



New Employee Orientation

East Carolina University.
Brody School of Medicine



Overview

- History & Mission
- Paperwork & Policies
- ECU 1 Card & Pirate ID
- Helpful Websites
- Parking
- Facility Orientation
- Programs for Our Patients
- Employee Perks (Rapid Access & Pharmacy Services)

The Brody School of Medicine was established in 1975 by the North Carolina General Assembly with a three-part charge:

- To educate primary care physicians
- To provide access to careers in medicine for minority and disadvantaged students
- To improve health care services in Eastern North Carolina





University Health Systems of Eastern Carolina:

Pitt County Memorial Hospital (PCMH)

Brody School of Medicine

Local Private Physicians & Hospitals

www.uhseast.com



ECU Office of Equity, Diversity, & Community Relations

- Sexual harassment
- Racial harassment
- Discrimination
- Improper relations
- Americans with Disabilities Act

Within first 60 days of employment ALL new employees must complete the following training programs:

Preventing Workplace Harassment

Preventing Unlawful Discrimination

<http://www.ecu.edu/cs-acad/edc/EducationAndTraining.cfm>

Campus Phone #: 328-6804



Departmental Policies

- Dress Code
- Leave Reporting
- Phone & Computer Use
- Severe Weather
- Evacuation Procedures
- Code Team
- Chemical Spills
- State Car
- Laboratory Specimens
- Other



PCMH Biomedical Contract

If equipment is defective,

- Immediately **remove from service** and **label**
- Notify your supervisor
- Contact PCMH Biomedical (847-4251)
Monday-Friday from 7:00am – 4:30pm
- Supplies and obviously abused equipment not covered in biomedical contract



The Contact Center

Hours of Operation:

8:00am - 5:00pm (Monday – Friday)

744-1020

- General Information
- Patient Appointments
- Patient Referrals
- Language Interpreters
 - On-site
 - **Spanish** (744-3664 or Pager 551-7161)
 - **Speech/Hearing Impaired**
 - Language Line
(800)752-6096 or www.languageline.com
- Call Center



Call Center – 744-1020

- Call Routing
- Prescription Refills
- Medical Test Results
- Physicians' Answering Service
- BSOM Announce
- Adverse Weather (744-5080)

Abbreviations and Code Blue

Do not use unapproved abbreviations!

Off-Site Code Blue Procedures:

All outlying BSOM facilities, Brody Building 2nd Floor and Above.

On-Site Code Blue Procedures:

Leo Jenkins Cancer Center, Family Medicine Center, and Brody Outpatient Center.

A photograph of a bright blue sky filled with numerous small, white, fluffy clouds. The clouds are scattered across the entire frame, creating a clear and open atmosphere. The text is centered in the middle of the image.

**NO SMOKING
POLICY**



New Employee Orientation

Packet Paperwork

ECU 1 Card



Brody GE-101 (Rapid Copy Office)

Monday through Friday

10:00am – 12:30pm

www.ecu.edu/cs-admin/1card/index.cfm



Piratemail

- Pirate ID: smithj (Jenny Smith)
- E-mail Address: smithj@ecu.edu
- Passphrase: \$B●●●●●●● (ECU ID#)
 - Passphrase must be STRONG = contain a combination of lower case, upper case, numbers, and/or symbols

Issues? Call the Help Desk at 328-9866



HELPFUL WEBSITES

- ECU: www.ecu.edu
- OneStop: onestop.ecu.edu/onestop/
- HUMAN RESOURCES: www.hr.ecu.edu
- BSOM STAFF DEVELOPMENT:
www.ecu.edu/cs-dhs/staffdev
- HELP DESK (ITCS): www.ecu.edu/cs-itcs/

