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**ADMINISTRATION**
OUR MISSION

The Department of Neurology has a strong mission and a rich history at the University of Pennsylvania. We have a long tradition of excellence in patient care, research and education in both adult and pediatric neurology. Since its establishment more than a century ago, our department has shaped the field of neurology by pioneering essential neurologic treatments and diagnostic techniques. Today, we are committed to our mission – to be a center of excellence and innovation dedicated to the pursuit of curing neurologic diseases through compassionate, patient-centered care, transformative research and education of the future leaders in neurology.

FROM THE DESK OF THE CHAIR

Welcome to the Department of Neurology at the Perelman School of Medicine at the University of Pennsylvania and University of Pennsylvania Health System! In Neurology, we work to develop effective treatments and therapies that requires the expertise, dedication and cooperation of scientists from many fields of research to treat basic and complex neurological disorders. Established in 1871, by Dr. Horatio Wood, the Department of the Neurology is the oldest Department in the country with a history of excellence in patient care, research and education in both adult and pediatric neurology. Today, Penn Neurology faculty members are engaged in groundbreaking research and clinical trials involving many complex neurological disorders. The Department includes over 130 full-time and associated faculty with a full range of clinical activities, based at the Perelman School of Medicine (PSOM), University of Pennsylvania Health System (UPHS), and Children’s Hospital of Philadelphia (CHOP).

The Department and its residency programs at Penn and CHOP have been ranked highest in the region and overall the clinical specialties at the Hospital of the University of Pennsylvania have been consistently ranked among the nation’s best. It has been in the top ten Neurology Departments with respect to NIH funding during the last ten years. We have active research programs in Alzheimer's Disease, Fronto-temporal Dementia, Parkinson's Disease, Epilepsy, Stroke, Cognitive/Behavioral Neurology, Neuromuscular Disease and ALS, Autoimmune Neurology, Multiple Sclerosis, Neuro-Ophthalmology, Neuro-oncology, Neurovirology, Functional neuroimaging and more!

The Department has a long tradition of excellence in the education of future leaders in the field of neurology. Its educational programs are highly acclaimed and the residency program is considered one of the best in the country, offering the opportunity to work with the leaders in neurological care and research, utilizing state-of-the-art resources, backed by a world-renowned medical center. The program is fully accredited for 42 Residents in adult and 21 Residents in pediatric neurology and is approved by the ACGME for 10 years. Eighty-five percent of Residents trained in the last 25 years currently hold academic positions.

This year marks a particularly proud moment in Penn Neurology as we move our in-patient teams to the Pavilion Building. Complete with state-of-the-art facilities, including a 3T research MRI and innovative Epilepsy Monitoring Unit, the care we will provide our patients will be bar none.

Welcome to Penn Neurology!

Frances Jensen, MD
Professor and Chair, Department of Neurology
THE DEPARTMENT OF NEUROLOGY PHOTO

WELCOME TO OUR NEW FACULTY AND STAFF JOINING THE NEUROLOGY FAMILY
Hospital of the University of Pennsylvania (HUP) – The Penn Pavilion – Opened in October 2021

New Faculty Members of Penn and CHOP Neurology
Leadership Structure
ADMINISTRATIVE LEADERSHIP

Chair        Frances E. Jensen, MD, FACP
EXECUTIVE COMMITTEE
The Committee meets monthly following our department finance committee meeting. All vice chairs are present to discuss relevant topics related to finance, operations, recruitment and research. The chair of the department leads all discussions. Relevant health system governance topics are often addressed.

Committee Members:
Chair: Frances Jensen, MD, FACP
Vice Chair Clinical Affairs: Scott Kasner, MD
Vice Chair Education: Amy Pruitt, MD
Vice Chair Research: Jay Gottfried, MD, PhD
Vice Chair Inclusion/Diversity: Roy Hamilton, MD
Vice Chair Operations: Josh Levine, MD
Vice Chair Quality/Improvement: Monisha Kumar, MD
Vice Chair Faculty Development/Affairs: Dennis Kolson, MD, PhD * will remain until mid FY23
Vice Chair Finance: Grant Liu, MD
Vice Chair Development: Matt Stern, MD
PSP Regional Director: Seth Haplea, MD
Ad Hoc Member: Steven Scherer, MD, PhD
Site Chief: Pennsylvania Hospital: Ray Price, MD
Site Chief: Presbyterian Hospital: Sashank Prasad, MD
Site Chief: VA Hospital: Allison Willis, MD
Site Chief: CHOP Brenda Banwell, MD (will attend quarterly)

DIVISION CHIEFS
Committee covers operational, financial and administrative topics each month. Representatives from each of the department divisions participate. Current operational topics are addressed and through the direction of COO and DOO of the department, updates and follow up tasks are announced. Monthly financials are reviewed by the DOF. Current financial topics are presented, with engagement from the vice chair of finance. The chair of the department is present, overseeing all agenda items.

| Stroke: Scott Kasner, MD | Sleep: Dave Raizen, MD, PhD |
| Neurocritical Care: Josh Levine, MD | General Neurology: Amy Pruitt, MD |
| Epilepsy: Kate Davis, MD | Neuro-Ophthalmology: Grant Liu, MD |
| Cognitive: David Wolk, MD | Neurohospitalist: Ray Price, MD/Paul Novello, MD |
| Multiple Sclerosis and Related Disorders: Amit Bar-Or, MD | Neuropsychology: Dawn McMillan, MD |
| Neuromuscular: Shawn Bird, MD | Headache: Seniha Ozudogru, MD |
| Movement Disorders: Andrew Siderowf, MD | Child Neurology: Brenda Banwell, MD |
| Regional Sites/CCA: Seth Haplea, MD | |
PROGRAM DIRECTORS

Residency Training: Ray Price, MD; Geoff Aguirre, MD, PhD; Laura Stein, MD; Kelley Humbert, MD; Rohini Samudralwar, MD; Denise Xu, MD
Wellness: Jennifer Orthmann-Murphy, MD; Danielle Sandsmark, MD
IDARE: Roy Hamilton, MD
Clinical Informatics: David Do, MD
Clinical Operations: Dina Jacobs, MD
Awards: Branch Coslett, MD; Howard Hurtig, MD
Clinical Research: Michael Gelfand, MD, PhD

DEPARTMENT PROGRAMS -
Major categories of Departmental Programs overseen by Vice Chairs

<table>
<thead>
<tr>
<th>Faculty Affairs (Vice Chair Faculty Affairs) – Dr. Dennis Kolson</th>
<th>Clinical Programs (Vice Chair Clinical Operations and Vice Chair Quality and Safety) – Drs. Kasner, Levine, Kumar</th>
<th>Inclusion and Diversity (Vice Chair DEI) – Dr. Roy Hamilton</th>
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<tbody>
<tr>
<td>• DCOAP</td>
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<td>• IDARE Retention and Recruitment</td>
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<td>• Awards</td>
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<td>• Intradepartmental Equity</td>
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<td>• Teleneurology</td>
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<th>Education (Vice Chair Education) – Dr. Amy Pruitt</th>
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<td>• UME</td>
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Development/Philanthropy/PR/Media (Chair and Vice Chair Development) – Dr. Matt Stern
• Philanthropy oversight
• Clinical marketing
• Social Media

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Director/Assistant/Associate Program Director</th>
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<tr>
<td>Cognitive and Behavioral Neurology</td>
<td>Sanjeev Vaishnavi, MD</td>
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</table>
| Neuroimmunology to include Multiple Sclerosis (MS) | Jennifer Orthmann-Murphy, MD, PhD - co-director  
Rohini Samudralwar, MD - co-director |
|---|---|
| Epilepsy | Saurabh Sinha, MD, PhD  
Genna Waldman - Associate PD |
| Intracranial Electroencephalography | Saurabh Sinha, MD, PhD |
| Clinical Neurophysiology | Saurabh Sinha, MD, PhD |
| Neuro-Ophthalmology | Kenneth Shindler, MD, PhD |
| Neurohospitalist | Anne Douglas, MD  
Daniel Cristancho, MD - Associate PD |
| Neuro-Oncology | Richard Phillips, MD, PhD |
| Vascular Neurology (Stroke) | Donna George, MD  
Steven Messe, MD - Associate PD |
| Neuromuscular Medicine | Chafic Karam, MD |
| Movement Disorders | Andres DeikAcostaMadiedo, MD, MSEd  
Pavan A. Vaswani MD, Ph.D. – Assistant PD |
| Neurocritical Care | Danielle Sandsmark, MD, PhD  
Matthew Michaels, DO – Assistant PD |
| Cerebrovascular Disease (StrokeNet) | Scott Kasner, MD, MSCE |
| Headache | Seniha Ozudogru, MD |

### NEUROLOGY DIVISIONS And PROGRAMS

<table>
<thead>
<tr>
<th>COGNITIVE DIVISION</th>
<th>NEUROMUSCULAR DISORDERS DIVISION</th>
<th>STROKE/VASCULAR DIVISION</th>
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<tbody>
<tr>
<td>Dr. David Wolk</td>
<td>Dr. Shawn Bird</td>
<td>Dr. Scott Kasner</td>
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<th>EPILEPSY DIVISION</th>
<th>NEUROCRITICAL CARE DIVISION</th>
<th>SLEEP NEUROLOGY DIVISION</th>
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<tbody>
<tr>
<td>Dr. Kathryn Davis</td>
<td>Dr. Joshua Levine</td>
<td>Dr. David Raizen</td>
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<th>GENERAL NEUROLOGY/ONCOLOGY DIVISION</th>
<th>NEURO-OPHTHALMOLOGY DIVISION</th>
<th>MOVEMENT DISORDERS DIVISION</th>
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<tr>
<td>Dr. Amy Pruitt</td>
<td>Dr. Grant Liu</td>
<td>Dr. Andrew Siderowf</td>
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<th>MULTIPLE SCLEROSIS AND RELATED DISORDERS DIVISION</th>
<th>NEUROPSYCHIATRY DIVISION</th>
<th>PEDIATRIC NEUROLOGY CHOP DIVISION</th>
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<tbody>
<tr>
<td>Dr. Amit Bar-Or</td>
<td>Dr. Dawn Hamilton-Mechanic</td>
<td>Dr. Brenda Banwell</td>
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<tr>
<th>Neurohospitalist Division</th>
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<tbody>
<tr>
<td>Drs. Ray Price and Paul Novello</td>
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</table>

