



BRIGHAM AND WOMEN'S HOSPITAL

Important Information for New Postdoctoral Fellows, Clinical Fellows, and Professional Staff Members

We would like to take this opportunity to welcome you to Brigham and Women's Hospital (BWH).

Below you will find the steps and processes you will need to complete before you begin work in your department as a BWH fellow or professional staff member. If possible, you should complete steps 1-3 prior to New Employee Orientation (NEO). It is required that you attend New Employee Orientation (NEO) sponsored by Human Resources on your first day of employment.

1. Receive a Blue Card
2. Complete a health screening through Occupational Health Services
3. Obtain a BWH ID badge
4. Attend NEO

STEP 1) RECEIVE A BLUE CARD

A Blue Card is given to all employees/ staff members to use for identification in the medical record system. You may obtain a Blue Card at the Registration Office, located in the hospital lobby at 45 Francis Street, next to the Blood Lab. Hours/open: Monday, Wednesday, Thursday: 7am – 8pm. AND Tuesday and Friday: 7am – 6pm. Please call 1-866-489-4056 with any questions.

STEP 2) OCCUPATIONAL HEALTH CLEARANCE

BWH requires that you complete a health screening through our Occupational Health Services (OHS) Department. Your Hiring Manager or Department Administrator may have already provided you with the information regarding your appointment. If you do not have an appointment, please visit OHS during their walk in hours: Tuesdays 1pm - 4pm AND Wednesdays 8am - 10am.

Please use the checklist ✓ below to gather the necessary written documentation of your most recent vaccination or blood tests/titers. This information is required in order to complete your immunization history. If you are unable to provide this written documentation, you will be required to be re-vaccinated, free of charge, during your health screening. *Please note: if you are tested for tuberculosis (TB) during your health screening, you will be required to return to OHS 2 days after your skin test. Your health screening will not be complete until your return to OHS following your TB test.*

- Most recent **tuberculosis (TB)** skin test (within three months) **OR** if you have a history of a past positive skin test, written documentation of your chest x-ray evaluation and x-ray report that was done within the past twelve months.
- Documentation of two **Measles, Mumps and Rubella** (MMR) vaccines **OR** proof of immunity by blood test/titer for MMR.
- Documentation of the **Hepatitis B** series and antibody blood test if you will be working directly with patients and/or blood products.
- Documentation of the **Varicella** (chicken pox) vaccine. During your exam, please tell the OHS staff if you were not vaccinated and you have had the disease.
- Documentation of your last **Tetanus** vaccine.

OHS is located on the first floor, room 104E of the Neville House at 10 Vining Street. From the main hospital entrance at 75 Francis Street, walk down Vining Street and turn right. The Neville House will be on your left. Please contact OHS at 617-732-6034 or visit their website with any questions. http://www.brighamandwomens.org/HumanResources/occupational_health.aspx

STEP 3) OBTAIN a BWH ID BADGE

A BWH ID badge is given to all employees/staff members for identification and access to appropriate departments and/or designated areas. After completing Steps 1 and 2 above, you may obtain your BWH ID badge at ID badge processing station during NEO. You must bring your OHS clearance form to NEO to obtain your ID badge. Otherwise, you may visit the Parking & Security office to obtain your ID badge, which is located in the same building as OHS, the Neville House, first floor, room 106.

Days: Monday - Friday Hours: 8am – 4pm. Please call 617-732-7539 with any questions.

STEP 4) NEW EMPLOYEE ORIENTATION (NEO)

At NEO, you will learn important information for effective job performance and tools to ensure a safe and healthy work environment. NEO provides information on the following topics including, but not limited to:

- BWH Mission/Vision and Values
- Required Rules/Regulations for all Healthcare Employees
- Human Resources Policies and Procedures
- Available Employee Services/Resources
- Benefits Information
- Computer Work Stations for Completing Log-Ins and Training Compliance
- ID Badge Processing Station

DATE: To be discussed with your Department Administrator.

TIME: Arrival/Check in: 8:00am

NEO: 8:30am - 5:00pm

Any employee/staff arriving after 9:00am will be rescheduled for the next available orientation date.

