

## Who To Call in PGME

Updated: March 10, 2017

<b>Topic</b>	<b>Person Who Handles</b>	<b>Extension</b>
<b>AAPANs</b>	Courtney Newnham	86005
<b>Academic Half Days</b>	Joan Binnendyk	86234
<b>Accreditation</b> <ul style="list-style-type: none"> <li>• External Accreditation Review Process</li> <li>• Internal Accreditation Review Process</li> <li>• Accreditation without Certification</li> </ul>	Courtney Newnham	86005
<b>ACLS (Advanced Cardiac Life Support)</b>	Stacey Taylor	75115
<b>Address Changes</b>	Any PGME staff member can update this information in SAS	
<b>Administrative fee</b>	Kate O'Donnell	87675
<b>Archived files</b>	Karen Lancey	86020
<b>Attestation Letters</b>	Sheryl Jones	82019
<b>AVP (Assessment Verification Period) Evaluations</b>	Karen Lancey	86020
<b>Awards</b>	Sheryl Jones	82019
<b>Billing</b>	Tara Coletti	86205
<b>Budget Transfers</b>	Scott Rumas	86226
<b>Career Fair</b>	Learner Equity & Wellness	86250
<b>CaRMS (Canadian Residency Matching Service)</b>	Tara Coletti	86205

<b>Certificates of Completion of Training (CCTs)</b>	Sheryl Jones	82019
<b>CITERS</b>	Sheryl Jones	82019
<b>Clerkship Inquiries</b>	Becky Bannerman – (UGME)	86230
<b>Clinical Investigator Program (CIP)</b>	Karen Lancey  Scott Rumas	86020  86226
<b>CMPA</b>	Stacey Taylor  (Medical Affairs)	75115
<b>COFM</b>	Scott Rumas  Dr. Chris Watling	86226
<b>Commissioner for Oaths/Notary</b>  (Appointment Needed)	Karen Lancey	86020
<b>Committees</b> <ul style="list-style-type: none"> <li>• PGE Advisory Board</li> <li>• SPAC Committee</li> <li>• Internal Review Committee</li> <li>• AFC Committee</li> <li>• Policy Renewal Committee</li> </ul>	Courtney Newnham	86005
<b>Continuing Lists</b>	Karen Lancey	86020
<b>Credentialing</b>	Sheryl Jones	82019
<b>Clinical Education (CLINED) Budget</b>	Tara Coletti	86205
<b>Clinical Fellows</b>	Kate O'Donnell	87675
<b>Direct Deposit Information</b>	Western Human Resources	
<b>DND Billing</b>	Tara Coletti	86205

<b>Early departure notices for Clinical Fellows</b>	Kate O'Donnell	87675
<b>Electives</b>		
Canadian	Tara Coletti	86205
International	Kate O'Donnell	87675
<b>Evaluations for Residents (CMGs &amp; IMGs)</b>	Karen Lancey	86020
<b>Evaluations for Clinical Fellows &amp; ISRs</b>	Kate O'Donnell	87675
<b>FITERS</b>	Sheryl Jones	82019
<b>Hospital Letters</b>	Stacey Taylor (Medical Affairs)	75115
<b>Hospital Privileges</b>	Stacey Taylor (Medical Affairs)	75115
<b>IMG Submission Report</b>	Tara Coletti	86205
<b>ISR Billing</b>	Tara Coletti	86205
<b>Internationally Sponsored Trainees (ISR's)</b>	Kate O'Donnell	87675
<b>Internationally Sponsored Trainees (ISR) – HR</b>	Kate O'Donnell	87675
<ul style="list-style-type: none"> <li>• SANs</li> <li>• Direct Deposit</li> <li>• Employee IDs</li> </ul>		
<b>Invoicing</b>	Tara Coletti	86205
<b>J-1 Visa</b>	Sheryl Jones	82019
<b>Leave of Absence</b>	Karen Lancey	86020
<b>Letters of Appointment (LOAs)</b>		
<ul style="list-style-type: none"> <li>• For Internationally Sponsored Residents and all Clinical Fellows</li> </ul>	Kate O'Donnell	87675