### NEUROLOGY TRANSLATIONAL CENTERS OF EXCELLENCE

| TCE Title: Precision Neuroscience  
Director: Alice Chen-Plotkin, MD | TCE Title: Neurogenetics  
Director: Steve Scherer, MD |
| TCE Title: Penn Center for Neuroaesthetics  
Director: Anjan Chatterjee, MD, PhD | TCE Title: Center for Neuroinflammation and Experimental Therapeutics  
Director: Amit Bar-Or, MD |
|---|---|
| TCE Title: Neuronal mechanisms for auditory learning  
Director: Maria Geffen, MD | TCE Title: Traumatic Brain Injury Clinical Research Initiative  
Director: Ramon Diaz-Arrastia, MD, PhD |
| TCE Title: Penn Epilepsy Center  
Director: Kathryn Davis, MD | TCE Title: Brain Science Center  
Director: John A. Detre, MD |
| TCE title: Autoimmune Neurology  
Director name: Eric Lancaster, MD, PhD | TCE title: Neuroengineering TCE: Center for Neuroengineering & Therapeutics  
Director name: Brian Litt, M.D. |
| TCE title: Penn Center for Neuro-Cardio Protection (PCNC)  
Director name: Steven Messé, MD | TCE title: Translational Center of Excellence for Neuroepidemiology, Neurological Outcomes & Disparities Research  
Co-Directors names: Nabila Dahodwala, MD, MS, Allison W. Willis, MD, MS |
| Title: Penn Memory Center  
Director: David Wolk, MD | Title: Brain Stim Center  
Director name: Roy Hamilton, MD |
| Title: Penn Comprehensive ALS Center  
Director name: Lauren Elman, MD and Colin Quinn, MD |  |

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### DEPARTMENT OF NEUROLOGY LEADERSHIP

WITH ADMIN CONTACTS

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Sonja Ogden  
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#### SITE CHIEFS

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**Pennsylvania Hospital**  
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<td>Roy H. Hamilton, MD MS</td>
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<td>Assistant Dean of Cultural Affairs</td>
<td>University of Pennsylvania</td>
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<td>and Diversity</td>
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<td>Goddard Laboratories, Room 518</td>
<td>Philadelphia, PA 19104</td>
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<td>University of Pennsylvania</td>
<td>Office: 215-573-7065</td>
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<tr>
<td>Scott Kasner, MD</td>
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<td>and Appointments, Division:</td>
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<td>Multiple Sclerosis</td>
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<td>Division: Neurocritical Care</td>
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<tr>
<td>Monisha Kumar, MD</td>
<td>Vice-Chair for Quality and Director</td>
<td>Department of Neurology</td>
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<td>Joshua Levine, MD</td>
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<td>and Division Chief, Neurocritical Care</td>
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<td>Kimberly Sears</td>
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<td>Grant T. Liu, MD</td>
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<tr>
<td>Amy Pruitt, MD</td>
<td>Vice Chair, Education</td>
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<td>asst: Marilyn Ramos</td>
<td>Division Chief, General Neurology</td>
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<tr>
<td>Raymond Price, MD</td>
<td>Co-Director, Residency Program</td>
<td>Department of Neurology</td>
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<td>3 W. Gates Office Phone: 215-662-2625</td>
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<tr>
<td>Geoffrey K. Aguirre, MD, PhD</td>
<td>Associate Director, Residency Program</td>
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<tr>
<td>Laura Stein, MD MSeD</td>
<td>Co-Director, Residency Program</td>
<td>Department of Neurology</td>
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<td>Kelley Humbert, MD</td>
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<td>Department of Neurology</td>
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<td>Rohini Samudralwar, MD</td>
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<td>Department of Neurology</td>
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<td>Denise Xu, MD</td>
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**RESIDENCY PROGRAM**
**DIVISION CHIEFS**

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Mailing Information</th>
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</thead>
</table>
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Bar, MD  
Division: Neuroimmunology  
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PCAM 763, South Pavilion  
3400 Civic Center Blvd.  
Office Phone: 215-349-8304/267-591-0136 |
| Clinical Assistant: Gail Rogers |                             |                                           |
| Gail.Rogers@pennmedicine.upenn.edu |                              |                                           |
| Shawn J Bird, MD      | Division Chief, Neuromuscular | Department of Neurology  
Division: Neuromuscular  
Department of Neurology  
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Office Phone: 215-662-6551 |
| asst: Karen Conroy    |                              |                                           |
| Karen.conroy@pennmedicine.upenn.edu |                         |                                           |
| Kate Davis, MD        | Division Chief, Epilepsy     | Department of Neurology  
Division: Epilepsy  
Department of Neurology  
3 W. Gates  
Office Phone: 215-349-5166 |
| Email: Kate.Davis@pennmedicine.upenn.edu |                         |                                           |
| Website: https://davislab.med.upenn.edu/ |                        |                                           |
| (clinical assistant) Rasaida Gonzalez |                     |                                           |
| (rasaida.gonzalez@pennmedicine.upenn.edu) |                 |                                           |
| Andrew Siderowf, MD   | Division Chief, Movement Disorders | Pennsylvania Hospital  
Division: Movement Disorders  
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| Irene.Skirsky@pennmedicine.upenn.edu |                         |                                           |
| 215-829-6606          |                              |                                           |
| David Wolk, MD        | Division Chief, Cognitive Neurology | 3400 Civic Center Boulevard  
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Philadelphia, PA 19104  
Office Phone: 215-662-7810 |
| David.Wolk@pennmedicine.upenn.edu |                             |                                           |

**LEADERSHIP AND ADMINISTRATIVE STAFF – at a glance**

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<tr>
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<th>Title</th>
<th>Mailing Information</th>
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<tr>
<td>INTERNAL CONTACTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Email</td>
</tr>
<tr>
<td>-----------------------</td>
<td>----------------------------------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Michael Kalfin</td>
<td>Assistant, Chief Operating Officer</td>
<td><a href="mailto:Michael.Kalfin@pennmedicine.upenn.edu">Michael.Kalfin@pennmedicine.upenn.edu</a></td>
</tr>
<tr>
<td>Victoria Hamilton</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ellen Solvibile</td>
<td>Director, Academic Business Operations</td>
<td><a href="mailto:solvibil@upenn.edu">solvibil@upenn.edu</a></td>
</tr>
<tr>
<td>Rachel DeAngelis</td>
<td>Director, Academic Business Operations</td>
<td><a href="mailto:Rachel.DeAngelis@pennmedicine.upenn.edu">Rachel.DeAngelis@pennmedicine.upenn.edu</a></td>
</tr>
<tr>
<td>Douglas Steiner</td>
<td>Associate Director, Research Operations</td>
<td><a href="mailto:dsteine@pennmedicine.upenn.edu">dsteine@pennmedicine.upenn.edu</a></td>
</tr>
<tr>
<td>Chrissy Hunsberger-Smith</td>
<td>Operations &amp; Finance Manager</td>
<td><a href="mailto:Chrissy.Hunsberger-Smith@pennmedicine.upenn.edu">Chrissy.Hunsberger-Smith@pennmedicine.upenn.edu</a></td>
</tr>
<tr>
<td>Stephanie Kotloff</td>
<td>Grants Manager</td>
<td><a href="mailto:syuhasz@pennmedicine.upenn.edu">syuhasz@pennmedicine.upenn.edu</a></td>
</tr>
<tr>
<td>Jill Agolino</td>
<td>Associate Director, ORSS</td>
<td><a href="mailto:jillcarp@pennmedicine.upenn.edu">jillcarp@pennmedicine.upenn.edu</a></td>
</tr>
<tr>
<td>Carlton Brown</td>
<td>Grants Coordinator, ORSS</td>
<td><a href="mailto:Carlton.brown@pennmedicine.upenn.edu">Carlton.brown@pennmedicine.upenn.edu</a></td>
</tr>
<tr>
<td>Blake Jones</td>
<td>Financial Coordinator</td>
<td><a href="mailto:Blake.Jones@Pennmedicine.upenn.edu">Blake.Jones@Pennmedicine.upenn.edu</a></td>
</tr>
<tr>
<td>Sumit Bardhan</td>
<td>Financial Administrative Coordinator</td>
<td><a href="mailto:Sumit.Bardhan@Pennmedicine.upenn.edu">Sumit.Bardhan@Pennmedicine.upenn.edu</a></td>
</tr>
<tr>
<td>Caitlin Smith</td>
<td>Director of Operations</td>
<td><a href="mailto:Caitlin.Smith@pennmedicine.upenn.edu">Caitlin.Smith@pennmedicine.upenn.edu</a></td>
</tr>
<tr>
<td>Ellen O’Neill</td>
<td>Director of Finance</td>
<td><a href="mailto:Ellen.oneill@pennmedicine.upenn.edu">Ellen.oneill@pennmedicine.upenn.edu</a></td>
</tr>
<tr>
<td>Natalie Marciano</td>
<td>Director of Academic Affairs and Education</td>
<td><a href="mailto:Natalie.Marciano@Pennmedicine.upenn.edu">Natalie.Marciano@Pennmedicine.upenn.edu</a></td>
</tr>
<tr>
<td>Kristin McCabe</td>
<td>Director of Nursing</td>
<td><a href="mailto:Kristin.McCabe@pennmedicine.upenn.edu">Kristin.McCabe@pennmedicine.upenn.edu</a></td>
</tr>
<tr>
<td>Theresa Tritto, PhD</td>
<td>Scientific Program Director, Penn Translational Neuroscience Center</td>
<td><a href="mailto:ttritto@pennmedicine.upenn.edu">ttritto@pennmedicine.upenn.edu</a></td>
</tr>
<tr>
<td>Naseem Kerr</td>
<td>Director, Clinical Research Operations</td>
<td><a href="mailto:nkerr@pennmedicine.upenn.edu">nkerr@pennmedicine.upenn.edu</a></td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td>Name</td>
<td>Title</td>
<td>Email</td>
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</tr>
<tr>
<td>Karen Conroy</td>
<td>Associate Practice Manager, HUP</td>
<td><a href="mailto:karen.conroy@pennmedicine.upenn.edu">karen.conroy@pennmedicine.upenn.edu</a></td>
</tr>
<tr>
<td>Sonja Ogden</td>
<td>Executive Assistant and Academic Administration Manager</td>
<td><a href="mailto:Sonja.ogden@pennmedicine.upenn.edu">Sonja.ogden@pennmedicine.upenn.edu</a></td>
</tr>
<tr>
<td>Andrew Murray</td>
<td>Faculty Affairs Coordinator</td>
<td><a href="mailto:Andrew.Murray@pennmedicine.upenn.edu">Andrew.Murray@pennmedicine.upenn.edu</a></td>
</tr>
<tr>
<td>Hannah Childs</td>
<td>Credentialing and Compliance Coordinator</td>
<td>Hannah <a href="mailto:childs@pennmedicine.upenn.edu">childs@pennmedicine.upenn.edu</a></td>
</tr>
<tr>
<td>Mel DeLozier</td>
<td>Staffing and International Affairs Specialist</td>
<td><a href="mailto:Mel.Delozier@pennmedicine.upenn.edu">Mel.Delozier@pennmedicine.upenn.edu</a></td>
</tr>
<tr>
<td>Vanna Hing</td>
<td>Residency Coordinator</td>
<td><a href="mailto:Vanna.hing@pennmedicine.upenn.edu">Vanna.hing@pennmedicine.upenn.edu</a></td>
</tr>
<tr>
<td></td>
<td>Education Coordinator</td>
<td></td>
</tr>
<tr>
<td>Juliana Adedipe</td>
<td>Fellowship Program Coordinator</td>
<td><a href="mailto:Juliana.adedipe@pennmedicine.upenn.edu">Juliana.adedipe@pennmedicine.upenn.edu</a></td>
</tr>
<tr>
<td>TBA</td>
<td>Access Center and Scheduling Manager</td>
<td></td>
</tr>
<tr>
<td>Janice Gallo</td>
<td>Billing Manager</td>
<td><a href="mailto:Janice.gallo@pennmedicine.upenn.edu">Janice.gallo@pennmedicine.upenn.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jason Pariser</td>
<td>Clinical Manager, Epilepsy</td>
<td><a href="mailto:Jason.Pariser@uphs.upenn.edu">Jason.Pariser@uphs.upenn.edu</a></td>
</tr>
<tr>
<td>Karen Conroy</td>
<td>Associate Practice Manager</td>
<td><a href="mailto:karen.conroy@pennmedicine.upenn.edu">karen.conroy@pennmedicine.upenn.edu</a></td>
</tr>
<tr>
<td>Eileen French, PhD, RN</td>
<td>Nurse Manager, Division of MS and Related Disorders</td>
<td><a href="mailto:eileen.french@pennmedicine.upenn.edu">eileen.french@pennmedicine.upenn.edu</a></td>
</tr>
<tr>
<td>Shane Hall</td>
<td>Finance Manager</td>
<td><a href="mailto:halsha@pennmedicine.upenn.edu">halsha@pennmedicine.upenn.edu</a></td>
</tr>
<tr>
<td>Walter Thompson</td>
<td>Accountant/Business Office</td>
<td><a href="mailto:thompsw@pennmedicine.upenn.edu">thompsw@pennmedicine.upenn.edu</a></td>
</tr>
<tr>
<td>Juan Nicdao</td>
<td>Financial Assistant</td>
<td><a href="mailto:Juan.Nicdao@Pennmedicine.upenn.edu">Juan.Nicdao@Pennmedicine.upenn.edu</a></td>
</tr>
</tbody>
</table>

