Emory University Department of Medicine

Ambassador Program Guide

Emory University Hospital Midtown

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IT and Paging Issues: Emory Healthcare’s Virtual Desktop (VDT)

- **What is the VDT?**
  The VDT provides access to your files and applications no matter where you are. It provides access to:
  - Your shared drive(s), including your personal network drive to store all your files
  - Microsoft Office suite including Outlook (for email)
  - PowerChart (also called the Emory electronic Medical Record or EeMR)
  - GE Centricity (radiology viewing software)
  - Internet Explorer (to access full text articles etc that require you to be logged into an Emory computer)

**TIP:** Call 8-HELP (404 778-4351) or email cpoe@emoryhealthcare.org to set get further training/help with in PowerChart and other aspects of VDT.

- **Setting up initial VDT access:**
  - Access to VDT is requested by your division on your behalf.
  - Megan Levitt, IT Manager in the DOM (MLEVITT@emory.edu; 404 712-1498) can also help with any questions in that regard.

**TIP:** There are differences in Emory University and Emory Healthcare usernames/passwords:
  - Your Emory Healthcare username/password will get access to patient-related areas such as VDT, Powerchart, Centricity etc and is usually a mix of numbers and letters (i.e. nnd3llp).
  - Your Emory University username/password will get you access to work-related sites such as email, IRB etc. It is usually your first and middle initials and the first 4-5 letters of your last name with or without numbers at the end (ie josmith or jcoop02). If you add “@emory.edu” to your Emory University username, you get your email address.
  - For email, your Emory Healthcare and Emory University username/password will both get your to the same account

- **To access the VDT from a non-Emory computer:**
  - Point your browser to [http://emoryhealthcare.org/employee/index.html](http://emoryhealthcare.org/employee/index.html).
  - Click on Virtual Desktop in the left hand corner of the screen.
  - You should now see the VDT. If you don’t, you should see instructions on what to do next (probably need to either upgrade your browser or download a Citrix receiver).
  - If you have trouble, call 8-HELP (404 778-4351)

**TIP:** You can get access to your email through Web Outlook (owa.emory.edu).
Mobile devices
- Set up your device using links at bottom of this page: http://it.emory.edu/catalog/ehc_pda_support/
- You will need to encrypt your device to maintain access to your Emory account: http://it.emory.edu/security/smart_device/index.html
- Simonweb: https://simonweb.eushc.org/mobile

Paging and call schedules
- Pager numbers are called PICCs.
- You can text (alpha) page online using Simonweb icon on any Emory computer (or going to https://simonweb.emory.edu)
- You can use Simonweb to sign out your pager to your phone, another pager or otherwise change your paging status.
- If your pager isn’t working, go to UTS (paging services) on 5th floor of Davis Fischer building (Room 5301, phone: 404 727-2323). You can get a replacement pager for a day or a new device.
- The EUHM operator (404 686-1000) can help you find anyone or anywhere in Emory Healthcare, including private providers.
- Help is available online (http://it.emory.edu/paging/amcom/faq.html)

2) Parking and Transportation
PARKING
- You will need to go to security services on the 1st floor in the Orr Building (404-686-3427) to get your access activated. You will need your license plate number.
- Parking at EUHM is free. You can enter the physicians’ lot by entering the garage from West Peachtree Street using your Emory Healthcare ID badge. The entrance to the physicians’ lot is the first left after the first turn in the parking lot.
- Parking at the Clifton campus or at Grady is additional but can be obtained on a monthly basis. For the Tower (physicians’) Deck on Clifton road, see http://transportation.emory.edu/parking/registration/index.html. Or you can go to the parking office on the Clairmont campus, 4th level on the Starvine deck.