LOCATION: One Brigham Circle, 4th Floor, Room B

1620 Tremont Street Boston, MA 02120

http://www.brighamandwomens.org/HumanResources/Images/map_of_bwh.pdf

PARKING: If you plan to drive the day of orientation, please contact the Parking Office directly at (617) 732-5877 for information on parking options in the Longwood Medical Area. Most parking locations charge a fee. ***You will not be reimbursed for parking fees.***

MEALS: Continental breakfast is provided. Lunch is not provided.

DRESS CODE: Business Casual for orientation (see your Department Administrator/PI for specific department dress code)

WEATHER: In the event of severe weather, please call (617) 732-4149 the morning of your scheduled session for up to date information regarding NEO.

WHAT TO BRING TO NEO: (Information regarding these forms is attached)

If available, please bring the following documents with you to orientation:

- Completed I-9 form and sign **only** Section 1
 - Documents for I-9 verification purposes.
http://www.brighamandwomens.org/HumanResources/Forms/i9_mrmc_04_09.pdf
- Original U.S. Social Security Card, if available. www.ssa.gov/
- Completed W-4 form (for Federal withholding tax) <http://www.irs.gov/pub/irs-pdf/fw4.pdf>
- Completed M-4 form (for State withholding tax)
http://www.mass.gov/Ador/docs/dor/Forms/Wage_Rpt/PDFs/m_4.pdf
- Occupational Health Clearance Form
http://www.brighamandwomens.org/HumanResources/occupational_health.aspx

Information Regarding What to Bring To NEO

I-9 Instructions

All employees must provide proof of authorization to work in the United States **within 72 hours of their start date**. Please complete Section 1 of the I-9 form. *A Human Resources representative will complete all other sections during NEO.*

http://www.brighamandwomens.org/HumanResources/Forms/i9_mrmc_04_09.pdf

The above link includes the instructions, form, and a list of acceptable documents which can be used for identification and are in compliance for the I-9 Form.

- You can provide 1 **original** document from List A **or**
- You can provide 1 **original** document from List B **AND** List C

Social Security Card Instructions

Please bring your social security card to NEO. IRS rules require that all payroll documentation, including the name on your paycheck, must be exactly as it appears on your social security card. This allows the Social Security Administration to properly credit your earning record, and that will be important in determining your Social Security benefits in the future.

Important: If you are a foreign national who has just recently arrived to the United States, you may apply in person for a Social Security card ten days after your arrival. The Boston Social Security Office is located at 10 Causeway Street, 1st Floor, Room 148, Boston, MA 02222. Phone: 1-800-772-1213. Hours: Monday to Friday, 9am to 4pm. Website: www.ssa.gov/

Once you have applied, please present the receipt, showing proof of application, to Angela Carter. Please call Angela at 617-724-9357 to schedule an appointment. Please schedule another appointment with Angela once you receive your Social Security Card.

Tax Form Completion Information

Please print and complete the W-4 (Federal tax deductions) and M-4 (Massachusetts tax deductions) forms from the following links:

W-4 Form: <http://www.irs.gov/pub/irs-pdf/fw4.pdf>

M-4 Form: http://www.mass.gov/Ador/docs/dor/Forms/Wage_Rpt/PDFs/m_4.pdf

Human Resources and Payroll are not allowed to provide advice to you regarding the completion of these tax forms.

- If you are on a work VISA (for example J-1, H1-B, etc.), it may not be necessary to complete the tax forms at this time. You will be given information during NEO to help you determine whether you will be paying taxes in the United States.
- You may use the personal allowance worksheets on both the federal W-4 form and the state M-4 form to help you determine the number of exemptions or tax withholdings you should claim.

- You may change the number of exemptions or tax withholdings you claim at any time. Please visit PeopleSoft/ Self Service/ Employee/ Tasks/ W-4 Tax Information to change your federal withholdings. To change your state withholdings, please print and complete the M-4 form and fax to the Payroll Department at 617-724-9188.
- The name on you social security card must match the name on these forms.
- Please consult your financial advisor or tax preparer for advice.

QUESTIONS: If you have any questions, please contact your Human Resources Representative Donelle Warner (617) 582-0158 or your HR/Benefits Specialist Angela Carter (617) 724-9357.