



April 3, 2009

Dear Doctor,

Welcome to VA Palo Alto Health Care System (VAPAHCS). Enclosed you will find a list of VA House Staff Coordinators with contact information, a VAPAHCS campus map, a Stanford in-processing requirements checklist, and several forms that need to be completed before you can practice medicine at VAPAHCS.

Before you actually begin your rotation at VAPAHCS, you must attend two (2) different resident/fellow orientations, one for Stanford and one for VAPAHCS. The first rotation will be held at Stanford in mid June, and the second orientation will be held at VAPAHCS toward the end of June or first part of July depending on your specialty. You will be notified in advance of these orientation dates and times.

Before your VA orientation, you must complete and/or submit ALL the requirements identified on the enclosed in-processing requirements checklist. You have two options for submitting these requirements to VAPAHCS.

Option # 1 - Submit the requirements to the appropriate VA House Staff Coordinator via mail, e-mail, or fax before May 22, 2009. Any resident/fellow that chooses this option will still be required to travel to VAPAHCS for fingerprinting on the afternoon of their Stanford orientation as described in Option 2 below.

Option # 2 - Submit the requirements to the appropriate VA House Staff Coordinator in-person on the afternoon of your Stanford orientation. Any resident/fellow scheduled to rotate at VAPAHCS will be instructed by Stanford to travel to VAPAHCS for fingerprinting on the afternoon of their Stanford orientation. Below is the address where you will be instructed to travel for fingerprinting (see attached map of VAPAHCS). All VA House Staff Coordinators will be available in-person at this time.

VA Palo Alto Health Care System
3801 Miranda Ave
Building 101, First Floor, Auditorium
Palo Alto, CA 94304

Please be aware that if the enclosed requirements are not completed before your VA orientation, you will not be able to begin your rotation at VAPAHCS.

Should you have any questions about any of the enclosed information, please feel free to contact your VA House Staff Coordinator.

Thank you for your cooperation in advance.