SHUTTLE
- The free Cliff Shuttle operates regularly between the Clifton and Midtown campuses.
- The Cliff Shuttle (http://transportation.emory.edu/transportation/cliff/index.html) also provides more extensive services to Decatur, Wesley Woods d the VA and beyond.
- Real time map available at: http://emory.transloc.com/ (Transloc is also an app in Android Market as well as Apple App Store)

MARTA
- EUHM is one block away from both the North Avenue and Civic Center train stations on the North-South line.
- See www.itsmarta.com for more information on schedules and fares
3) Dining
- The physicians’ dining room is in the 5th floor of the Medical Office Tower. It only operates for breakfast and lunch. They do not take cash—only FreedomPay (a meal card that can be linked to your credit card) is accepted. The cashier can help you sign up for one the first day.
- You always get a 20% employee discount at Savory Fare (the hospital cafeteria), open for most of the day except for short breaks after breakfast and lunch. Savory Fare is located on the lobby level of the Medical Office Tower.

4) ID access
- If badge isn’t working, has not been activated, or is lost, go to the security office on the first floor of the Orr Building.
- Access to some of the floors are controlled by Cousins Properties, not Emory Security. Call Joy Henry 404-523-9003 at Cousins if security can’t get you access to those areas.

5) Faculty Development
- The website (http://medicine.emory.edu/faculty_staff/faculty/index.cfm) is rich resource, including a calendar, promotions, and opportunities in the Department of Medicine.

6) Research
- Atlanta Clinical & Translational Science Institute (ACTSI)
  - The ACTSI is a collaboration between Emory, Morehouse School of Medicine (MSM) and Georgia Institute of Technology (Georgia Tech) “that concentrates basic, translational, and clinical investigators, community clinicians, professional societies, and industry collaborators in dynamic clinical and translational research projects.”
  - Much of the information and resources in getting started with ACTSI is generalizable: http://www.actsi.org/resources/index.html
  - There is a EUHM Clinical Research Site with capabilities for inpatient and outpatient studies, with lab support capabilities. More information, including contact info, can be found at http://www.actsi.org/areas/crn/sites/emorymidtown/index.html

IRB
- Information on the IRB process, including access to eIRB, the online submission method for the IRB can be found online: http://www.irb.emory.edu/

7) Education
- Resident noon conferences: Contact the chief resident (see info below) if you are interested in participating
- Department of Medicine Grand Rounds is telecast to Classroom 4 on the 5th floor of the Medical Office Tower on Tuesdays at 12 PM
- EUHM has its own set of Medical Grand Rounds, on Fridays at 12 PM, in the Glenn Auditorium, Glenn Building. These are hiatus in July and August.
- Contact info for chief resident for issues/concerns regarding residents or teaching.
  Kiran Valiani, MD
  E-mail: kvalian@emory.edu
  Office: 404-686-3260
8) **Recreational Opportunities**

**Arts and Concerts at Emory**

Information about arts and concerts at Emory, including information about free concerts, is available at [www.arts.emory.edu](http://www.arts.emory.edu). The link to “events calendar” allows creation of a custom calendar based on areas of interest. The Schwartz Center for Performing Arts 1700 N. Decatur Road is one of the newer Emory concert venues, with parking available for evening performances (recently has been free parking in the evenings) in the adjacent Fishburne parking deck accessible off North Decatur Road less than one block west of Clifton Road and just west of the Schwartz Center. The Carlos Museum in on the main quad and includes permanent and temporary exhibits.

**Discount Ticket Booth and Information Desk at Emory Dobbs University Center (DUC)**

The tickets and information desk is located within the DUC on the Emory campus. General Emory information, information about on-campus programs, and discounted tickets for local movie theaters and some area attractions are available. The phone number is 404-727-INFO (4636) and additional information is at [http://www.emory.edu/DUC/](http://www.emory.edu/DUC/). Clicking on the link to “info desk” on the website gives access to the tickets available.

**Membership in Emory Health and Fitness Centers**

There are three health centers at Emory which faculty can join at a discounted rate. The largest is the George W. Woodruff Physical Educational Center on the main campus, which has an Olympic indoor pool. The smaller Birnbaum Health fitness center on the main campus is for faculty and staff only. The Student Activity and Academic Center on Clairmont Road is the closest to (just South of) the Atlanta VAMC and includes an Olympic-size outdoor pool. Additional information, as well as information on other athletic activities, can be found at [http://www.emory.edu/home/life/athletics/](http://www.emory.edu/home/life/athletics/).