

RESIDENT FELLOW ORIENTATION 2023

**Parking & Commuter Services
ID and Parking Information**



OBTAINING A NEW BWH ID

Residents and Fellows can submit their photos in advance to have their employee identification cards ready.

NEW ID:

To obtain a hospital ID badge please email a legal passport picture in electronic format to BWHID@PARTNERS.ORG. PLEASE SEND YOUR PHOTO AS AN ATTACHMENT, NOT A WORD DOCUMENT. Include your first and last name and your department location/address: The correct photo measurement is 2 x 2 inches (51 x 51 mm) in size. Your head should be between 1 inch and 1 3/8 inches (between 25 and 35 mm) from the bottom of the chin to the top of the head.

- **Photos sent to us which do not comply with the above dimensions will not be processed. This includes pictures obtained from scanning a passport or driver's license. These photos are not clear enough to use.**

BWH ID POLICY:

Please review the BWH ID Policy- Brigham and Women's Hospital Environmental Safety and

Health Manual July 2020

Section C-1.

<https://hospitalpolicies.ellucid.com/documents/view/10059>

BWH ID DOOR ACCESS REQUEST FORM

TO: Police, Security & Parking Office

DATE: _____

Please issue an ID badge to:

NAME: _____

DEGREE: (MD, Ph.D., DDS) _____

TITLE (If any) _____

DEPARTMENT: _____

EMPLOYEE # (Must be 9 digits):

EXPIRATION DATE: _____

CARD NO. ISSUED: _____

PINK BADGE NEEDED: YES, NO DO YOU CURRENTLY HAVE PARKING? YES NO

Individual Requesting ID Print Name Clearly

Telephone Signature

NOTE: If you do not see the location that you are looking for on the back of this form, please fill in the department name and room number below the building that the area is located in. Also, it should be noted that some of these areas require approval from the authorizer of the area before access can be granted. Badges will be programmed approximately 24 to 48 hours after they are issued. Please email BWHID@partners.org with any issues that you are having with your badge or any additional requests.

New ID

Add-on access to existing ID

#98777 9/201



Mass General Brigham

Employee Name: _____ Approver's Name: _____

Please place a check mark next to following areas for door access.

101 HUNTINGTON AVE
Entry and Floor Access
116 HUNTINGTON AVENUE
Entry and Floor Access
1249 BOYLSTON STREET
Entry and Floor Access
181 LONGWOOD AVENUE
Entry, Elevator, Parking, and Tunnel Connector
221 LONGWOOD AVENUE (RFB)
BLI +2 Sleep Medicine
RFB +1 Dermatology
301 SOUTH HUNTINGTON AVENUE
Entry and Floor Access
375 BOYLSTON STREET
Entry and Floor Access
41 AVENUE LOUIS PASTEUR
Entry and Floor Access
641 CENTRE STREET
Entry and Floor Access
800 HUNTINGTON AVENUE
Entry and Floor Access
+3 Primary Care
850 BOYLSTON STREET
Entry and Floor Access
850 Boylston +2 Endoscopy
850 Boylston +3 Dermatology
850 Boylston +3 Pain Center
850 Boylston +3, Room 312
850 Boylston +4 Women's Health Center

A BUILDING
A +1 Orthopedics Admin.
A+3 Cardiology
A +3 Clinical Trials
AMORY BUILDING
Amory +2 Blood Bank
Amory +2 Endoscopy
Amory +2 Endoscopy Storage
Amory +3 Pathology Hallway Drs.
AMBULATORY SERVICES BUILDING (ASB)
ASB 1 K Elevators
ASB 1 L1 Anesthesia Faculty Off.
ASB 1 L1 Ultrasound
ASB 1 L1 Medical Records
ASB 1 +1 Emergency Dept.
ASB 1 +1 Emergency Dept. Staff Lounge
ASB +1 Emergency Dept. Airway Cart
ASB 1 +1 Emergency Dept. Reading Rm.
ASB 1 +1 Emergency Dept. Storage Rm.
ASB 1 +2 Vascular Labs
ASB 1 +2 Ct. of Infertility Repro. Surgery
B BUILDING
B+3 Neuroscience
B+3 Radiology Administration
CARRIE HALL BUILDING
Carrie Hall +1 Neurosurgery
Carrie Hall +2 Thoracic
Carrie Hall +3 Thoracic Admin

