

## Important Items to Know Before Orientation

**Parking:** Instructions for how to pre-register for your parking sticker are located in the MedHub Application Portal. On the first day of orientation, please park in Lot 20. We will give you your parking stickers at registration. The parking stickers you receive will indicate where you need to park on campus going forward. Parking in patient lots (lettered lots) may result in a ticket. A map is available on the GME Onboarding and Orientation website, located <https://gme.dartmouth-hitchcock.org/sites/default/files/2022-02/dh-gme-orientation-parking-directions.pdf>.

**Dress Code:** Business casual, with no flip-flops or casual sandals. The **DHMC Dress Code policy # 379** states: “The clothing and jewelry of employees must be neat, clean and appropriate for professional business environments. All employees must be well groomed and without offending body odor or fragrance”. You may want to wear layers as the temperature can vary.

**Primary Care Physician (PCP):** For your wellbeing, you are encouraged to sign up for a local PCP during orientation. We suggest obtaining a copy of your medical records in advance of moving to the Upper Valley as you will need to provide them prior to your first PCP visit. Here is a link to the request form, [Primary Care Record Release Information](#) is also on the [GME Onboarding and Orientation website](#) located under Benefits.

**Remote Access:** During registration you may have the opportunity to download DHMC supported apps with the assistance of User Support, therefore please bring the device that you would like to put on the network (limit of one for orientation, but you can add more later!). You will have additional opportunities to add DHMC supported apps by contacting the Help Desk at (603) 650-2222 or utilizing the [Help Desk/User Support Home](#) helpful instructions.

**Payroll and Benefits Information:** June orientation attendees will receive their first paycheck on 6/28/2024 (Pay Period from Start Date: 6/10/2024 – 6/22/2024). Those attending the July orientation will receive their first paycheck on 7/26/2024 (Pay Period from Start Date: 7/8/2024 – 7/20/2024). Your medical benefits will start day one of orientation; you will have the opportunity to add dependents and additional benefits during orientation.

**ACLS/BLS Training:** As previously indicated, we highly recommend that you obtain current certifications required by your specialty prior to orientation if you can do so without incurring a cost. Please see the GME ACLS & BLS Requirements document on the GME Onboarding and Orientation website, located [here](#).

### Paperwork/Documents to Bring With You to Orientation:

<b>Mandatory For All</b>
1. 2024 W-4 Form *
2. Proof of Identity and US Employment Eligibility Form (I-9) *
3. Two forms of identification (Passport, Driver's License, Social Security Card or Permanent Resident Card)
<b>Additional Documents - Foreign Nationals Only</b>
1. 2024 W-4 for Non-Resident Aliens (this is <u>in addition</u> to the 2022 W-4 Form) *
2. Foreign National Form *
3. Current non-US passport (expired passports will not be accepted)
4. Form I-94 or Form 1-94A
5. Form DS-2019 (J Visa Holders only)

\* Indicates item is located in MedHub Application Portal