We are a trauma center, a stroke center, a STEMI receiving center, and have a specialized Pediatric ER as well as over 50 beds. There will be many opportunities for learning not only about the fundamentals of Emergency Medicine, but also about insurances, health plans, and some of the “nuts and bolts” of how ERs operate.

Prior to starting at Long Beach, all residents must train on our electronic medical record system, EPIC. EPIC provides new opportunities for us as health care practitioners to have access to vast amounts of information regarding our patients at Long Beach Memorial. However, it also provides a challenge in that you must learn an entirely new computer system for your limited time in our ER. Residents now have the opportunity to complete the entirety of their training on-line. The Graduate Medical Education (GME) Office here at the hospital will email you the link to the training approximately 4 weeks prior to the start of your rotation.

This is a training that will take between 2 and 3 hours total. You can save your progress on the on-line training so you will not have to complete it all at once. There will be a simple test at the completion to test your competency.

**You must complete the on-line training and testing before you check in with the GME office at least 1 week prior to the start of your first shift so that your EPIC code is activated by your start date (48 hours after you check in).** We would ask that you pay special attention to the sections on how to write notes with EPIC and how to make orders on EPIC. Obviously, the education will not end with the on-line course and we look forward to helping you use the system throughout your time in the ER. We hope that your knowledge of our electronic medical record system will translate to helping you in the future as these systems become standard at all hospitals.

If for any reason you have difficulties getting on-line to start the training or have any questions or concerns about the process of getting trained, please contact Dr. Giancarlo DiMassa, our Director of Academics, at [gdimassa@gmail.com](mailto:gdimassa@gmail.com).

The schedule of hours you are to work in the emergency department is attached also. **If you cannot work one of your scheduled shifts, it is your responsibility to switch with another resident scheduled during your month.**

**You will be directed to begin your sign in on line by our GME Office. (562-933-0102). After your online training and online check in you will still need to go to the GME office before your first shift** to obtain a photo ID badge, and meal card. The GME Office is open weekdays between 7:30 am and 3:30pm, but NOT on the weekends, so plan accordingly if you start on a pm shift after

hours, early in the morning, or on a weekend. The GME Office is located on the basement level. After getting your visitor's badge, take main elevator to ground floor. Exit and go left, staying in the hallway to your left -2<sup>nd</sup> door on the left with the glass window.

**Finally, please plan on coming in about 10 minutes early for your first shift** so you can become familiar with the layout of the Emergency Department. Introduce yourself to the attendings on duty. We look forward to meeting with you and working with you.

Sincerely,

Gary Moreau, MD  
Medical Director  
Department of Emergency Medicine

GM/edt