PARKING

ECU Lots

A ZONE = \$360/Year

B ZONE = \$180/Year

Parking & Transportation Services

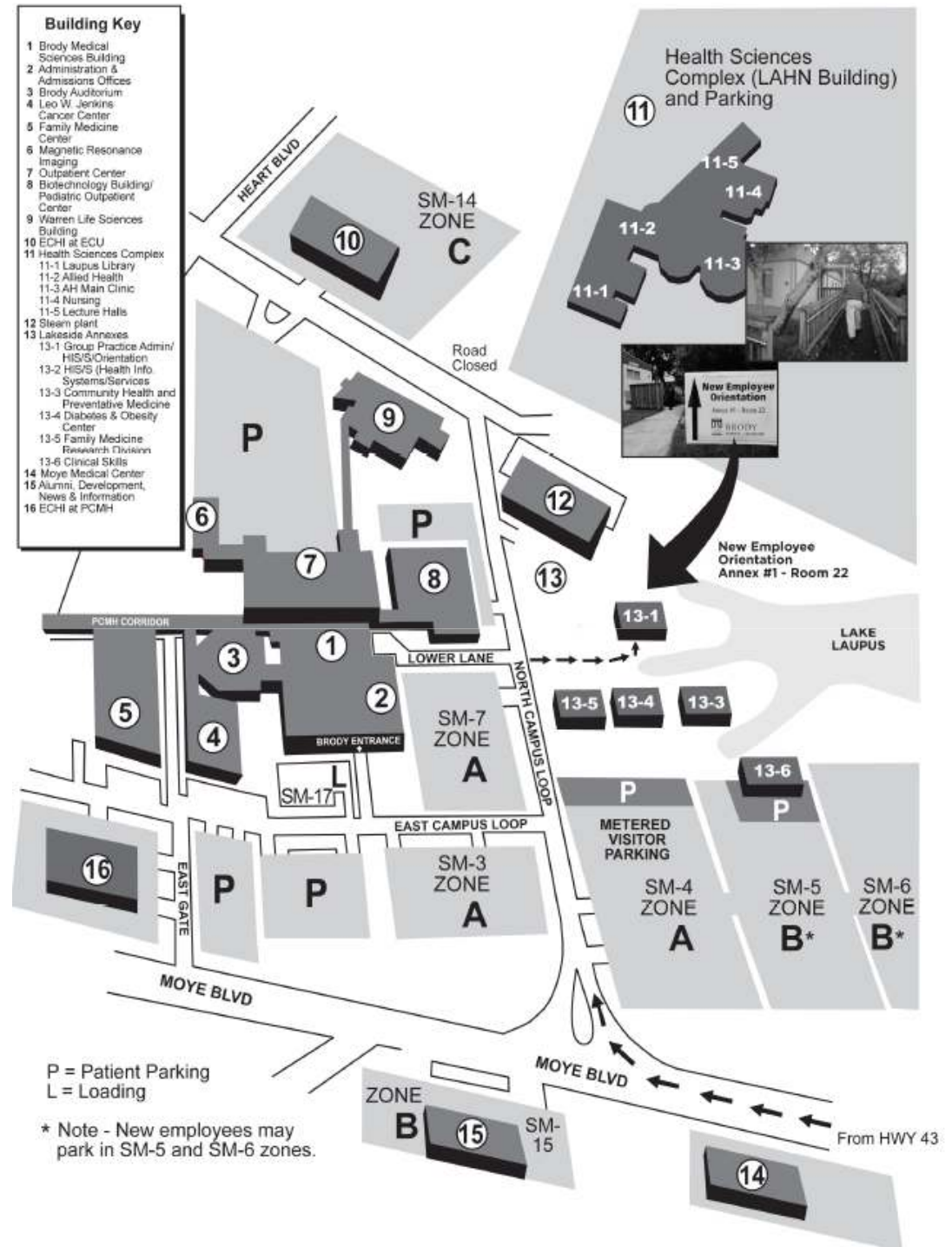
305 E. Tenth Street
Greenville, NC 27858
Phone (252) 328-6294

www.ecu.edu/parking/

PCMH Lots

ECU lots \neq PCMH lots

www.uhseast.com



ECU Transit

302 RED LINE

Operates on a 30 minute schedule

Monday - Friday 7:00 AM - 6:30 PM

Departs **LAHN Building**

(08 after and 38 after)