**EXTERNAL CONTACTS**
Other Faculty, Staff and Department members NOT LISTED can be found at either of the following sites via the directory:
UPHS phonebook http://uphsxnet.uphs.upenn.edu/home/
Penn Directory https://www.med.upenn.edu/psom/directory.html

<table>
<thead>
<tr>
<th>CHECKLIST ITEM</th>
<th>SPECIFICS</th>
<th>NAME/CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INTERNAL CONTACTS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer, devices</td>
<td>Ordering laptop, desktop, phone</td>
<td>Caitlin Smith</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:caitlin.smith@pennmedicine.upenn.edu">caitlin.smith@pennmedicine.upenn.edu</a></td>
</tr>
<tr>
<td>Office</td>
<td>Office set-up, Furniture, cleaning, Phone, etc.</td>
<td>Victoria Hamilton</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:Victoria.hamilton@pennmedicine.upenn.edu">Victoria.hamilton@pennmedicine.upenn.edu</a></td>
</tr>
<tr>
<td>Medical Affairs</td>
<td>Licensing, privileges, credentialing,</td>
<td>Hannah Childs</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:Hannah.Childs@Pennmedicine.upenn.edu">Hannah.Childs@Pennmedicine.upenn.edu</a></td>
</tr>
</tbody>
</table>
| **Faculty Affairs** | Faculty appointment, teaching workshops, provost, academic planning | **Rebecca Hyde**  
[rebecca.hyde@pennmedicine.upenn.edu](mailto:rebecca.hyde@pennmedicine.upenn.edu) |
|---------------------|---------------------------------------------------------------------|----------------------------------------------------------------------------------|
| **Business Office** | Human Resources issues, expenses, grant/research, travel | **Juan Nicdao**  
[Juan.nicdao@pennmedicine.upenn.edu](mailto:Juan.nicdao@pennmedicine.upenn.edu) |
| **Supplies** | All office supplies will need to go through the business office and must be a preferred vendor | **Karen Conroy, Juan Nicdao** |
| **Lab Coats/white coats** | Ordering, cleaning, etc. | **Karen Conroy** |
| **Stationary, business cards** | Templates, etc. | **Karen Conroy** |
| **Clinic Schedules** | | **Madeline McNichol** |
| **Epic Training** | | **Caitlin Smith 215-662-3366** |
| **Billing - Codes** | | **Janice Gallo 215-349-5310** |
| **Websites – clinical and research** | Clinical:  
[https://www.pennmedicine.org/for-patients-and-visitors/find-a-program-or-service/neurology](https://www.pennmedicine.org/for-patients-and-visitors/find-a-program-or-service/neurology)  
Research/academic:  
[https://www.med.upenn.edu/neurology/](https://www.med.upenn.edu/neurology/) | **Sonja Ogden**  
**Chrissy Hunsberger-Smith** |
| **Marketing/Communications/Public Relations – Media related Interviews** | Online profiles, clinical website, newsletter, physician announcements, branding campaign, and other things marketing in nature | **Our contacts:**  
**Marketing contacts:**  
Sarah Hetzel  
[Sarah.Hetzel@pennmedicine.upenn.edu](mailto:Sarah.Hetzel@pennmedicine.upenn.edu)  
**Public Relations and Communications contact:**  
Kelsey Geesler  
[Kelsey.Geesler@pennmedicine.upenn.edu](mailto:Kelsey.Geesler@pennmedicine.upenn.edu)  
Cell: 215-300-1194 |
| **Philanthropy/ Penn Alumni** | Development and Alumni Relations -  
**Lindsey Walker 215-898-3037**  
**Caroline Harris 215-573-2993** |
<table>
<thead>
<tr>
<th>Chair/Administration</th>
<th>Executive Assistant to the Chair – all scheduling, appointment and manager of academic related activity for Neurology</th>
<th>Sonja Ogden 215-662-3389</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Room Schedules</td>
<td>Our internal conference rooms are: 3 Gates Lobby – capacity of 35-40 people 3 Old Gates – capacity of 20-25 people 3 Dulles – capacity of 8-12 people Additional conference rooms can be reserved through Workplace@PennMedicine: Room Reservation - Home (upenn.edu)</td>
<td>Victoria Hamilton Sonja Ogden Vanna Hing</td>
</tr>
<tr>
<td>Workday</td>
<td>human resource, payroll and financials cloud base platform</td>
<td><a href="https://www.workday.upenn.edu/">https://www.workday.upenn.edu/</a></td>
</tr>
<tr>
<td>ID badges (HUP and Penn Cards)</td>
<td>ID office: Silverstein Ground Floor (new location) oa od 7/24/2023 Building for HUP Badge Penn Bookstore: for Penn ID</td>
<td>HUP - 3400 Spruce Street</td>
</tr>
<tr>
<td>Penn Resource Portal</td>
<td>Full employee resource portal things like......Parking locations, Food, Recreation, and many other resources</td>
<td>u@penn <a href="https://portal.apps.upenn.edu/penn_portal/u@penn.php">https://portal.apps.upenn.edu/penn_portal/u@penn.php</a></td>
</tr>
<tr>
<td>Maps/Campus Directions for local travel and other nearby interests</td>
<td>University Campus locations, Septa, Restaurants, Dining and campus information</td>
<td><a href="https://www.facilities.upenn.edu/maps">https://www.facilities.upenn.edu/maps</a></td>
</tr>
<tr>
<td>University Holidays</td>
<td>Recognized holidays</td>
<td><a href="https://almanac.upenn.edu/articles/recognized-holidays-for-fiscal-year-2020">https://almanac.upenn.edu/articles/recognized-holidays-for-fiscal-year-2020</a></td>
</tr>
</tbody>
</table>
| Neurology Social Media | **Twitter:** @pennneurology  
**Facebook:** Penn Neurology  
**Instagram:** penn_neurology_residency | Sonja Ogden  
Laura Stein, MD |
<table>
<thead>
<tr>
<th>Expenses/Reimbursement</th>
<th>Expense Management (XM) module of the Infor System</th>
<th><a href="https://pennmedaccess.uphs.upenn.edu/my.policy">https://pennmedaccess.uphs.upenn.edu/my.policy</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Penn Academic Calendar</td>
<td>Schedules for each term – also alumni day, commencement, etc.</td>
<td><a href="https://almanac.upenn.edu/penn-academic-calendar">https://almanac.upenn.edu/penn-academic-calendar</a></td>
</tr>
</tbody>
</table>

### EXTERNAL CONTACTS

<table>
<thead>
<tr>
<th>Information Services</th>
<th>Health System: IT Support, computer set-up and troubleshooting support</th>
<th><strong>215-662-7474</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Contact Digital Academic Resource Transformation (DART) for the following;</td>
<td>Submit a ticket to DART help desk for support or service.</td>
</tr>
<tr>
<td></td>
<td>1. Penn Medicine email address</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. DART username and password</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Initial setup (imaging) of computer(s) and printer(s). FORMERLY PMACS</td>
<td></td>
</tr>
<tr>
<td>Research Support Services</td>
<td>ORS provides administrative support to faculty and departmental managers for sponsored project activities. ORS is responsible for proposal submission and agreement negotiation for federal sponsors and non-profit sponsors. ORS is responsible for all post-award activities, regardless of sponsor.</td>
<td><a href="http://www.upenn.edu/researchservices/">http://www.upenn.edu/researchservices/</a></td>
</tr>
<tr>
<td>University central Website</td>
<td>University of Penn Website</td>
<td><a href="https://www.upenn.edu/">https://www.upenn.edu/</a> <a href="https://portal.apps.upenn.edu/penn_portal/u@penn.php">https://portal.apps.upenn.edu/penn_portal/u@penn.php</a></td>
</tr>
<tr>
<td>u@penn</td>
<td>University Faculty, Staff, etc. portal</td>
<td></td>
</tr>
<tr>
<td>Benefits Solution Center</td>
<td>• Supports the University community in the transition from legacy systems to Workday@Penn</td>
<td><strong>215-898-7372</strong> <a href="mailto:hcmsolutioncenter@upenn.edu">hcmsolutioncenter@upenn.edu</a></td>
</tr>
<tr>
<td>Travel policies/guidelines</td>
<td>All policies, forms and helpful information</td>
<td><a href="http://cms.business-services.upenn.edu/penntravel/policies.html">http://cms.business-services.upenn.edu/penntravel/policies.html</a></td>
</tr>
</tbody>
</table>

