

# **RESIDENT FELLOW ORIENTATION 2025**

**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](mailto: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](mailto: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

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)
BU+ 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
<u>850 Boylston +2 Endoscopy</u>
<u>850 Boylston +3 Dermatology</u>
<u>850 Boylston +3 Pain Center</u>
<u>850 Boylston +3. Room 312</u>
850 Boylston +4 Women's Health Center

A BUILDING
<u>A+1 Orthopedics Admin.</u>
<u>A+3 Cardiology</u>
A +3 Clinical Trials
AMORY BUILDING
<u>Amory +2 Blood Bank</u>
<u>Amory +2 Endoscopy</u>
<u>Amory +2 Endoscopy Storage</u>
Amory +3 Pathology Hallway Drs.
AMBULATORY SERVICES BUILDING (ASB)
ASB 1 K Elevators
ASB 1 LI Anesthesia <u>Faculty Off.</u>
ASB 1 LI Ultrasound
ASB 1 LI Medical Records
<u>ASB 1 +1 Emergency Dept.</u>
ASB 1 +1 <u>Emergency Dept. Staff Lounge</u>
<u>ASB +1 Emergency Dept. Airway Cart</u>
ASB 1 +1 <u>Emergency Dept. Reading Rm.</u>
<u>ASB 1 +1 Emergency Dept. Storage Rm.</u>
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
<u>Carrie Hall +1 Neurosurgery</u>
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
LI Neuro Interventional
LI Neuro Interventional Rad.
LI Nuclear Med
LI OR/Day Surgery
LI OR Admin Offices
L2 Anesthesia On-call Rooms
L2 Cath/Angio
L2 CDIC Conference Room
L2 Radiation Oncology Clinic
L2 Morgue
NESSON BUILDING
Nesson LI Medical Info Center
Nesson LI OSSVS Office
Nesson LI Perks Office
Nesson LI 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

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





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 (up to \$125/month) for bus and train. All Residents and Fellow who do not have payroll deducted monthly parking can enroll for it by signing up on the enrollment form in the AskMyHR app following these steps:

- **Enrollment process:**

From an MGB networked computer, search Ask My HR, enter 'MBTA' into the search, and select the MBTA pass request form to submit your election. The Smart Pass drop down gives the choices for renewing Bus and Bus/local Subway pass options. The Flash Pass drop down gives the choices for Commuter Rail passes. Please be advised not to sign up for an interzone pass, we do not issue them at BWH. Please select the appropriate full zone pass.

- **Enrollment deadline moving to the 9th day of each month:** To streamline the enrollment process across our system, the deadline to enroll or make changes to MBTA pass elections (adds/changes/cancellations) will be 11:59 p.m. ET on the 9th day of every month. Elections must be submitted by this day and time each month to take effect in the following month. Late submissions will be processed in the next period.

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. Email us at [BWHParking@Partners.org](mailto:BWHParking@Partners.org) or call us at 617-732-5873. Mission Park Garage office 617-732-6334.

After registering those who choose the daily parking option can fund their accounts using the following directions. Payments for parking can be made online using the link below or in person at our office. Online payments take up to 24 hours, next business day to post to the parking equipment. Balances are displayed on the readers at the entrances and exits.  
<https://www.partners.org/onlinepayments>

## **PARKING GARAGE INFORMATION:**

**Garage Address:** Mission Park Garage 22 Vining Street, Boston, MA 02115



**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](mailto: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](mailto: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](mailto: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.