• For Canadian Residents	Karen Lancey	86020
<b>Letters of Good Standing</b>	Sheryl Jones	82019
<b>Licensing</b>		
<b>Residents (CMGs &amp; IMGs)</b>	Karen Lancey	86020
<b>Clinical Fellows &amp; ISRs</b>	Kate O'Donnell	87675
<b>Mail</b>	Sheryl Jones	82019
<b>Medical Degree credentialing</b>	Undergraduate Medical Education	86251
<b>Medical student electives</b>	Jen Foxcroft  (UGME)	
<b>Ministry of Health &amp; Long Term Care (MOHLTC)</b>	Theresa Cheung Program Officer Health Force Ontario	Tel: 416-327-8339 Fax: 416-327-0167
<b>MTCU Report</b>	Tara Coletti	86205
<b>Name changes</b>	Karen Lancey	86020
<b>New Residency Program Director's Workshop coordinator</b>	Courtney Newnham	86005
<b>OHIP</b>	Kate O'Donnell	87675
<b>OMFS (Oral Maximal Facial Program)</b>	Karen Lancey	86020
<b>One45 login information</b>	Schulich Help Desk	81377
<b>OPHRDC Report</b>	Tara Coletti	86205
<b>Orientation Day</b>	Karen Lancey	86020
<b>Pagers</b>	Deborah Mould	Pager Management / Switchboard Clerk LHSC (519)685-8500 Ext 53530 (519)685-8500 Pager 18827 <a href="mailto:deborah.mould@lhsc.on.ca">deborah.mould@lhsc.on.ca</a>

		<a href="mailto:pagermanagement@lhsc.on.ca">pagermanagement@lhsc.on.ca</a> <a href="#">a</a>
<b>Payroll issues</b>	Monica McKay – Medical Affairs	75128
<b>P-Card</b>	Tara Coletti	86205
<b>PDG – Vacation Tracking</b>	Scott Rumas	86226
<b>PEAP (Pre-Entry Assessment Period) Evaluations  Clinical Fellows &amp; ISRs</b>	Kate O’Donnell	87675
<b>PGE Dean Assistant (Calendar Management)</b>	Sheryl Jones	82019
<b>PGME emails and main phone line</b>	Sheryl Jones	82019
<b>PGME Policy and Procedure Handbook/Manual</b>	Courtney Newnham	86005
<b>Photos in One45</b>	Karen Lancey	86020
<b>Policies and Procedures</b>	Courtney Newnham	86005
<b>Postgraduate Education Liaison</b>	Courtney Newnham	86005
<b>Probation</b>	Courtney Newnham	86005
<b>Program Contact List updates</b>	Courtney Newnham	86005
<b>PRP (Pre-Residency Program)</b>	Karen Lancey	86020
<b>Re-Entry Program</b>	Karen Lancey	86020
<b>Registration Fees</b>	Karen Lancey	86020
<b>Registration coordinator</b>	Karen Lancey	86020
<b>Remediation</b>	Courtney Newnham	86005
<b>Repatriation Program</b>	Karen Lancey	86020
<b>Reporting – MTCU, CEB, OPHRDC</b>	Tara Coletti	86205
<b>Residents (Canadian)</b>	Karen Lancey	86020

<b>Residents (Internationally Sponsored)</b>	Kate O'Donnell	87675
<b>Resident Evaluation and Progression : Appeals</b>	Courtney Newnham	86005
<b>SANs</b> (Staff Appointment Notice)	Kate O'Donnell	87675
<b>SAS</b> (Schulich Administration System)	Scott Rumas	86226
<b>SAS Authorization</b>	Courtney Newnham	86005
	Scott Rumas	86226
<b>Schulich E-mail</b>	Schulich IS	Help desk 81377
<b>Social Insurance Numbers (SIN)</b>	Medical Affairs	
	Monica Mckay	75128
<b>STACERs</b>	Sheryl Jones	82019
<b>Student Loans</b>	Financial Aid Office – Registrar's Office  (Western Student Services, room 1100)	519-661-2100
<b>Student numbers and PINs</b> (access codes)  <ul style="list-style-type: none"> <li>• For Internationally Sponsored Residents and Clinical Fellows</li> <li>• For Canadian Residents</li> </ul>	Kate O'Donnell	87675
	Karen Lancey	86020
<b>Supplies</b>	Sheryl Jones	82019
<b>T2202 tax forms</b>	LHSC- Human Resources	519-685-8500 x35222
<b>T2202a tax forms</b>	Tara Coletti	86205
<b>T4 tax forms</b>	Medical Affairs – Monica McKay	75128

<b>T4A tax forms</b>	Medical Affairs – Monica McKay	75128
<b>Termination Notices</b>	Kate O'Donnell	87675
<b>Training Credits</b>	Karen Lancey	86020
<b>Transition to Practice</b>	Joan Binnendyk	86234
<b>Transition to Residency</b>	Joan Binnendyk	86234
<b>Transfer Requests</b>	Tara Coletti	86205
<b>Training coordinator</b>	Karen Lancey	86020
<b>UHIP</b>	Kate O'Donnell	87675
<b>Visas</b>	Kate O'Donnell	87675
<b>Waivers of Training</b>	Sheryl Jones	82019
<b>Web site (PGME) Updates</b>	Tara Coletti	86205
<b>Western E-mail</b>	Western ITS	83800
<b>Western ID</b>	Western ITS	83800
<b>Western OneCards</b>	Karen Lancey	86020
<b>Work Permits</b>	Kate O'Donnell	87675