**NEUROLOGY DEPARTMENT MONTHLY MEETING SCHEDULE**

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Meeting Host</th>
<th>Meeting Location</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Meeting</td>
<td>Jay Gottfried, MD and AFO</td>
<td>virtual</td>
<td>first Thursday of every month</td>
<td>Noon to 1:00</td>
</tr>
<tr>
<td>Faculty Meeting</td>
<td>Frances E. Jensen, MD, FACP</td>
<td>virtual</td>
<td>second Thursday of every month</td>
<td>Noon to 1:00</td>
</tr>
<tr>
<td>Division Chiefs Meeting</td>
<td>Mike Kalfin, COO</td>
<td>virtual</td>
<td>third Thursday of every month</td>
<td></td>
</tr>
<tr>
<td>Inclusion and Diversity Steering Committee Meeting</td>
<td>Roy Hamilton, MD</td>
<td>virtual</td>
<td></td>
<td>By invitation</td>
</tr>
<tr>
<td>Time: Noon to 1:00</td>
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<tr>
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</tr>
<tr>
<td><strong>Wellness Steering Committee Meeting</strong></td>
<td><strong>DCOAP Meeting</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Meeting Host:</strong> Danielle Sandsmark, MD, PhD, Jennifer Orthmann-Murphy, MD, PhD</td>
<td><strong>Meeting Host:</strong> Dennis Kolson, MD, PhD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting varies and by invitation</td>
<td>Committee Meeting varies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Meeting Location:</strong> virtual</td>
<td><strong>Meeting Location:</strong> 3 Gates Lobby Conference Room or virtual</td>
<td></td>
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</tr>
<tr>
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</tr>
<tr>
<td><strong>Clinical Research Operations Meeting</strong></td>
<td><strong>Weekly Wednesday Education Lectures</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Meeting Host:</strong> Naseem Kerr</td>
<td><strong>M&amp;M Lecture</strong> – (first Wednesday) of each month at 12pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Meeting Location:</strong> virtual</td>
<td><strong>Grand Rounds Lecture</strong> – (the second, third &amp; fourth Wednesday) of each month at 12pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Date:</strong> third Wednesday of every month</td>
<td><strong>Neuropathology Lecture</strong> – (every first and third Friday) of each month at 8am and 12pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Time:</strong> 3:00pm</td>
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</tr>
</tbody>
</table>
Departmental Faculty and Staff Governance Committees

Executive Committee
The Committee meets monthly following our department finance committee meeting. All vice chairs are present to discuss relevant topics related to finance, operations, recruitment and research. The chair of the department leads all discussions. Relevant health system governance topics are often addressed.

Finance Committee
The Finance Committee oversees the profit and loss analyses of departmental programs and individual faculty and care providers. The Chair and the Executive Committee refer to the Finance Committee to provide paths to resolve variances and adjudicate disparities in compensation or other funding issues for department operations and programs.

Division Chief Committee
Committee covers operational, financial and administrative topics each month. Representatives from each of the department divisions participate. Current operational topics are addressed and through the direction of COO and DOO of the department, updates and follow up tasks are announced. Monthly financials are reviewed by the DOF. Current financial topics are presented, with engagement from the vice chair of finance. The chair of the department is present, overseeing all agenda items.

Departmental Committee on Appointments and Promotions (DCOAP)
Committee meets monthly to review appointments, reappointments, and promotions in the department. Discussion is led by the Chair of the committee. With the objective of recruiting and retaining distinguished faculty, the committee is a resource providing faculty review and support during the processes of appointment, reappointment, and promotion. Approved recommendations of the committee are subject to subsequent review at the School and University levels.

Research Committee
The Research Committee collaborates to review innovative and research based projects that will bring us to the forefront of science. Our faculty benefits from a highly collaborative environment that consists of inter-disciplinary programs. The Committee looks for opportunities for innovations and research funding and this has grown by about 20% over the past 6 years. Through research, we can continue to protect and support the academic effort and mission.

Education Committee
The Education Committee was developed to support and oversee the teaching mission of the department and university as a whole. Education Policy development, new training programs and strategic initiatives are the primary goals that the committee is responsible for overseeing. The committee also factors in goals to increase onboarding of residents into the program and to help with the retention within the program itself, by creative attractive. It consistently strives to remain one of the top educational hospital settings and continues to be competitive in the field.
with recruitment of candidates. This committee is responsible for creating new programs in subspecialty neurology, special programs and other certificate programs for residents.

**Inclusion, Diversity, Antiracism and Equity Committee (IDARE)**
The purpose of the Diversity and Inclusion Committee is to follow through on this commitment by promoting a departmental culture in which faculty and trainees from the broadest possible range of backgrounds and life experiences can thrive professionally and meet the clinical needs of an increasingly diverse patient population. In order to achieve these objectives, the committee will pursue three principal strategies. The first of these is to enhance the diversity of neurology faculty and trainees. To that end, the committee will emphasize the importance of diversity as a consideration in new faculty searches, faculty development and retention efforts, and the recruitment of talented residents and fellows. Secondly, the committee will increase faculty and trainee awareness of disparities as they pertain to neurologic care. Finally, the departmental diversity committee will work to enhance community outreach efforts on the part of Penn Neurology by bolstering both local and global service opportunities for faculty and trainees.

<table>
<thead>
<tr>
<th>Equity Education</th>
<th>Recruitment &amp; Retention</th>
<th>Community and Social Action</th>
<th>Intradepartmental Equity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Aim:</strong> To provide education and training that ensures that all members of the department feel confident and equipped to address discrimination of any sort in both clinical and nonclinical contexts.</td>
<td><strong>Aim:</strong> To ensure that Neurology seeks talent from all walks of life and retains that talent by advancing programs that enable all department members to thrive professionally.</td>
<td><strong>Aim:</strong> To serve the local community by addressing social determinants of neurological health, foster increased trust in Penn Neurology among historically disadvantaged members of our local community, and to normalize participation in social and community actions and advocacy in the Neurology Department.</td>
<td><strong>Aim:</strong> To eliminate equity gaps to create a culture of inclusion for all members of the Department of Neurology.</td>
</tr>
</tbody>
</table>

**Awards Committee**
The Awards Committee was formed to review and recommend award nominations for faculty and staff of neurology. These awards are important and help to recognize, promote and increase the profile of individuals in our department for their scientific accomplishments and/or other career goals and highlights. The committee is comprised of senior members of the department who recommend peers, and junior faculty members for national and international scientific organization awards as well as the Perelman School of Medicine awards. It is the goal of the Committee to promote the success of our faculty/staff and to increase their profiles throughout the university and health system, nationally and internationally.

**Wellness Steering Committee**
The Penn Neurology Department Wellness Steering Committee began in March 2020 and is comprised of representatives from clinical and research faculty, advanced practice providers and staff. The mission of this committee is to support individuals in the department of neurology, by enabling personal growth and positive relations with others and promoting resilience in the face of typical and atypical circumstances, so that we may flourish in our careers.

******************************************************************************

**Eurology Residents and Fellows 2023-2024**
## WELCOME TO OUR NEW RESIDENTS!

Ranked #5 (Adult Neuro) and #1 (Child Neuro) USNWR/Doximity
In top 1-2 largest programs in the USA

### FY 24 RESIDENTS

#### JAR: 1ST YEAR RESIDENTS
- Samuel Better, MD, PhD (Child Neurology)
- Brittany Chasar, MD, PhD (Child Neurology)
- Alex Chen, M.D.
- Vivian Chioma, MD, PhD
- Anthony Cordisco, MD
- Eli Coroblat, MD, PhD
- Kirsten Craddock, MD (Child Neurology)
- Lycia Denton, MD
- Swetha Dravida, MD, PhD (Child Neurology)
- Robert Eisinger, MD, PhD
- Yombe Fonkeu, MD
- Ala Gibbon, MD, PhD
- Nialn Lachrant, MD (Child Neurology)
- Theandra Madu, MD
- Laura Miraess-Hernandez, MD (Child Neurology)
- Noelle Olanipekun, MD
- Jonathan Perkins, MD
- Elizabeth (Libby) Polett, MD (Child Neurology)
- Sabine Schneider, MD, PhD
- Noor Shaik, MD, PhD
- Brendan Zittert, MD, PhD

#### SAR: 2ND YEAR RESIDENTS
- Lindsay J. Agostinelli, MD, PhD
- Ashley Bach, MD, MPH (Child Neuro)
- Christina M. Boada, MD, MS
- Gina Chang, MD, MPH (Child Neuro)
- Holly C. Elser, MD, MPH, PhD
- Michelle Han, MD (Child Neurology)
- Charmaine Jenkins, MD (Child Neuro)
- Riley Kessler, MD (Child Neurology)
- Caroline F. Kruse, MD
- Jessica N. Little, MD, PhD
- Rogan G. Magg, MD, PhD
- Kelly Markwalter, MD, PhD (Child Neurology)
- Humberto Mestre Payne, MD, PhD
- Jenna L. Miller, MD
- Andrew A. Morrison, MD
- Michael A. Perez, MD
- Thomas Pisano, MD, PhD
- Linda B. Xu, MD
- Wajhda Youssuf, MD
- Sonya E. Zhou, MD, MPH

#### SSAR: 3RD YEAR RESIDENTS
- Sara E. Berman, MD, PhD
- Kelly A. Boylan, MD
- Ankita V. Brahmaroutu, MD, MS
- Mark Cort, MD
- Whitney Flitts, MD (Child Neurology)
- Claudia Gambrah-Lyles, MD (Child Neurology)
- Nicholas Harris, MD (Child Neuro)
- Blanca C. Keppar-Heaphy, MD (Child Neurology)
- Dennis Keselman, MD (Child Neuro)
- Lovisa Ljungberg, MD
- Esteban Luna, MD, PhD
- Laura M. McGarry, MD, PhD (Child Neurology)
- Jennifer Morganroth, MD, MBA
- Ogo-Oluwa O. Onifade, MD
- Laura W. Pappalardo, MD, PhD, D. Pharm
- Giulia Porcarl, MD (Child Neurology)
- Evan C. Rosenberg, MD, PhD
- Malay Sahu, MD
- Maya Silver, MD (Child Neurology)
- Felipe J. Simoes Jones, MD
- Anya Grace M. Venezi, MD
- Ani Wadhwaani, MD, PhD
- Leah R. Zuroff, MD, MS

---

**Staff Contact:**

Vanna Hing – Residency Coordinator
Vanna.Hing@pennmedicine.upenn.edu

**Residency Leadership**

Laura Stein
Geoff Aguirre
Ray Price
Kelley Humbert
Denise Xu
Rohini Samudralwar
FY24 Clinical Fellows

Cognitive Division
- Matthew Van Dongen, MD

Division of Epilepsy
- Kristie Bauman, MD 2nd Year
- Brian E. Emmett Jr., MD
- Alana Kornspun, MD
- Jacob Korzun, MD 2nd Year
- Sarah Woodson Smith, MD
- Daniel Zhou, MD

Division of Movement Disorders
- Ryan Devenyi, MD, PhD 2nd Year
- Carly Marshall, MD
- Ywen Shi, MD 2nd Year
- Joaquin Vizcarra Pasapera, MD
- Rebecca Williamson, MD, PhD 2nd Year

Division of Multiple Sclerosis
- Rivera Torres Noelle, MD
- Simon Thebault, MBCh
- Mihir Kakara, MBBS 4th Year

Division of Neuromuscular Medicine
- Samuel Carroll, MD, PhD
- Taha Qami, MD

Division of Neuro-Ophthalmology
- Muhammad Fraz, MD
- Dhristie Bhagat, MD

Division of Neurocritical Care
- Olajide Abiola, MD
- Garrett Brooks, MD
- Samuel Durojaye, MD
- Capt. Kelley Flesher, MD 2nd Year
- Gabriella Garcia, MD
- Brandon Mencal, MD
- Kevin Porras, MD
- Arup Sarma, MD, PhD
- Daniella Sisniega, MD
- Rachel Thomas, MD, PhD
- Zehui (Sally) Wang, MD