CWN BUILDING
CWN +1 Emergency Admin
CWN +1 Emergency
Female Locker Rm.
CWN +1 Emergency
Male Locker Rm.
CWN +2 Lee Bell
Center Exterior Doors
CWN +3 OB Practice
CWN +3 GYN Practice
CWN +3 Maternal Fetal Med.
CWN +3 Antenatal
Diagnostic Center
CWN +4 Female Locker Room
CWN +4 Male Locker Room
CWN +4 On-Call Rooms
CWN +5 to +10 Elevators/Stairs
CWN +5 Labor & Delivery
CWN +6 NICU
CWN +6 NICU On-Call Rooms
HALE BTM BUILDING
Entry and Elevators/Stairwells
Neurology Access
Rheumatology Access
TIMI Study
LOWER LEVELS
L1 Neuro Interventional
L1 Neuro Interventional Rad.
L1 Nuclear Med
L1 OR/Day Surgery
L1 OR Admin Offices
L2 Anesthesia On-call Rooms
L2 Cath/Angio
L2 CDIC Conference Room
L2 Radiation Oncology Clinic
L2 Morgue
NESSON BUILDING
Nesson L1 Medical Info Center
Nesson L1 OSSVS Office
Nesson L1 Perks Office
Nesson L1 Trauma
Burn Surg. Office
Nesson +1 NA-110 Shared Space
Nesson +2 Brigham
Medical Specialties
Nesson +2 Ear Nose and Throat
Nesson +3 General
Surgical Specialties

NEVILE HOUSE
Entry and Floor Access
Neville +1 Stratus
Neville +2 Emergency Medicine
Neville +2 Anesthesia
ONE BRIGHAM CIRCLE
Entry and Floor Access
Peter Bent BUILDING
PBB Exterior Doors
PBB +1 Cardiology
PBB +2 Cardiac Surgery
PBB +239 Thoracic
PBB Admin Offices
PBB +3 Neuroradiology
PBB +344 BWHC Admin
PBB +3 Plastic Surgery
PBB +3 Strategic Initiatives
PBB+4 Executive Offices
PBB +5 Executive Offices
PBB +543 Thoracic
PBB +6 Executive Offices
SERVICE CENTER
Dietary Offices
Dietary Female Locker Room
Dietary Male Locker Room
SC-65
SHAPIRO BUILDING
Shapiro +1 Rehab Services
Shapiro +2 Family Center
Shapiro +2 Watkins
Shapiro +3 BCMA
Shapiro +3 Echo
Shapiro +5 Cardiology
Shapiro +6 - +10 Med Rooms
Shapiro +6 - +10
Equipment Rooms
Shapiro +6 - +10 On-Call Rooms
Shapiro L1 OR Frozen
Section Room
Shapiro L2 CT/NUC
Shapiro L2 CVRR Recovery
Shapiro L2 EP Lab
Shapiro L3 Central Processing
Shapiro L3 Respiratory

SURGICAL BUILDING
Surgical +1 Asthma Research
Surgical +1 Infectious
Disease Research
Surgical +2 Urology
Surgical +2 Plastic Surgery Admin.
Surgical +2 Plastic Surgery Clinic
Mid-Campus Business Center
THORN/MRB
Entry and Floor Access
Thorn +1 Medical Staff Library
20 Shattuck Street

TOWER BUILDING
Tower ICU stairwells
Tower +1 Breth0oltz Center
Tower +1 Surgery Department
Tower +2 Rehab Services
Tower +3A Locker Rooms
Tower +3A Nursing
Tower +3A Respiratory
Tower +4D On-call Room
Tower +4 Staff Lounge
Tower +5D EEG Lab
Tower +5 IVF Center
Tower +9 CT Scan
Tower +12 Resident Lounge
Tower +16D Pavilion
WEST PLAZA
West Plaza Canopy

BWH COMMUTER SERVICES REGISTRATION

During orientation, parking for new Residents is free at the Mission Park Garage, 22 Vining Street. Please tell the attendant in the booth, **"I'm a new Resident and I'm here for orientation"** upon arrival, collect a ticket, and stop into the MPG Parking Office adjacent to the entrance booth for a validation. They will be let in and out of the garage free of charge.

MUST HAVES TO SIGN-UP FOR PARKING:

- Must be in PeopleSoft
- Must have a Brigham ID
- Must have clinical privileges in MD Staff

SIGNING-UP FOR PARKING:

House Staff and Fellows have two parking options:

Monthly Payroll Deduction or Pay-As-You-Go Debit Parking

RATES:

House Staff

- monthly payroll deduction rate \$140.00
- pay-as-you-go debit rate \$9.00 per day

Fellows

- monthly payroll deduction rate \$190.00
- pay-as-you-go debit rate \$12.00 per day

Rule of thumb, if you park in the garage 17 (Residents) 16 days (Fellows) or less per month, sign-up for the pay-as-you-go option. If more than 17 or 16, sign-up for monthly deduction. Please note: Pay-As-You-Go deposits must be made before 6am on weekdays for accounts to be properly updated.

