

1101 Medical Center Boulevard  
Marrero, LA 70072  
Attention: Graduate Medical Education  
(504) 349-1119

## Welcome to West Jefferson Medical Center

I would like to take the time to welcome you to our facility. I will detail a few things that you will need to know during your rotation here. Prior to beginning your scheduled rotation or on your first day, you will need to check-in with me in the Medical Staff Office located down the Hall of History on the first floor of the hospital. Our office hours are **Monday – Friday between 8 a.m. – 4:30 p.m.** Upon check-in, you will receive your WJMC Orientation binder as a resource guide for our facility.

You will also receive your Resident ID-Badge that will allow you to gain access to physician parking on the first floor in either of our two parking garages on campus. Your badge will also allow you to gain entry to the Physician Dining Lounge and doctors lounges. The Physician Dining Lounge is open Monday through Friday at 11 a.m. until 2 p.m. and is located next door to the cafeteria. You may use your badge in the cafeteria at any time, you have an account set up in your name. Your badge is for your use **only**. Please do not use your badge to purchase meals for anyone other than **yourself**, this includes medical students. The cafeteria does random audits and will contact my office if charges become excessive.

You will be assigned your own dictation number and issued computer access codes the day you arrive if your paperwork has been completed and turned into me by your coordinator in advance. **Please call 504-349-2457 to schedule your Cerner Electronic Medical Record training prior to beginning your rotation so you'll be able to access patient records.** Training sessions are offered on the first and fourth Friday of each month.

We hope you enjoy your rotation here at West Jefferson Medical Center and please do not hesitate to contact me if you have any questions or concerns.

Thanks,  
Laura Neil  
Medical Staff Coordinator/GME  
Email: [laura.neil@lcmchealth.org](mailto:laura.neil@lcmchealth.org)

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