Departs **Brody School of Medicine**

(12 after and 42 after)

www.ecu.edu/transit/

328-4724

Programs for Our Patients

Social Work & Case Management

- Nursing Home, Rest Home, other placement referrals
- Depression
- Lack of support system
- Domestic violence/abuse & neglect
- New diagnosis of chronic or debilitating disease
- Engaging in suicidal ideation
- Substance abuse





Employee Perks

Rapid Access

Pharmacy Services

PCMH Cafeteria Discount



As a member of the ECU community, you – as well as all members of your immediate family – have access to a physician for urgent general care needs the same day you call.

Rapid Access
744-0555

East Carolina University Pharmacy Services

Four **convenient** locations
to serve you:

ECU Pharmacy

Leo Jenkins Cancer Center Pharmacy

Family Practice Center Pharmacy

Bernstein Center Pharmacy



ECU Pharmacy

Open from 8:30 am to 6:00 pm

Monday-Friday

744-2721 (Phone) 744-1800 (Fax)

Located at 517 Moye Blvd.

****The Brody Pharmacy offers free delivery service for any ECU Employee.**

Family Practice Center Pharmacy

**Opened from 8:30 am to 5:00 pm
Monday-Friday**

744-4680 (Phone) 744-3804 (Fax)

Located in the front of the Family Medical Center.

**Clinic Supply Medications:
Contact Edna White at 744-5492**

Leo Jenkins Cancer Center Pharmacy

Opened from **8:00 am to 4:30 pm**

Monday-Friday

744-4602 (Phone) **744-7554** (Fax)

Located on the 1st floor of Leo Jenkins Cancer
Center

*LJCC specializes in Chemo services but also
offers outpatient prescriptions

Bernstein Center Pharmacy

Opened from **8:30 am to 5:30 pm**

Monday-Friday

744-2281 (Phone) **413-0646** (Fax)

Located on Hwy 11 going towards Stokes behind the Food Lion and Peadens Grill.

*They have a Medication Assistance Program for patients needing financial assistance.

How do I register for Delivery?

Fill out the Registration form & fax to **Brody Pharmacy 4-1800**
or mail to Pharmacy Services, Medical Pavilion, Suite 10.

REGISTRATION FORM ECU SOM PHARMACY DELIVERY SERVICES

Name: _____ Date of Birth: _____

Home address: _____

Home phone: _____ Work: _____

Insurance: (attach copy of insurance card if possible)

State employee ID # (same as social security #): _____

Exec-U-Care? ____ Yes ____ No

Other insurance: _____ ID #: _____

Additional family members to be included:

Name: Date of birth:

Credit card for co-pays charges:

Credit Debit ____ Visa ____ MasterCard

#: _____ Exp. date: _____

My signature below authorizes the Family Practice Pharmacy and Brody Outpatient Pharmacy to charge the above credit card for my prescription purchases and to deliver my prescriptions to the address below.

SOM Delivery Address: _____

Please note: For security reasons, this address can only be changed by submitting a new form.

Automatically deliver when Rx requested for refill: ____ Yes ____ No

This Form is located
in your packet

What Pharmacy Services has to offer!!!!

- We accept ALL major insurance plans including the State Employees Health Plan
- Easy to transfer prescriptions - bring in your empty bottle or package & we'll do all the work!
- Extensive inventory of cost-saving over-the-counter items
- Interactive Voice Response system available for prescription refills
- \$4.00 generic formulary prescriptions
- 90-day supply option
- Automatic delivery
- Drive-thru pharmacy

If you have any additional questions, contact Michelle Walston at 744-1830. She will be glad to answer any questions.

<http://www.ecu.edu/cs-dhs/ecuphysicians/patient-care/pharmacy.cfm>



WELCOME!