

TO: Rotating Medical Students

FROM: Aleesa Foltz, Administrative Secretary
Medical Education Office

RE: Orientation/Housing

Welcome to the Shenango Valley and Greenville Facilities of UPMC Horizon! We hope your stay will be an enjoyable learning experience.

Students on rotation at the Shenango Facility will stay at: (unless apartment is full, then you will be located at the Greenville facility, information below)

Pine Tree Village Apartments

Apartment #721
2861 Mercer-West Middlesex Road
West Middlesex, PA 16159
Phone: 724-528-0277

Students on rotation at the Greenville facility will stay at the hospital on the second floor. The Greenville Facility address is:

UPMC Horizon- Greenville

110 North Main Street
Greenville, PA 16125.

GREENVILLE FACILITY HOUSING KEYS WILL BE MARKED BY ROOM#. PLEASE DO NOT REMOVE THE KEY TAGS. If you encounter any problems during your stay at the Greenville Facility, please contact the nursing supervisor through the switchboard, or you can contact the secretary in Medical Education at 724-983-7507 or after hours 724-301-5628.

DIRECTIONS TO PINE TREE VILLAGE APARTMENTS, West Middlesex:

From UPMC Horizon, Shenango Facility, turn left onto 518 to route 18. Take Route 18 South to West Middlesex (approximately 2-3 miles). At the light in West Middlesex, turn left onto Mercer West Middlesex Road (Route 318 East). Go one mile and Pine Tree Village is on the right hand side of the road.

Turn right into the Pine Tree Complex. Turn right into the lot for the very first apartment building (Bldg. #7) and drive to the end of the lot. Go thru the last building entrance and up the steps to the second floor. The apartment is the first one on the left, #721.

There is a blue booklet in the apartment with rules and regulations/policies as set forth by Pine Tree Village Apartments. Please refer to the booklet if you have any problems.

CLEANING OF APARTMENT: Every Monday a cleaning service will be at the apartment. Please make sure all your personal belongings are stored away. If you have your own sheets and towels, please leave a note for the cleaners.

DIRECTIONS TO GREENVILLE HOSPITAL FACILITY:

Follow Route 18 North into Greenville and turn right at the light on 358. Go through 5 more traffic lights and:

- 1) Video store on your right (rt. lane is thru lane)
- 2) Fire Station on your right (rt. lane is thru lane at this light.)
- 3) Greenville Savings Bank on your right (rt. lane is thru lane at this light)
- 4) Sheetz on your left (rt. lane is thru lane at this light)
- 5) CENTER LANE IS THRU LANE AT THIS LIGHT--Arby's on your left.

You will come to a fork, (closed gas station there on fork) after you go through the fifth light. Get into the left turn lane and turn left onto N. Main Street. UPMC Horizon Greenville Facility is on the left. **PLEASE CHECK IN AT THE SWITCHBOARD WHEN YOU GET THERE AND ASK THEM TO NOTIFY THE NURSING SUPERVISOR THAT YOU ARE HERE.**

If you arrive before 5:30 p.m. you can unload your car at the back of the hospital. Drive past the hospital and into the next parking lot. You will see an entrance from that parking lot. Just inside that entrance there is an elevator that will take you to the second floor. Exit the elevator, take a right and then a left after the nursing station and down the small hallway, the rooms are on the right. They should be marked (GME -1)

ADDITIONAL INSTRUCTIONS:

KEY RETURN: When your rotation is complete, please **return your keys** to the Medical Education Office or to the DME mailbox in Medical Records. If you are at the Greenville Facility, and it is not convenient for you to return the keys to my office, you can give them to the switchboard operator and **ASK THEM TO RETURN THE KEYS TO ALEESA FOLTZ, DME OFFICE**, at the Shenango Facility.

If you encounter any problems with the housing, please contact Aleesa Foltz in the Medical Education Office as soon as possible, so they can be addressed immediately. I can be reached at Extension 7507 or 724-983-7507. If you need help on arrival I can be reached at 724-301-5628.

Housekeeping will be out to clean the apartments\hospital rooms on a weekly basis. Clean linens will be provided.

PERSONAL TELEPHONE CALLS: All personal toll calls from the hospital telephones OR housing phones must be by credit card or collect. There are also pay phones located throughout the hospital. There are many "house phones" located throughout the hospital for inter-departmental calls. If the hospital is billed for personal calls, these charges will be charged to the extern and the school notified.

PARKING: When at the Shenango Facility, please use the employee parking lot at the back of the hospital. Parking at the Greenville Facility is at your convenience. If you wish you can park at the back lot. Take the elevator by the cafeteria, and it will take you to the second floor (room GME-1 & GME-2)

ORIENTATION: Please report to the cafeteria, **Shenango Facility, at 8:00 a.m. on Monday morning for orientation**, located from the front doors, directly down the center hallway almost to the end, cafeteria will be on your right. **(PLEASE WAIT IN THE CAFETERIA.)**

UPMC HORIZON PHONE NUMBERS:

Shenango Facility:	724-981-3500
Greenville Facility:	724-588-2100
Medical Education Office:	724-983-7507 7:00AM TO 3:30PM

THE FOLLOWING ARE SOME GUIDELINES WHILE YOU ARE STAYING AT THE Shenango APARTMENT:

THERE ARE THREE BEDROOMS, TWO BEDS IN EACH, AVAILABLE FOR YOUR USE. PLEASE ACCOMMODATE EACH OTHER SO THAT HOUSING ARRANGEMENTS ARE COMFORTABLE FOR ALL CONCERNED.

- ◆ CLEAN OUT THE REFRIGERATOR BEFORE LEAVING YOUR ROTATION
- ◆ TAKE TRASH OUT TO THE DUMPSTER.
- ◆ PLEASE WASH YOUR DISHES.
- ◆ PLEASE KEEP VALUABLES IN A SAFE PLACE OR WITH YOU. THE HOSPITAL IS NOT RESPONSIBLE FOR YOUR PERSONAL BELONGINGS.
- ◆ **No Pets**
- ◆ **No Guests**
- ◆ PLEASE TREAT THE APARTMENT AS YOU WOULD YOUR OWN HOME – REPORT ANY PROBLEMS IMMEDIATELY TO THE APARTMENT LEASING OFFICE OR TO ALEESA FOLTZ IN MEDICAL EDUCATION SO THEY CAN BE ADDRESSED IMMEDIATELY.
- ◆ LONG DISTANCE CALLS ARE BLOCKED – PLEASE USE YOUR CALLING CARD OR MAKE CALLS COLLECT. IF YOU NEED TO REACH SOMEONE AT THE GREENVILLE CAMPUS, YOU CAN DO SO BY CALLING THE HOSPITAL AT 742-981-3500, AND ASK THE OPERATOR TO CONNECT YOU.
- ◆ CLEANING SERVICE CARING FOR THE APARTMENT – THEY WILL BE IN ONCE WEEKLY. **(Please keep all valuables in a secure area).**
- ◆ THE CLEANING SERVICE WILL DELIVER LINENS AND TOWELS WEEKLY.

GREENVILLE ROTATIONS: GENERAL INFORMATION

- ◆ No Pets
- ◆ No Guests

Library is located adjacent to the Medical Record Dept.

Ms. Rhonda Lumley works in the Library and takes care of Tumor Registry. She opens up at 6:30 a.m. and closes at 4:00 p.m. After hours, you can get a key from the switchboard.

Venditeria is available adjacent to the Emergency Room.

Thank you,

Aleesa