



Dear Resident:

**For the Next Module, you will be on your GYN/Oncology Rotation at (RPCI). On the Wednesday prior to your start date you will be scheduled for Registration, OR Orientation and EMR Training.**

You will first tour the **Perioperative Suite at 8:00am** and go over rules and regulations. Please make sure you are on time for this orientation. This will also be your opportunity to practice scrubbing/gowning/gloving, or ask questions. The perioperative area is located on the 3<sup>rd</sup> floor of the main hospital. Go through the lobby, past Dunkin Donuts, toward the main (4) elevators. It is easiest to take the "back" elevators by entering the door to the left of the elevators. Go to the third floor and take a slight left turn around the corner to the OR front office (window). At the window (knock if needed) introduce yourself to the secretary, and let her know that you are here for the OR orientation. **If you get lost or have any questions please contact Xandora Palmisano, Nursing Staff Development Instructor. Work Cell: (716)-710-2754 Work Tel: (716) 845 1300 ext.7048 [Xandora.Palmisano@roswellpark.org](mailto:Xandora.Palmisano@roswellpark.org).**

After this short orientation you will go to **EMR Training from 8:30am-10:30am** which is located on the 4<sup>th</sup> floor of the Research Studies Center Building, Room 400. If you get lost or have any questions please contact Health Care Training at (716) 845-1300 x 3472.

**After training before leaving the Institute, you must register with the Department of Educational Affairs. They are located on the 2<sup>nd</sup> floor, Room 230 of the Research Studies Center Building which is located on Elm & Carlton Streets next to the parking ramp.** If you have a New York State License, you will need your license number and NPI (National Provider ID#) along with your driver's license. Also if you are a Foreign Medical Graduate you will need your ECFMG Certificate Number and the date it was issued. This information is necessary to insure that you are covered by the institute in terms of malpractice, that all legally required documents are on file, and so RPCI can account for your Medicare reimbursement. The latter point is critical in our ability to generate patient revenues.

You will receive a form for a badge at the completion of your registration process, please take your badge form that you received from Education and pick up your badge from the Parking Office which is located inside the parking garage. **(BE AWARE THAT WHEN ON THIS ROTATION RPCI DOES NOT HAVE A FREE PARKING LOT FOR YOU TO USE. YOU MAY PARKING IN ONE OF THE PAYING LOTS/RAMP OR ON STREET PARKING).**

On the first official Monday of your module please report to 7E at 6:30am. On the 1<sup>st</sup> and 3<sup>rd</sup> Monday of the month at 6:45am there are GYN Didactics located in the GYN Conference Room, Main Hospital, 2<sup>nd</sup> Floor, GYN Clinic, Room H2-128. Rounds with fellows are completed beforehand. Please get in contact with one of the clinical fellows ([Kassondra.grzankowski@roswellpark.org](mailto:Kassondra.grzankowski@roswellpark.org) and [Rachel.brightwell@roswellpark.org](mailto:Rachel.brightwell@roswellpark.org)) to find out what time to report on those Mondays depending on patient volume.

**For your dictating identification number, call Medical Records at 845-5760 or if at RPCI x 5760**

**Please refer to the Welcome to Roswell Letter from Fellows as well as the Roswell Park Department of Gynecologic Oncology Resident Handbook for more detailed instructions and contact numbers. All required documents may be found on the secure link <https://www.roswellpark.edu/education/residency-programs/gynecologic-oncology/incoming-residents>**

If you have any questions or problems, please feel free to contact me.

Sincerely,

Michelle L. Pelletier  
Program Coordinator  
Roswell Park Cancer Institute  
Department of Gynecology Oncology  
ASB-K349  
Elm & Carlton Streets  
Buffalo, NY 14263  
(716) 845-3497  
Fax: (716) 845-7608  
[Michelle.pelletier@roswellpark.org](mailto:Michelle.pelletier@roswellpark.org)