Division of Neurohospitalist
- Alexandra Pfister, MD

Division of Vascular Neurology/Cerebrovascular Disease
- Moira Flanigan, MD
- Alice Ford, MD, PhD
- Lamya Ibrahim, MBBS
- Michela Rosso, MD
- Natalie Ullman, MD, MPH

CHOP Clinical Fellows
- Saud Alsant, MD – Pediatric Epilepsy
- Christina Briscoe Abath, MD – Pediatric Epilepsy
- Carley Gilman, MD – Pediatric Epilepsy
- Patrick Lawlor, MD, PhD – Pediatric Epilepsy
- Ania Dabrowski, MD, PhD - Epilepsy
- Rachel Sehgal, MD – Pediatric Headache
- Allison Hyland, MD - Neurocritical Care
- Ayush Lacoul, MD - Neurocritical Care

Staff Contact:
Juliana Adedipe – Fellowship Coordinator
AdedipeJ@pennmedicine.upenn.edu

Email PennNeuroFellowships@uphs.upenn.edu

Website:  https://neurofellowships.uphs.upenn.edu/p/overview-of-program-neurology.html
FY24 Post-doc Research Fellows

Galit Agmon
Sanaz Arezoumandan
Aaron Barbour
Gautier Breville*
Jesse Cohen
Sarah Cormiea
Sambit Dalui*
Sromona Das
Gulce Dikecligil
Vincente Estrada Gonzalez
Raghav Garg
Michael Iannacone
Ademola Ilesanmi
Mihir Kakara
George Kannarkat*
Yeseul Kim
Catherine Kulick-Soper*
Joshua LaRocque
Brianne Linne

Vasiliki Meletaki
Catherine Norise*
Mariola Anna Paruzel Czachura
Jessica Patel*
Gregory Perrin
Sahily Reyes-Esteves*
Brittany Scheid
Banafsheh Shakibajahromi
Sanjana Shellikeri
Ting Shen
Saurabh Sihag
Nishant Sinha
Barbara Spencer
Mohammad Taghvaei
Simon Thebault
Alexa Walter
Clifford Workman
Md Abu Zahed

* indicates new as of 2023

Faculty Contact:
Corey McMillan – Post Doc Faculty Lead
CMcMilla@pennmedicine.upenn.edu
Penn/UPHS Neurology
5 sites total in 2012
>17 sites in 2023
**OUR LOCATIONS:**

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Penn Med Valley Forge</td>
<td>1001 Chesterbrook Boulevard, Berwyn, PA 19312</td>
</tr>
<tr>
<td>Penn Med Radnor</td>
<td>145 King of Prussia Rd, Radnor, PA 19087</td>
</tr>
<tr>
<td>Philadelphia VAMC</td>
<td>3900 Woodland Avenue, Philadelphia, PA 19104</td>
</tr>
<tr>
<td>Penn Med University City</td>
<td>3737 Market Street, Philadelphia, PA 19104</td>
</tr>
<tr>
<td>Perelman Center for Advanced Medicine</td>
<td>3400 Civic Center Blvd, Philadelphia, PA 19104</td>
</tr>
<tr>
<td>Penn Med Rittenhouse</td>
<td>1800 Lombard St, Philadelphia, 19146</td>
</tr>
<tr>
<td>Pennsylvania Hospital</td>
<td>800 Spruce Street, 1 Pine West, Philadelphia, PA 19107</td>
</tr>
<tr>
<td>Lancaster General</td>
<td>2102 Harrisburg Pike Ste 301, Lancaster, PA 17601</td>
</tr>
<tr>
<td>Penn Med Kennett</td>
<td>402 McFarlan Road, Kennett Medical Center, Suite 102, Kennett Square, PA 19348</td>
</tr>
<tr>
<td>Penn Med Westtown</td>
<td>1055 Andrew Drive, Suite B, West Chester, PA 19380</td>
</tr>
<tr>
<td>Penn Med West Chester</td>
<td>1055 Andrew Drive, Suite B, West Chester, PA 19380</td>
</tr>
<tr>
<td>Penn Med Woodbury Heights</td>
<td>1006 Mantua Pike, Woodbury Heights, NJ 08097</td>
</tr>
<tr>
<td>Penn Med Cherry Hill</td>
<td>1865 Route 70 East, Cherry Hill, NJ 08003</td>
</tr>
<tr>
<td>Penn Med Mount Laurel</td>
<td>5000 Dearborn Circle Ste 100B, Mount Laurel, NJ 08054</td>
</tr>
</tbody>
</table>

**COMPUTING AND TECHNOLOGY**

**UPHS HELP DESK 215-662-7474**

**IS SELF SERVICE PORTAL:** [https://pennmedaccess.uphs.upenn.edu/f5-w-68747470733a2f2f757068736e65742e757068732e7570656e6e2e656475$$/athenaselfservice/Account/Login?ReturnUrl=%2fathenaselfservice%2f](https://pennmedaccess.uphs.upenn.edu/f5-w-68747470733a2f2f757068736e65742e757068732e7570656e6e2e656475$$/athenaselfservice/Account/Login?ReturnUrl=%2fathenaselfservice%2f)

**UPHS INTRANET**
[https://pennmedaccess.uphs.upenn.edu/f5-w-687474703a2f2f757068736e65742e757068732e7570656e6e2e656475$/home/](https://pennmedaccess.uphs.upenn.edu/f5-w-687474703a2f2f757068736e65742e757068732e7570656e6e2e656475$/home/)

**PENN CHART | TECHNOLOGY | MOBILE | SECURITY | TELECOMMUNICATIONS | RESOURCES**

Penn Med Access – Remote Access Portal:
[https://pennmedaccess.uphs.upenn.edu/vdesk/webtop.eui?webtop=/Common/webtop_prod&webtop_type=webtop_full](https://pennmedaccess.uphs.upenn.edu/vdesk/webtop.eui?webtop=/Common/webtop_prod&webtop_type=webtop_full)

**PENN MEDICINE ACADEMIC COMPUTING SERVICES**

**PMACS HELP 215-573-INFO OR** [https://www.med.upenn.edu/pmacs/](https://www.med.upenn.edu/pmacs/)

**SUPPORT | APPLICATION DEVELOPMENT | RESEARCH SOLUTIONS | WEB DESIGN AND HOSTING | CONSULTING | INFORMATION SERVICES | TRAINING**

**PURCHASING PRODUCTS AND TECHNOLOGY – COMPUTER CONNECTION**
[https://cms.business-services.upenn.edu/computerstore/](https://cms.business-services.upenn.edu/computerstore/)

**DISCOUNTS TO EMPLOYEES (FACULTY AND STAFF)**

**PENN KEY SUPPORT (Mon-Fri 8AM TO 6PM)**
[https://pennkeysupport.upenn.edu/](https://pennkeysupport.upenn.edu/)
FACULTY AFFAIRS & PROFESSIONAL DEVELOPMENT

Andrew Murray – Faculty Affairs Coordinator
Andrew.Murray@Pennmedicine.upenn.edu

https://www.med.upenn.edu/fapd/

YOU WILL FIND INFORMATION ABOUT THE FOLLOWING TOPICS

- PROFESSIONAL DEVELOPMENT
- RESEARCH
- INCLUSION AND DIVERSITY
- WORKLIFE
- CONFLICT OF INTEREST
- APPOINTMENTS AND PROMOTIONS
- FACULTY HANDBOOK
- DOSSIER CHECKLISTS
- FACULTY TRACK DESCRIPTIONS
- NEW FACULTY WELCOME
- UPCOMING EVENTS
- TEACHING
The Office of Medical Affairs (OMA) would like to share some important information about physicians and required Child Protective Services Clearances (CPSL) clearances. First, we have posted a number of CPSL background resources on our Medical Staff Services webpage, as well as the current lists of expired clearances by provider and department. We will continue to update this information and we stand by to support you in the clinical departments as you work with your physicians to ensure clearances are current as required by law and policy.

Secondly, last Fall OMA sponsored a series of onsite FBI fingerprinting events at Penn Medicine facilities for our physicians in order to facilitate compliance. The FBI criminal clearance, which is based upon the fingerprinting process, is one of the three required CPSL clearances. Due to the success of these events, we have scheduled continued onsite FBI fingerprinting events throughout calendar 2021 beginning March 15.

**Universal Enrollment Platform**

**Mobile Print Event Pre-Enrollment Instructions – fingerprinting services**

With the Universal Enrollment Platform (UEP), applicants are required to pre-enroll or register prior to being processed at the Enrollment Workstation. These Mobile Print Event pre-enrollment instructions are for those applicants needing to pre-enroll for service at their facility’s Mobile Print Event.

Basic Steps for Mobile Print Event Pre-enrollment:

1. You can pre-enroll at UEnroll.identogo.com.
2. Applicant must enter the necessary Service Code 1KG756 to begin the pre-enrollment.
3. Complete all required fields.
4. Enter your Special Access Code SP-HUP2021 on the Location selection screen in the ‘Search for an Enrollment Center by Postal Code, City and State, or Airport Code’ field.
5. You must complete the pre-enrollment process and record your UEID (Universal Enrollment Identification number). Your UEID will assist at the workstation to retrieve the pre-enrollment.

Please review the following pages for more detailed instructions regarding the Mobile Print Event Universal Platform Pre-Enrollment process.

1. Visit http://uenroll.identogo.com and enter your 6-character Service Code assigned to the agency you plan to submit prints for, then click the GO button.
2. The next screen is where you are going to select that you would like to schedule or manage an appointment.
3. The next few screens will collect essential information such as name, date of birth, address, etc. You will need to complete all required information.

4. When you get to the Location screen, you will need to enter your Special Access Code in the field asking you to search for an Enrollment Center by Postal Code, City and State, or Airport Code and click on Search. 
   **The Special Access Code you will enter is** SP-HUP2021
   *(Please do not copy and paste, it must be typed in)*

5. Select your Location and click Next.

6. On the Date and Time selection screen, please select the date available and choose your appointment time.

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Research and Lab Set Up – checklist

Welcome to the University of Pennsylvania, Perelman School of Medicine, Department of Neurology!! The aim of this guide is to streamline the process of initiating research for new investigators. We’ve removed the guesswork and identified the essential resources within the vast Penn network to get you started and on the road to success!

**Onboarding and initiating accounts and services**

1. Are entered into the Penn System? (SEE Forms section)
2. Have you completed onboarding in the Workday system?
3. Have you received your PennCard?
4. Do you have a PennKey and password?
5. Do you have a Penn Medicine Microsoft Outlook email address?
6. Do you have ID access to your lab and perimeter of School of Medicine buildings?
7. Do you have telephone and voicemail service?

