Dear Dr. (visiting resident name),

We are greatly looking forward to you rotating through our (insert program name) Program, (insert dates of rotation).  You will need to bring your laptop with your (include this if applicable).  See attached schedule along with a map of your clinic location and where to park on your first day.  Please review the information and let me know if you have any questions.

INSTRUCTIONS:

* On (insert first day of rotation date) I would plan on arriving at 7:40 AM to park.  You may park in the East Garage off 21st Avenue South self-park from the Medical Center Drive entrance.
* Next, plan to arrive at the Vanderbilt Graduate Medical Education (GME) Office located in Suite 303, 3rd Floor, Light Hall on campus at 8 AM Central Time.  The phone number to the office is (615) 322-4916.  Here, you will check in with the program and receive your ID badge.  **You will need your driver’s license to check in with GME.**

Attached is a map showing you how to get to Light Hall from the parking garage. Also attached is a similar map showing you the locations of your clinics – you will have clinics (insert address/location of the visiting resident clinic or location on where to meet someone on their first day.)   [https://maps.google.com/?saddr=Current+Location&daddr=2105%20Edward%20Curd%20Lane,%20Suite%20100,%20Franklin,%20TN%2037067](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmaps.google.com%2F%3Fsaddr%3DCurrent%2BLocation%26daddr%3D2105%2520Edward%2520Curd%2520Lane%2C%2520Suite%2520100%2C%2520Franklin%2C%2520TN%252037067&data=05%7C02%7Clisa.king-rowan%40vumc.org%7Cbf66d2d910c9409dac2808dd5d2e6739%7Cef57503014244ed8b83c12c533d879ab%7C0%7C0%7C638769176415252210%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=Xg%2Fbq8RUckBkkwXfRXmPXh5m%2FI78h7vFPu1ImcFCxfA%3D&reserved=0)

* **To obtain a parking permit** after your check-in with GME, you will need to go back to the East Garage where you parked. Vanderbilt University Medical Center Central Parking is located on the Green – Ground Level of East Garage/Medical Center East.  You will be assigned a parking location thereafter. **Please note, the Graduate Medical Education Office nor the Division pays for parking.**To register for parking, you will need your driver’s license and vehicle license tag number, model/make/color of vehicle to apply.  The phone number to reach Central Parking is 615-322-5000 and ask to be connected to VUMC Central Parking and choose option 3.  (if your program pays for parking, please edit the portion above about parking and where they will pick up their permit.

* Note after you check in with GME and arrange for your parking, you may join (insert name of person meeting the visiting resident at this point.)  To connect, please call (insert cell phone #)

* While you are on Vanderbilt University Medical Center Campus:

Map @ [http://www.vanderbilt.edu/map](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.vanderbilt.edu%2Fmap&data=05%7C02%7Clisa.king-rowan%40vumc.org%7Cbf66d2d910c9409dac2808dd5d2e6739%7Cef57503014244ed8b83c12c533d879ab%7C0%7C0%7C638769176415275132%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=5iWDo9MRwyfEk2dTaHOPDF9NSWxwicnffFcwSUyF9qw%3D&reserved=0)

Use pull-down menu in SELECT A LINK box to view maps such as the VANDERBILT COLOR CAMPUS MAP and the CAMPUS VISITOR PARKING MAP.

Guest Wireless Internet in two easy steps:

•            Select:  VUMC Guest network

•            Input Password:  vumcguest

* **eStar Training** - The GME Office should have contacted you regarding your eStar training.  This is a (insert either self paced or class) training and offered through the Vanderbilt Learning Exchange.  If you have not already completed, please do so as soon as possible, as you won’t be able to have access to patient data until it is completed.  Plan to complete at least 24-hr ahead of your shift.  If you have not received, please let me know.

Please call me if you have any questions, as I know this is a lot of information.  You may call me at (insert your phone # and/or email address

Again, we look forward to having you with us!

Insert your email contact information