If a rotating Resident or a Fellow has payroll deducted parking at the MGH, they automatically get reciprocal parking at BWH at no charge, if requested. However, you must register at both Commuter Service Offices to initiate parking access.

MBTA PASSES:

Brigham offers MBTA passes at 50% discount for bus and train. All Residents and Fellow who do not have payroll deducted monthly parking can enroll for it by logging-on to Partners Applications in PeopleSoft and follow these steps:

- My Pay
- MBTA Pass Enrollment
- Select the one you want and save
- Residents and Fellows can enroll for MBTA pass and maintain a Pay-As-You-Go parking account.

Our office is located at 45 Francis Street, Ground Pike, Suite SR170. We are open from 8:00 am to 5:00 pm. Monday to Friday. We can be reached at 617-732-6001, BWHParking@Partners.org. If you have any questions, please contact Gabriel at KLegesse@BWH.Harvard.edu or Eneida Teixeira@BWH.Harvard.edu or call us at 617-732-5873

PARKING GARAGE INFORMATION:

Garage:	Mission Park Garage
Address:	22 Vining Street, Boston, MA 02115
Telephone:	Primary Tel. 617-732-5873 Secondary Tel. 617-732-6334

PARKING REGISTRATION FORM

You will need your active vehicle registration when submitting this form

NAME: _____ EMPLOYEE # _____

Back of ID above signature

WORK PHONE: _____ PERSONAL PHONE: _____

DEPARTMENT: _____ LOCATION/FLOOR: _____

I hereby authorize a payroll deduction as indicated below (First 2 options). I understand that I am responsible for informing the Parking Office of any change in my work status, including termination of parking. I understand that I will be given at least two weeks' notice of any increase in deduction for parking and that I may terminate my parking prior to any such increases. If I do not terminate my parking upon notice of an increase, I authorize the hospital to increase the amount of my deduction to the new rate. I have also read and understand the parking rules on the back side of this form and agree to abide by them.

SIGNATURE: _____ DATE _____

VEHICLE #1 MAKE _____ MODEL _____ COLOR _____
YEAR _____ LICENSE _____ PLATE _____
STATE _____

VEHICLE #2 MAKE _____ MODEL _____ COLOR _____
YEAR _____ LICENSE PLATE _____
STATE _____

VEHICLE #3 MAKE _____ MODEL _____ COLOR _____
YEAR _____ LICENSE PLATE _____
STATE _____

ADDITIONAL VEHICLES MAYBE REGISTERED BY SENDING MAKE, MODEL AND LICENSE TO THE EMAIL ADDRESS BELOW

Questions regarding parking can be submitted to: bwhparking@partners.org

You can add money to your card online at <https://www.partners.org/onlinepayments/>