**Contact Digital Academic Resource Transformation (DART) for the following**

1. Penn Medicine email address
2. DART username and password
3. Initial setup (imaging) of computer(s) and printer(s).
4. Submit a ticket to DART help desk for support or service.

Ready to start training?

Based on job data and other criteria, Workday Learning will automatically assign training required by federal and state laws and regulations, granting agencies, and University policy.

Setting up your lab for Research

1. Contact Penn approved supply vendors for new lab setup quotes for equipment and reagents – see approved supplier list for contact name and information.
2. Order room signs.
3. Make sure your lab address is listed in the Ben Buys ordering system for deliveries (see below).
4. Determine where pieces of equipment will be placed in the lab, and assess whether or not equipment requirements are met (e.g. proper outlets, compressed gas sources, emergency outlets, data ports, RO/DI water source, and alarm systems for ultra-low temperature freezers).
5. Consider ordering essential equipment (such as biosafety cabinets) with long lead-times as soon as possible.
   Prior to ordering equipment, you may want to reach out to other investigators in your department to see if the equipment you need currently exists and is shared among investigators. This may be an option if equipment is cost prohibitive or requires a maintenance contract which can be shared among users to reduce operating costs.
6. Get fume hood or Biosafety cabinet certified.
7. If you are using flammable liquids or solids, make sure your lab has a flammable cabinet.
8. Order supplies, reagents, and remaining equipment.
9. Contact EHRS for initial safety inspection and BioRaft account setup for future lab inspections and compliance requirements.

Procuring lab supplies and setting up lab to receive deliveries

1. When completing Penn Profiler, if you identified yourself as someone who will need to make purchase requisitions, you will need to complete Ben Financials training.
2. Make sure your lab address is listed in the Ben Buys ordering system for deliveries. If your lab address is not listed as a delivery site in Ben Buys, contact Purchasing Support at PurchasingSupport@upenn.edu. Be sure to include the information below;
   
   School/Center: MEDICINE  
   Room/Building:  
   Department Name: NEUROLOGY  
   Street Address:  
   City, State, Zip-Mailcode: PHILADELPHIA, PA 19104  
3. Log into Ben Financials to place orders.

Core Facilities

1. Are you interested in using any of UPENN’s Biomedical Research Core Facilities?
2. How do I pay for Core Facility services?
   Login to the Central Account Management System (CAMS) to link funding for to individual members of your lab to pay for Core services.
Other Services

How do I setup dry ice or liquid nitrogen deliveries?

Contact: Liquid Nitrogen Facility

LiquidNitrogenFac@pennmedicine.upenn.edu

Ready to start doing research?

 WORKING WITH ANIMALS?

Yes

Submit a protocol for proposed research to the IACUC using the ARIES system.

Complete required training

Click on the ‘training’ tab within your IACUC protocol to view individual training requirements.

Approval!!!

 WORKING WITH HUMAN SUBJECTS?

Yes

Submit a protocol for proposed research to the IRB using the HS-FRA system.

Complete required training

Click this link for guidance on training required for recruiting and consenting human subjects.

Approval!!!
Ready to begin animal research?

After your IACUC protocol has been approved, you will need to attend a ULAR animal facility orientation where your animals will be housed, to get ID access to the facility. You can sign-up to attend a ULAR Facility tour via Knowledge Link.

Animal Procurement

After your initial protocol review has been submitted and approved by the IACUC, you will be ready to procure animals for the designated housing vivarium listed on your protocol.

Other Penn Resources

Explore data file storage and sharing options - Penn + Box, Secure Share, Electronic Research Notebooks.

How do I submit a service request for facility issues?

Visit the Cell Center, the University’s onsite stockroom.
FORMS Section (images only)

All forms can also be retrieved by managers via the Neurology Shared Drive

UPHS ACCESS AND BADGE REQUEST SURVEY – this is just and image/copy

POINT PERSON TO OBTAIN A CLEAN COPY - TBA

1. The form below is necessary for access to most UPHS Systems – ask for one of these!

UPHS Access and Badge Request Survey

What is your job title? ____________________________

What buildings will you need access to? _______________________________________

What UPHS Systems will you need access to? (Please check which ones from the list below)
☐ Network
☐ UPHS Email
☐ EpicCare+ (Penn Chart)
☐ EpicAPM (Billing/Demographic/Insurance)
☐ MedView+
☐ Knowledge Link (PennKey also provided)

What is the reason for request? (Please check one)
☐ Contractor (on/off site)
☐ Student (students do not get access to EPIC/Medview)
☐ Visiting Scholar
☐ Researcher
☐ Other ____________________________

What is your legal last name? ____________________________

What is your legal first name? ____________________________

What is your DOB? ____________________________ What is your Phone #? ____________________________

What is your SSN? (For EpicCare/Medview requests) ____________________________

What is your start day? (New employees) ____________________________

How long will you need access for? ____________________________

What is your date of expiration for your badge and systems access? (Renewals) ____________________________

What HIPAA level access will you need? (Please check one)
☐ No patient information access
☐ Demographic and Insurance
☐ Diagnosis, Billing, Payment Info
☐ Clinical Information
☐ Highly Sensitive Clinical Information

Supervisor Signature and Date ____________________________

Please call Sunny with DOB/SSN at 215-662-4213
Send completed form back to sunitha.batten-vara@uphs.upenn.edu

Michael Knapp @ Pennmedicine.upenn.edu

3 W. Gates Building • 3400 Spruce Street • Philadelphia, PA 19104-4283 • 215-662-3647 • FAX: 215-349-5579
GENERAL PENN MEDICINE/UNIVERSITY ONBOARDING INFORMATION

So glad you are here!!!

This is a resource designed just for you. Sit back and take a look at each section. Each section caters to Your First Days, Your First Weeks and Your First Months at Penn Medicine. As you settle into your new role, take a moment to look through this guide for helpful information. Your First Days……

You’re finally here! Now what? Being a new employee can certainly be challenging, so partner with your manager to identify your initial assignments and what to expect in the days to come

- Clarify your first week’s schedule and confirm required and recommended training.
- Review your job description, outline of duties and expectations, through the department orientation checklist.
- Download one of the Onboarding plans below (New Leader or New Employee) for instructions on how to accelerate the transition for new employees and new leaders. Use this guide when filling out your

These are the three key goals for successful Onboarding. Putting these priorities at the forefront of your first 90 days will facilitate a smooth integration into your role and accelerate your overall performance at Penn Medicine.

LEARN THE BUSINESS | BUILD RELATIONSHIPS | EXECUTE QUICK WINS

Review hours of work.
Ask questions about policies and procedures for accruing vacation, personal, and sick time.
Ask any additional questions you might have about your new position.

WORK ENVIRONMENT
- Get acquainted with your new workspace; you will come to find that no two workspaces are alike!
- Tour your department, floor, unit, or entity.
- Meet your new colleagues!
- Click the Transportation link to access information about parking, driving directions, etc.
- Confirm you have the required access into your building, if necessary.

ACCESS SYSTEMS, TECHNOLOGY AND ADDITIONAL RESOURCES
- Log onto Employee Records and Paychecks portal to update your tax withholding (W4) status.
- Talk with your manager about setting devices that are applicable to your new role. If you have trouble, call the Service Desk at 215-662-7474 or visit the Information Services Website.
  1. Desk phone
  2. Mobile phone, if necessary
  3. Desktop computer or laptop
  4. Email account (network login credentials come from manager)
- Obtain your Penn Medicine ID Badge, if you did not already receive at New Employee Orientation.
- Set up your PennKey. For information about set up or FAQs, visit the PennKey website.
Welcome to the Penn Community

PENN OFFERS GREAT PERKS! UNIVERSITY RESOURCES FOR NEW AND PROSPECTIVE FACULTY

Here are just a few useful links:
https://www.med.upenn.edu/oe/penn-perks.html

<table>
<thead>
<tr>
<th>Health and Fitness</th>
<th>Financial Programs/Services</th>
<th>Recreation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discounts and Savings</td>
<td>Quality of Worklife</td>
<td>Groups and Clubs</td>
</tr>
<tr>
<td>Children and Family</td>
<td>Events and Attractions</td>
<td>Misc Penn Perks</td>
</tr>
</tbody>
</table>

Health and Fitness
- Health and Fitness
- Discounts and Savings
- Children and Family
- Financial Programs/Services
- Quality of Worklife
- Events and Attractions
- Recreation
- Groups and Clubs
- Miscellaneous Penn Perks

Discounts and Savings
- Computers
- Penn Bookstore
- Cell phone service
- You Decide at Penn
- Annenberg Center for the Performing Arts
- Ice Rink at Class of 1923 Arena
- Compass Program (SEPTA)
- Free Movie Rentals
- Consumer Reports
- Cars
- Shipping
- Library Press Display

Children and Family
- Snow Day Child Care
- Penn Family Day
- Adoption Assistance
- Penn Children’s Center
- Nursing Mothers Program
- Take Our Children to Work Day
- Funeral Planning Services
- Penn's Backup Care Program

Financial Programs/Services
- Flexible Spending Accounts
- Tax-Deferred Retirement Plan
- Forgivable Loan
- Closing Cost Reduction Program
- U of P Credit Union
- Banking

Quality of Worklife
- Counseling
- EAP Legal and Financial Services
- Flexible Work Options
- Lockout and Jump-Start Services

Recreation
- Intramural Sports
- Penn Running Club
- Hecht Tennis Center
- Fitness Centers
- Dance Lessons

Groups and Clubs
- Staff/Faculty Eco-Rep Program
- University Club
- Pen and Pencil Club
- Penn Chess Club
- Penn Club

Miscellaneous Penn Perks
- Penn Vet

Welcome to PSOM

We are happy to welcome you to the Perelman School of Medicine community. Please use this page as a resource to prepare for your new position at PSOM. Here you will find information on our PSOM Orientation program, attending our New Staff Networking & Resource Fairs, a live calendar feed of upcoming New Staff events and workshops, and access to many resources and perks available to PSOM employees.
Continue reading below to learn more about our PSOM New Staff Orientation Program.
Questions pertaining to the New Staff Orientation program should be directed to the Perelman School of Medicine, Office of Organization Effectiveness at (215) 573-0682 or psom-oe@pobox.upenn.edu.

BEFORE YOUR FIRST DAY
We are delighted to have you join our community! Please visit our Transportation and Parking website to plan travel for your first day. You may also take a look at our University Map to see where key offices are located. We also recommend visiting Public Safety to learn about additional traveling best practices.

ABOUT NEW STAFF ORIENTATION
Our PSOM New Staff Orientation Program is a combination of online and in-person events and is designed to last three weeks. It is targeted to all new full-time employees and full-time internal transfers to PSOM, but anyone at PSOM is welcome to register for the program.

The online portion of orientation will automatically be assigned to all new full-time employees and full-time internal transfers through Knowledge Link, our learning management system, as soon as your profile becomes active. The in-person networking sessions are scheduled quarterly and you will have the option to register in Knowledge Link.

