



March 15, 2024

Grace Cudjoe
7199 Ward Rd.
Parma, Ohio 44134

Dear Grace,

This letter is to confirm you have been accepted for a full-time PGY-1 resident physician position in the Mercy St. Vincent Medical Center Pediatric Residency Program.

The Pediatric Residency Program is a 3-year ACGME accredited graduate medical education program. Your academic year will begin July 1, 2024 and end June 30, 2025 with annual compensation of \$65,650.00, which includes a \$2,000 annual meal allowance.

- You will be receiving future onboarding documents and your official contract through My Evaluations (our residency management program). Please keep any eye out for an email from them to verify your email address. Contracts will be required to be signed in My Evaluations within 30 days of receipt.
- Complete your online application for your Ohio Training Certificate as soon as possible and notify your coordinator and Lisa Hamilton in our GME office (Lisa_Hamilton1@mercy.com) when your portion is complete. The institution will reimburse the application fee, so please keep the emailed receipt to turn into your program coordinator when you come for orientation.
- You will need to apply for your NPI number if you have not already. This can be done online, or you will have to mail in an NPI paper application if you do not have a US social security number. The coordinator will provide the instructions for the paper application.
- Mandatory paid orientation will begin on June 13, 2024. We will send the orientation schedule at a later date. Please do not have anything planned for the weekdays between June 13 and July 1, 2024.
- You may also receive emails from:
 - easyservice@myworkday.com (our HR system program), gcep@ama-assn.org (an online education platform we use)
 - Perfect Serve (the hospital system's paging system). Please complete any steps or instructions they may send to you to get your accounts created/confirmed.
 - CISIVE (the company performing background checks and employment eligibility verification)



- You may also receive emails from your coordinator as well as the GME office, either Lisa_Hamilton1@mercy.com or JLBingham@mercy.com.
- Your program coordinator is Melissa Baker, their email is mbaker@mercy.com and phone is 419-251-1860. Your program coordinator will be contacting you from time to time as additional program specific documentation is needed.
- If you require an H1-B Visa as part of your appointment process, Mercy Health immigration attorney, from Taft (law firm), will be contacting you to begin the application process. Please note that expedited processing, if desired, may require an additional Premium Processing fee which will cost you approximately \$2,500.00 and is typically paid by credit card. This is not reimbursable.
- We are planning on hosting a White Coat event as part of our orientation this year and it is important that you return the attached Lab Coat order form back to your coordinator by March 24th to allow sufficient time to order and embroider one white coat for this event.

We certainly appreciate this is a busy time for you, however, please remember it is an expectation that you complete and return all documents as well as respond to emails in a timely manner.

Please feel free to contact me if you have any questions.

Sincerely,

Lysa Aemmer, MD

Lysa Aemmer, MD
Program Director
LMAemmer@mercy.com