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| **Department** | **Hours** | **Phone Number** | **Notes** |
| **Patient Safety** | Hotline & Links  Available 24/7 | **Near Miss Hotline**  **404-616-8600**  Serious injury must be called-in to a Risk Manager in 24 Hours at 404-616-1000 | Event Reporting on Gradynet Quick Links or Epic RL6 link. |
| **Legal Affairs/Risk Management** | On Call 24 hours | 404-616-1000  On Call Risk Manager | On Near Miss Hotline leave detailed message w/ patient initials, record#, event date/ time, department, and any corrective actions taken.  All reports are nonpunitive. |
| **Compliance**  **(combined ppt w/ Legal/Risk)** | Hotline & Links  Available 24/7 | GHS Compliance Hotline  800-349-4098 | <https://gradyhealth.org/hotline> |
| **Ethics** | 24 hour support available | Ethics Consult Pager:  404-278-4753 | Kevin Wack, Medical Ethicist  [kjwack@GMH.EDU](mailto:kjwack@GMH.EDU)  404-616-6578 |
| **Security** & **Campus Escorts** | Available 24/7 | 5-4024 or 404-616-4024  5-4025 or 404-616-4025  cell: 404-395-5175  Immediately notify Public Safety and your manager if you lose your ID/Access card –Ext. 5-8832 | Always wear your Grady ID Badge, above your waist, photo facing forward  Lost Access Card $10 / Grady Badge $5 (Pay business office 1st Floor: take receipt to 15th Floor for badge, then access card office is in basement, call 404-616-8837 for assistance) |
| **Employee Health Services** | **7AM to 4:30 PM:**  M-F report to 15A | **After hours & wknds**:  404-616-7849  Blood/Bodily Fluid hotline | Report exposures to Grady Employee Health Services asap. Flu shots, PPDs, and Immunizations during business hours M-F |
| **Epic/HelpDesk** | 24 hour support available | Epic Support  404-616-1715 or 5-1715  Or email CPOE Ticket [cpoeticket@gmh.edu](mailto:cpoeticket@gmh.edu) | Gateway: <https://citrixnet7.gmh.edu/vpn/>  Requests for provider changes to MD Champs at: [mdchamps@gmh.edu](mailto:mdchamps@gmh.edu) |
| **Department** | **Hours** | **Phone Number** | **Notes** |
| **Main Outpatient Pharmacy**  **(MOP)** | Monday-Friday:  7am-7pm  Weekend/holiday: closed | 404-616-4117  **Encourage RX to be sent by**  **5PM** | Send the “discharge medication form” with the patient to MOP.  Prescriptions will not be filled until patient/representative brings the form |
| **Senior Care Pharmacy**  **(SCP)** | Monday-Friday: 8:30am-5pm  Weekend/holiday: closed to the public, open for discharges 830-4pm | 404-616-5080  **Encourage RX to be sent by**  **2PM** | Tube the “discharge medication form” to station 604. |
| **Infectious Disease Pharmacy** | Monday-Friday:  9am-5pm  Weekend/holiday: closed | 404-616-2466  **Encourage RX to be sent by**  **4:30 PM** | N/A |
| **Cancer Center Pharmacy**  **(CCP)** | Monday-Friday:  8:30am-5pm  Weekend/holiday: closed | 404-489-9144  **Encourage RX to be sent by**  **4PM** | Send e-prescription to MOP, tube “discharge medication form” to station 110. |
| **Radiology** | 24/7 CT, MRI, US, XR  7:30a-4:00p M-F  OP CT  OP US  Mammography  PET CT  NM (OC after hours)  NM OP  IR (OC after hours) | Reading Rooms:  Main Chest/Bone 5-7766  Neuro-Rad 5-7055#6  Nuclear Medicine 5-1825  ER Reading Room 5-4002  Abdominal/ Body:   * U/S – 5-4521 * CT – 5-6283 * MRI – 5-2436   Imaging Center 5-6768  Schedule OP Exams:  5-9065  5-9068  5-9075 | Danita Howard  Nuclear Medicine, PET/CT  Diagnostic /OR/ED Radiology, Ambulatory Clinics  404-216-1218  Theodora Howard  Mammography, Ultrasound  678-772-3671  Davian Strozier: MRI, IR 678-736-0133  Kathy Leach: CT 678-772-3522  Clifton Davis  Quality Manager Imaging Services   636.346.9446 |