As a reminder, all new full-time employees and internal transfers will be automatically assigned the PSOM New Staff Orientation program in Knowledge Link. A notification with your orientation assignment will be sent to your Penn email address. If PSOM Orientation is not available in your Knowledge Link learning plan and you have not received an email after your first week at PSOM, please email us at psom-oe@pobox.upenn.edu.

About the New Staff Networking & Resource Fair
Networking is one of the most important moves for career success. As such, the Perelman School of Medicine wants to make sure you begin your career at PSOM on the right foot. At these quarterly networking events, all hires new to PSOM will have a chance to meet important departments and begin their career network. This networking event is part of the Perelman School of Medicine New Staff Orientation program.

<table>
<thead>
<tr>
<th>These sessions will provide new hires with:</th>
<th>Who should attend:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Networking opportunities with other new hires.</td>
<td>1. Anyone who has been working at PSOM for less than 1 year.</td>
</tr>
<tr>
<td>2. Access to department representatives.</td>
<td>2. Those looking to start their career network at PSOM.</td>
</tr>
<tr>
<td>3. Access to Penn resources and employee benefits.</td>
<td>3. Those who want exposure to additional resources provided by Penn.</td>
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<tr>
<td>4. Raffle Prize!</td>
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Onboard@Penn
https://www.med.upenn.edu/oe/staff-onboarding.html

New Employee and Internal Transfer FAQs
1. How do I get to PSOM?
Please visit our Transportation and Parking website to plan travel for your first day. You may also take a look at our University Map to see where key offices are located. We also recommend visiting Public Safety to learn about additional traveling best practices.

2. What other resources does PSOM offer faculty and staff?
In addition to great medical benefits, PSOM faculty and staff have access to numerous other "Penn Perks". For a detailed list of additional rewards and resources, please visit our Penn Perks page.

3. I've already attended orientation in person, do I need to take this one as well?
Great job! Attending Central HRs orientation is a great first step, as their orientation covers in more depth the medical benefits for full-time staff. However, this orientation is separate from our PSOM New Staff Orientation; and although it is not required of you, we strongly suggest you attend. Our orientation contains PSOM specific information that will help you understand the culture at PSOM as well as connect you with
key departments that may be part of your job function. Additionally, orientation allows you to create and grow your network at PSOM.

4. You said PSOM orientation lasts 3 weeks. What is covered in each week?
Correct. In order to not overwhelm you with too much information, we decided to break up orientation into three weeks. Each week should align with where you are in your onboarding process. For example, your first week on the job is all about "housekeeping" items, i.e. Where do you update your directory listing? How do I get to Penn? Who is my service provider? etc.

See below to learn more about the structure of our PSOM orientation and what is covered in each week.

Contact Us: Office of Organization Effectiveness
305 Anatomy-Chemistry Bldg.
3620 Hamilton Walk
Philadelphia, PA 19104-6061

Leadership Development
https://www.med.upenn.edu/oe/
We offer a number of classes, certificate programs, assessments and learning resources for supervisors and staff members at the Perelman School of Medicine.

Supervisory Skills Certificate
- Leadership Essentials
- Crucial Conversations: Tools for Talking When Stakes Are High
- Influencer: Lead with Influence

Consulting
https://www.med.upenn.edu/oe/consulting.html

Organization Effectiveness Support
Our office provides consulting services to help with a variety of challenging organizational issues. We provide a variety of services such as “on-the-fly” coaching for urgent or emerging issues when you need an objective sounding board. We can assist with in-depth projects requiring assessment, action planning and implementation support. We can help you address issues including:
- Performance problems
- Restructuring
- Employee morale and engagement
- Change management
- Leadership effectiveness
- Team cooperation

Meeting and Retreat Facilitation
Meetings are often challenging events. Keeping people involved, staying on agenda, and dealing with conflict are common issues that meeting leaders face. We have trained facilitators who can help you design and conduct meetings that fully engage participants and produce the results you need. Whether it is a one-hour
staff meeting or a multi-day retreat, our facilitation services can allow you to stay focused on the meeting itself rather than the details of running it.

**Consultation Request Form**

**Coaching**

[https://www.med.upenn.edu/oe/coaching-request.html](https://www.med.upenn.edu/oe/coaching-request.html)

Coaching is an excellent way to attain a variety of work skills and behaviors that will improve leadership, employee accountability, teamwork, communication, goal setting, strategic planning and more. We work with faculty and staff through a one-on-one, confidential process to bridge skill gaps and develop strategies for addressing a variety of leadership challenges, including managing remote workers.

If you are interested in scheduling a coaching session, please complete the **Coaching Request** form below to initiate the process. A member of our team will respond to your request in one business day.

**(NEW!) Managing Remote Workers** [https://www.med.upenn.edu/oe/managing-remote-workers-psom.html](https://www.med.upenn.edu/oe/managing-remote-workers-psom.html)

**Webinars**

- Remote Worker Performance Management Panel Discussion (recorded 12/08/2020)
- **View Managing Remote Workers @ PSOM Webinar (recorded April 21, 2020)**
- **Managing Remote Workers at PSOM Presentation Slides (PPT)**

**Resources**

**Remote Workers best practices**

- [Tips for creating positive working from home experiences](https://www.med.upenn.edu/oe/managing-remote-workers-psom.html)

**Microsoft Teams O365**

**Microsoft Teams web log in**

*Microsoft Teams O365* is included with your UPenn O365 account, and is a powerful unified communication and collaboration platform that combines persistent workplace chat, video meetings, file storage (including collaboration on files), and application integration. It also easily integrates Microsoft Planner, for a complete project management solution. You can access Microsoft Teams with your web browser, as well as apps on your mobile devices. The following video is a quick overview (2:30), and more comprehensive training is available through LinkedIn Learning in Knowledge Link, by following the links below.

**Penn Medicine Integration**

You are able to have users from both UPHS and The University collaborate on the same team. If your primary email address is user@upenn.edu, then colleagues with a user@pennmedicine.upenn.edu email address are guests for you. The opposite would apply if your primary email address is user@pennmedicine.upenn.edu. The “guest” user you invite to your team will have to toggle to their guest account to see that team. The following video (2:08) is a brief overview of that process.

If you have questions, feel free to reach out to Ryan Frasch: frasch@upenn.edu.

Knowledge Link Training Modules (found by searching for “Microsoft Teams”)*
FAMILY CARE: CHILD AND ELDER CARE

Back-Up Care
Penn’s Backup Care program can help when your babysitter cancels at the last minute, your child has a school holiday or in-service, an elderly parent is visiting and can’t be left alone, or your spouse/partner needs assistance after surgery. Through our partnership with Care.com Backup Care, you can have temporary backup care in your home, at an out-of-town business location or at an adult relative’s residence any time (day or night, seven days a week, including holidays) from a caregiver who meets your family’s specific needs and expectations.

On-Site Childcare
The University of Pennsylvania’s child care center is for children ages three months to five years. Located on the University campus, the Center is administered by the Department of Business Services at Penn. Enrollment in the Penn Children’s Center is open to all members of the University and surrounding communities with preference given to faculty, staff and students of the University. Penn Children’s Center is one of the few centers in the area accredited by the National Association for the Education of Young Children (NAEYC).

Penn’s Summer Programs for Kids
Penn’s Summer Programs for Kids offer an array of summer activities for children and teens.

School Strike and Closing Guidance
School Strike and Closing Guidance provides resources to help parents in the event of a school strike or closing.

Snow Day Childcare
Snow Day Child Care provides all-day care for children of Penn faculty and staff members when the University is open but Philadelphia public schools are closed due to inclement weather. Children ages 12 weeks to 12 years are eligible for the program, whether they attend a Philadelphia district school or not.

Schools and Neighborhoods
Congratulations! You’ve decided on Penn. We welcome you and want you to know there are many benefits and resources to being a faculty member at the Perelman School of Medicine. The first step is relocating, which may involve extended stay or temporary housing, especially if you are relocating a family. We hope these options help you find the best option for you and/or your family.

Short Term Housing
Often a move involves short-term stay housing. Philadelphia has many preferred hotels. These local accommodations represent only those that accept Penn POs/direct billing to your hiring department.

- Club Quarters
- The Logan Curio Collection (Hilton)
- The Rittenhouse
- Hampton by Hilton
- Palomar Philadelphia
- The Study
PUBLIC, PRIVATE, AND INDEPENDENT SCHOOLS

The links below will connect you with sites containing information on school systems in the Penn Medicine vicinity.

The School District of Philadelphia  Radnor Township School District
The School District of Havertown Township  Lower Merion School District

RELOCATING YOUR FAMILY

The University of Pennsylvania’s 299-acre urban campus is located in the West Philadelphia neighborhood known as University City, just across the Schuylkill River from Center City, Philadelphia. There are many welcoming and diverse neighborhoods in Philadelphia, from the suburbs to Center City. The resources below will connect you with many neighborhoods and townships throughout the greater Philadelphia region, as well as cities in New Jersey that are a short distance to Penn Medicine. Abington, Ardmore, Berwyn, Broomall, Bryn Mawr, Center City, Cherry Hill, Delaware County, Deptford Township, Gladwyne, Haverford/Havertown, Lower Merion Township, Media, Montgomery County, Narberth, Newtown Square, Paoli, Radnor, Voorhees, Wayne, Wynnewood

For full details, visit: https://www.med.upenn.edu/flpd/transition-concierge-services/

Other Links: hover over each link and press ctrl and alt to visit the site

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YOU CAN NAVIGATE TO THE U@Penn Portal and find so much or click this link: https://portal.apps.upenn.edu/penn_portal/u@penn.php

IMPORTANT WEBSITES

A - Z https://portal.apps.upenn.edu/penn_portal/u@penn.php

COVID-19 https://portal.apps.upenn.edu/penn_portal/u@penn.php?tabid=1691
University of Penn Main Website: https://www.upenn.edu/
Webmail https://provider.www.upenn.edu/computing/webmail/
Directories – Find a Person https://www.upenn.edu/directories/
Research and Innovation https://www.upenn.edu/research-and-innovation
Research A-Z https://portal.apps.upenn.edu/penn_portal/u@penn.php?tabid=890
Life at Penn https://www.upenn.edu/life-at-penn
Perelman School of Medicine https://www.med.upenn.edu/
Penn ID Card: Mandatory for all UPenn faculty
Standing faculty who are currently being paid through the University Pennsylvania payroll system are eligible to have a PennCard. Please use the following procedure to obtain your faculty PennCard:

- Make sure your Hiring Officer or Payroll Administrator has entered your complete payroll record into the Payroll/Personnel System (Personal Data, Job Data, and Payroll Distribution Information) at least one University business day prior to coming to the PennCard Center.
- Bring a valid, US government issued photo I.D. or Passport to the PennCard Center.
  To confirm eligibility, please call: **215-417-CARD (2273)** before heading to Penn Card Center in Franklin Building – Second Floor of Penn Bookstore, 3601 Walnut Street
- URL: [www.upenn.edu/penncard](http://www.upenn.edu/penncard)

Penn Key: name code used for access to email and my.med applications
Register for your Penn Key via the following URL after you receive Penn ID. Faculty need to be in the payroll system for 24 hours before getting your Penn Key: [www.upenn.edu/computing/pennkey](http://www.upenn.edu/computing/pennkey)
- If the faculty was previously employed at the University but does not have an active affiliation in payroll, administrator should contact MedHelp (medhelp@pennmedicine.upenn.edu) to request a PennKey set up code.