OFFICE USE ONLY

APPLICATION PROCESSED ON: _____ BY: _____

CARD NUMBER: _____

GARAGE OR LOT ASSIGNED: _____

PAYROLL DEDUCTION

☐ 1.WEEKLY AMOUNT \$ _____ EXPIRES: _____

☐ 2.MONTHLY AMOUNT \$ _____ CARD/STICKER# _____

☐ 3.DEPT PAID AMOUNT \$ _____

COST CENTER _____

Business Unit 4 digits

Account Number 6 digits

Department Number 6 digits

☐ 4. PAY AS YOU GO \$ _____

☐ 5.MGH/BWH AMOUNT \$ _____

☐ OVERNIGHT PARKING: No fee administered for parking between 5:30PM to 9:00AM

Brigham and Women's Hospital Parking Rules and Regulations

1. BWH Parking is **NOT TRANSFERABLE**. The registered parker is the only one authorized to use the space. Individuals who loan out their BWH ID will have it confiscated from the user. In accordance to the Human Resources Policy Section C-1 ID Policy, violations offense is reported to the BWH Parking Manager and the BWH Security Operations Manager. Parking privileges may also be suspended or expelled for any subsequent offenses.
2. Permanent full-time and part-time (20 or more hours weekly) employees are qualified for parking packages, however specific sites might be subject to availability.
3. On-Site Parking, i.e. Mission Park Garage-60 Fenwood/Hale BTM-45 Francis Street- 80 Francis Street, is restricted to permanent full-time and part-time (20 or more hours weekly) employees and physicians with clinical privileges.
4. Employees are responsible to check weekly, or monthly that they are deducted the appropriate amount from their paycheck. In the event that the deduction is not taken out, the discrepancy must be reported immediately to the BWH Commuter Services office at 617-732-5877. Parking privileges can only be restored once the balance for any unpaid amounts is paid in full. Parking access cards must be returned to the BWH Parking Office upon termination of parking accounts.
5. **ALL VEHICLES PARKED IN BWH GARAGES AND LOTS MUST BE REGISTERED WITH THE BWH COMMUTER SERVICES OFFICE.** To register a new vehicle, the "Active Registration" must be shown to the parking office. Vehicles that are not registered will be ticketed and subject to be towed at the owner's expense.
6. Please do not leave any valuables visible in the car and that the vehicle is properly secured. BWH is not responsible for damages to property.
7. **ALL VEHICLES MUST PARK "HEAD IN ONLY" INTO PARKING SPACES.** Backing into spaces is prohibited and subject to ticketing or towing at the owner's expense.
8. Speed Limits in all BWH garages and parking lots is **5 MPH**. Parkers are expected to respect the posted traffic patterns. All parkers must obey and adhere to all "STOP" and "ONE WAY" signage. **PEDESTRIANS HAVE RIGHT OF WAY.** Violators will be subject to strict penalties.
9. **STORAGE OF VEHICLES IS PROHIBITED.** Parking is only authorized while the registered parker is on duty, on-site at Brigham and Women's Hospital. Vehicles left unattended for **72 hours MAX** are subject to be towed at the owner's expense and loss of parking privileges.
10. Vehicles that are assigned to the following designated areas must have the proper decal or hangtag. Vehicles without documentation will be ticketed and subject to towing at the owner's expense.
 - A. Reserved Parking
 - B. Handicap Space
 - C. Valet Areas
 - D. Mission Park Garage Tennant Spaces
 - E. Fire Lanes/Tow Zones
 - F. Electric Vehicle/Low Emission Spaces
 - G. Construction Areas
11. **Vehicle must fit in and only take up ONE space.** Vehicles taking up multiple spaces will be ticketed and subject to be towed at the owner's expense.
12. All vehicles must be in good mechanical condition. Owners will be held liable for damages sustained from fuel, oil leaks, etc. Please note: Studded tires are not permitted because the potential structural damage they cause.
13. Lime Deposits from the garage ceilings may drip and damage paint on vehicles. BWH is not responsible for damages to property.



Brigham and Women's Hospital

Bicycle/Scooter Registration Form

Name: _____

Employee No: _____

ID Badge No. (On Back of ID, Lower right corner):

Home Address: _____

Phone: _____

Work Phone: _____

Department: _____

Email: _____

Make of Bicycle: _____

Color: _____

Serial or NBR No.: _____

Approximate Value: _____

If applicable, please circle the Bike Cage location requested:

5 FRANCIS STREET GARAGE HALE-BTM /60 FENWOOD GARAGE

The undersigned acknowledges that bicycle parking on BWH Property is "AT THE UNDERSIGNED'S SOLE RISK."

Signature

Date

Please email completed forms to BWHID@partners.org

BRIGHAM & WOMEN'S HOSPITAL

POLICE & SECURITY DEPARTMENT

75 Francis Street
Boston, MA 02115



BWH offers free bike cages inside of the 5 Francis Street Garage and the Hale BTM Garage where employees can secure their bikes/electric bikes/scooters while they are working. The cages are badge access controlled. The Hale BTM Garage opens at 6:00 am and closes at 8:00 pm on weekdays and is closed on weekends and holidays. If your bike/e-bike/scooter is inside of the bike cage and you need to exit when the door is closed, please ride up the exit ramp to the garage door. The motion sensor will open the door for you to exit. 5 Francis Street bike cage is always open.

Please complete the registration form in order for your BWH badge to be programmed for the requested bike cage. Please email the completed form to BWHID@partners.org. Please allow three business days for programming.

We recommend that you use U Locks to secure your bike/e-bike/scooter to the available bike racks. For extra security, use a U Lock or 2 U Locks to secure both wheels and the frame to the bike rack. See below for recommended methods of securing a bike to a bike rack.



Using one U Lock



Using one U Lock for both tires



Using two U Locks

See below for recommended method of securing a E-scooter to a bike rack by securing the u-lock on the folding arm between the stem and the deck. Exact placement and hooks may vary by manufacturing type.



Bicycle/e-bike/scooter parking on BWH Property is at the owner's risk.