| **Department** | **Hours** | **Phone Number** | **Notes** |
| **Lab & Pathology** | * Core Lab 24/7 * Immunology:   8:00 am-4:30pm/7   * Emergency Lab   24/7   * Outpatient Lab   7a-5p   * OB GYN/ Teen Center Lab   7:30a -5p   * Diabetic Lab   7a-3:30p   * Cancer Center Lab   7:30a-4:30p   * Walk In Center   7a-8p   * Behavioral Health   9a-4p   * Employee Diagnostics Ctr   7a-5p   * Sickle Cell Center   7a-5p(Wed-Fri)   * Coumadin Clinic   7:30a-4p | Client Services:  404-616-LABS  After Hours Supervisor: 678-265-7087 | Marilyn McCain  Exec. Dir. Lab & Pathology  [MMCCAIN@gmh.edu](mailto:MMCCAIN@gmh.edu)  404-616-3248  Karen Mann, MD  Medical Director  [kmann@GMH.EDU](mailto:kmann@GMH.EDU)  404-616-4800 |
| **Language Interpretive Services** | 24 hour support available | Pager 404-871-1196  For the deaf 5-9626 | Epic link is not working yet at Grady.  You may ask a Grady nurse or care worker to contact interpreter services.  Want to be certified? Simply pass the assessment and email certificate can be emailed to interpreter@gmh.edu.  You may use a vendor of choice, here are 2 options:  <http://interpret.cyracom.com/>  <https://www.altalang.com/> |
| **HEALTH**  **INFORMATION**  **MANAGEMENT** | Transcription Activation 5-4279  Physician’s Record Completion Rm B206  8:30a - 5:00p M-F | Record Completion Staff  5-2314  5-2316  5-2317  5-2318 | Davida Albritton, MPH, RHIA  Operations Manager, HIM  404-616-1890 |
| **Department** | **Hours** | **Phone Number** | **Notes** |
| **Research** |  | Email  [research@gmh.edu](mailto:research@gmh.edu) | Chadrick M. Anderson, MHSA, Manager, Office of Research Admin.  404-616-7349 |
| **Quality** |  | Prerna Sing Kahlon, BDS, MPAH, CPHQ  Vice President, Quality and Process Improvement  404-616-1988  617-308-2762  [pkahlon@gmh.edu](mailto:pkahlon@gmh.edu) | Marty Scott  SVP/Chief Quality Patient Safety Officer  [mscott4@GMH.EDU](mailto:mscott4@GMH.EDU)  404-616-7817 |
| **Grady Lactation Services** | See notes for rooms with business hours only, other rooms available 24/7 | Grady Lactation Program Coordinator  Kelly A. Webb, RN:  404-859-5035 | •1 ED female locker room: fridge  •2L 003 (business hours only): sink, hospital grade pump  •4A 048: sink, hospital grade pump  •4A 016: fridge  •5K 045: sink, hospital grade pump  •7D 005A (consult room may be used)  •9C 025 (area access required): fridge |
| **Gym Access** | Accessible 24/7 | 404-616-4600 | Free access, form is required |
| **Call/Sleep Rooms** | Accessible 24/7 on  Floor 14 (reserved thru security) | Officer Yolanda Rooks  [yrooks@gmh.edu](mailto:yrooks@gmh.edu)  404-616-4025 | **M-F 8:30a-5p** 12th Floor E Hall Security  **After hours** + **wknds** 13th Floor Security |
| **Chaplain** | Monday thru Friday  8:30 a.m. to 5 p.m. | 404-616-4270  After 5 p.m. or weekends and holidays page  404-703-1670 | Chapel is on the 1st floor of the hospital |
| **Other Resources** | **Support available from Grady’s GME Manager:**  Emily Baker  [etbaker@gmh.edu](mailto:etbaker@gmh.edu) **cell: 404-290-8252**  Floor 1, Rm 1B017 | **Dial 5+ or prefix 404-616:**  •Central Supply: 3984  •Facilities: 3960  •Housekeeping: 4068 M-F, Wkd 9022  •Piedmont Parking: 3769  •Social Work: 4195  •Transport: 3-4130 | Robert Jansen, MD  Chief Medical Officer  [rjansen@GMH.EDU](mailto:rjansen@GMH.EDU)  404-616-3182  Lawrence Sanders, MD  VP of Utilization  [lsanders1@gmh.edu](mailto:lsanders1@gmh.edu)  404-616-8515 |