Office/Desk/File Cabinet Keys
- Contact Corona Cohen Corona.Choice-Cohen@pennmedicine.upenn.edu

Email Setup
Email setup is completed after you obtain your PennKey. Apply for Penn Medicine email account through the Email Account Manager (URL below). Submit Penn Medicine Academic Computing Services (PMACS) Help Ticket to have the e-mail client established on your desktop. Please allow 24-48 hours for email account creation.

- URL: www.med.upenn.edu/apps/my/eam

- **Call Help Desk if problems arise: 3-4531**
  - If the faculty is not a full-time employee with SOM affiliation, they cannot apply for their Penn Medicine email account through the Email Account Manager. The administrator should submit a request to the LSP(s) requesting an account for the employee and include a 26-digit budget # for the $42/year charge and the new employee’s PennKey Name.

- **Voicemail Setup**
  - Email: service-requests@isc.upenn.edu
  - Call: 6-6000
  - **Voicemail Access:** 215-746-6800 (VOIP) or 215-898-6423 (Traditional)

- **UPenn Alert Emergency System**
  Register with the alert system to receive emergency alerts via email and text. You will need your PennKey to complete this registration.
  - URL: https://www.publicsafety.upenn.edu/pennready/upennalert/

- **Concur**
  For travel and reimbursement processing – contact [Name] or your administrative support staff for more information.
  - URL: https://www.concursolutions.com/home.asp
  - Login is your pennkey; password is your pennkey password.

- **Directories** Confirm/add contact information to the Penn Directory.
  - You will need your PennKey to complete this registration.
  - URL: http://www.upenn.edu/directories/
  - Please send new/updated contact information, including office, phone, e-mail, home address/phone and emergency contact to: [Name] (Email)
  - Note: The email you enter into the Penn Directory is the same email that will feed into the Faculty Appointment Data System (FADS); the system is used to create email aliases for all faculty communications. Be sure to use the email at which you prefer to receive important faculty messages (CHOP faculty in particular are encouraged to double-check your directory information).

- **Computer Support**
  For computer/printer support, submit a Help Ticket to Penn Medicine Academic Computing Services (PMACS).
  - URL: https://helpdesk.pmacs.upenn.edu/
  - Login is your pennkey; password is the one you use to log on to your computer.
REQUIRED TRAINING

- Health Insurance Portability and Accountability Act (HIPPA) Certification
  - This certification is available within the Knowledge Link system.
  - Contact COMPLY@pennmedicine.upenn.edu if you have questions.

- Patient Oriented Research (POR) Certification
  - Certification required for all grant-funded research faculty and staff
  - URL: www.citiprogram.org

- Perelman School of Medicine Orientation
  - All School of Medicine employees must attend this training. [Name] (Email) will schedule your orientation (following receipt of your e-mail address) and notify you of the date via e-mail.

- Certification
  - All new faculty should log into Knowledge Link as soon as you receive your PennKey and password. You will need to complete all training listed under “Required Training.”

Standard Reporting and Tracking

- PHS-FITS
  Faculty must complete a disclosure of Significant Financial Interests and Travel if you are identified as an Investigator for one or more proposals funded by PHS. You can access PHS-FITS at: https://phsfits.apps.upenn.edu/phsFits/jsp/fast2.do?fastStart=investigator&bhcp=1

- FIDES
  FIDES, a web-based application, is the sole means for disclosure of financial interests and relationships related to participation in specific research projects. You will need your PennKey and Password to enter the system. https://fides.isc-seo.upenn.edu/fides/firsttimeusers

- Annual Extramural Consulting
  Faculty must report all paid and unpaid activities that are not part of the faculty member’s assigned duties at Penn. Click on the following website: http://my.med.upenn.edu/ and login with your Penn Key and password.

- FEDS
  UPenn database tracking faculty CVs, grants and other information: https://weblogin.pennkey.upenn.edu/login?factors=UPENN.EDU&cosign-med-ceal3-1&https://www.med.upenn.edu/apps/my/cosign_login.php?X2FwcF9pZD01NDY1MTg0MTBiOWJkJl9kaXNwbGF5PTEmX2hp3RfaWQ9MSZfcHJlc2VydmVbaW5pdF9wYW5ibF09ZmFwZCUyRmFwcHMlMkZmZWRzJTJGbWFpbizDRUFMSUQ9
  Note: FEDS data feeds the University’s faculty web sites; please note that the email you enter into FEDS is the one that will show on your public site.

- Institutional Review Board
  The IRB application is required for approval of any research utilizing human participants, regardless of risks imposed by the research. The IRB application begins with a screening process to determine whether the
proposal qualifies as research and utilizes human participants. In addition, the screening form will assess whether the submission might qualify for exemption or if expedited/convened review is warranted. You can access the IRB process at: https://irb.upenn.edu/

**Key Neurology Meetings and Seminars/Lectures**

Upon appointment, you will be added to a number of email and alias lists. Please note the following events, and feel free to contact the staff below to confirm that you are receiving relevant emails. Contact Vanna Hing for information Vanna.Hing@pennmedicine.upenn.edu

**Grand Rounds Lecture** – Wednesday (The second, third and fourth Wednesday) of each month at 12pm

**M&M Lecture** – Wednesday (first Wednesday) of each month at 12pm

**Neuropathology Lecture** – every first and third Friday of each month at 8am and 12pm

**Research Core Facilities**

The Perelman School of Medicine is committed to advancing the research and academic endeavors at Penn and neighboring scientific communities. Our 22 research cores offer a wide variety of services, ranging from molecular profiling to cell sorting to high resolution electron microscopy. Through these diverse resources, we provide access to state-of-the-art equipment and instrumentation, technical expertise and training and education all designed to support innovative, cutting-edge research.

For more information, visit the Biomedical Research Core facilities web site: https://www.med.upenn.edu/cores/

**Graduate Group Information**

Placeholder for overview

**Contact:** Faculty director name, title, phone, email (to be updated with a point person)

**OTHER USEFUL RESOURCES**

- **Finding your way at the Perelman School of Medicine**
  - URL: http://www.med.upenn.edu/oe/som-central.shtml

- **U@PENN portal (Benefits, pay, policies, resources, etc.)**
  - URL: https://medley.isc-seo.upenn.edu/penn_portal/u@penn.php

- **Direct Deposit Setup**
  - Select “Enroll in Direct Deposit” from U@PENN portal once you receive your PennKey.
  - (Until Direct Deposit is established your pay will be loaded on the ADP TotalPay Card system.)
  - URL: http://www.finance.upenn.edu/comptroller/payroll/receiving_your_pay.shtml

- **Health & Retirement Benefits**
  - Enrollment details are available through the U@PENN portal once a PennKey has been obtained.
  - URL: https://www.hr.upenn.edu/PennHR/benefits-pay

- **MyPennMedicine**
  - myPennMedicine is a simple, secure way to manage your Penn Medicine health care and access your medical information from your personal computer or mobile device. Manage appointments, access medical information, share records, referrals and refills, pay bills, contact providers.
• [https://secure.mypennmedicine.org/MyPennMedicine/Authentication/Login](https://secure.mypennmedicine.org/MyPennMedicine/Authentication/Login)

- **Parking**
  - Register online. Once pending, pick up parking materials in parking office: 3401 Walnut Street, Suite 447A - above Starbucks (do not wait to hear back from the office).
  - Call: 215-898-8667
  - URL: [http://cms.business-services.upenn.edu/parking/](http://cms.business-services.upenn.edu/parking/)

- **Faculty Affairs and Professional Development**
  - URL: [http://www.med.upenn.edu/fapd/](http://www.med.upenn.edu/fapd/)

- **UPenn Faculty handbook**
  - URL: [http://provost.upenn.edu/policies/faculty-handbook](http://provost.upenn.edu/policies/faculty-handbook)

### OTHER BENEFIT AND EMPLOYEE RESOURCES

**HEALTH** [https://www.hr.upenn.edu/PennHR/benefits-pay/health-life-and-fsa](https://www.hr.upenn.edu/PennHR/benefits-pay/health-life-and-fsa)

**FLEXIBLE SPENDING** [https://www.hr.upenn.edu/PennHR/benefits-pay/health-life-and-fsa/health/flexible-spending-accounts](https://www.hr.upenn.edu/PennHR/benefits-pay/health-life-and-fsa/health/flexible-spending-accounts)

**TUITION BENEFITS** [https://www.hr.upenn.edu/PennHR/benefits-pay/tuition](https://www.hr.upenn.edu/PennHR/benefits-pay/tuition)

**RECREATION** [https://www.upenn.edu/life-at-penn/sports](https://www.upenn.edu/life-at-penn/sports)

**EDUCATION (knowledge link)** [https://pennmedaccess.uphs.upenn.edu/f5-w-687474703a2f2f6b6e6f776c656467656c696e6b2e7570656e6e2e656475$/](https://pennmedaccess.uphs.upenn.edu/f5-w-687474703a2f2f6b6e6f776c656467656c696e6b2e7570656e6e2e656475$/)

**CPUP AND UPHS STAFF**

**IMPORTANT:** BENEFITS DIFFER BETWEEN UNIVERSITY AND HEALTH SYSTEM – BE SURE THAT YOU HAVE THE CORRECT DETAILS

**BENEFITS** [https://www.uphshrandyou.com/public/welcome](https://www.uphshrandyou.com/public/welcome)

**CAREERS** [https://www.pennmedicine.org/careers-at-penn-medicine/apply-for-a-job](https://www.pennmedicine.org/careers-at-penn-medicine/apply-for-a-job)

**TRAINING AND DEVELOPMENT** [https://www.pennmedicine.org/careers-at-penn-medicine/training-academies](https://www.pennmedicine.org/careers-at-penn-medicine/training-academies)

**EDUCATION (knowledge link)** [https://pennmedaccess.uphs.upenn.edu/f5-w-687474703a2f2f6b6e6f776c656467656c696e6b2e7570656e6e2e656475$/](https://pennmedaccess.uphs.upenn.edu/f5-w-687474703a2f2f6b6e6f776c656467656c696e6b2e7570656e6e2e656475$/)
THIS GUIDE WAS CREATED TO BE A HELPFUL TOOL. THE RESOURCES WERE COMPILED TO PROVIDE A VARIETY OF INFORMATION TOGETHER. UPDATES ARE USUALLY MADE ANNUALLY.

These are only some of the benefits, resources and information about the University and Penn Medicine -- there are so many things to learn about what Penn has to offer, please visit this link for more information:

PLEASE Visit:  www.upenn.edu

THE INTRADEPARTMENTAL EQUITY COMMITTEE IS A SUBCOMMITTEE OF IDARE. WE WELCOME YOUR FEEDBACK AND SUGGESTIONS – Please send email to IDARENeurology@pennmedicine.upenn.edu