

Application details

It is almost time for you to begin your Emergency Medicine Elective at Harbor-UCLA. Dr. Pedigo and I are looking forward to meeting you however, there are a few details you need to complete before your arrival.

- The attached Department of Health Services Health Clearance forms must be completed and signed by a health care provider. Please email back to me as soon as they are completed.
- Click on the following link and complete the Department of Health Services Non-County Workforce Member form: <http://dhs.lacounty.gov/cef> When completing the form:

Select "New Assignment"

The Sponsor Facility is Harbor-UCLA Medical Center

The Sponsor Division is Emergency Medicine

The Sponsor Name is Ryan Pedigo

The remainder of the form should be self-explanatory.

The Department of Health Services requires a background check for all incoming applicants. See the attached background investigation packet. Please complete all forms. In the packet you will find a sample fingerprint card. Take the card to either a local police department or private fingerprint agency to have your prints rolled onto a same kind fingerprint card. Mail the card along with the other documents to Ms. Gloria Alvarez at the following address. She can also be reached at galvarez@dhs.lacounty.gov or (323) 869-8242. Be advised, this must be completed ASAP as background clearance may take 4-6 weeks before results are received.

Gloria Alvarez
DHS Human Resources
Background Verification Unit
5555 Ferguson Drive, 2nd Floor
Commerce, CA 90022

Once all of the above items are completed, you will receive a Harbor badge from Harbor's Department of Human Resources when you arrive.

I am available to assist you with any questions or concerns you may have, please contact me at jaustin@emedharbor.edu or 310-222-8245 (direct line) or 310-222-3501.

Best wishes,
Jeanne