Welcome to the San Francisco VA Medical Center

The SFVAMC has been affiliated with the UCSF School of Medicine for over 50 years and more than 700 UCSF trainees from 36 programs rotate through the SFVAMC annually. We sincerely look forward to working with you and extend a warm welcome.

We look forward to meeting you and anticipate that your time at the San Francisco Veterans Affairs Medical Center will be an enriching and valuable addition to your education.

*Please note: If you are taking **Medicine 110** at the VA, do **NOT** follow the instructions below, but rather the instructions that will be sent to you **directly from Dr. Dhaliwal via email.***

You should begin this process at least one month before the start of your rotation but no later than two weeks before.

http://www.sanfrancisco.va.gov/education/medical_students.asp [this is the link for the external page we are creating]

In particular, please review the "Checklist," listed on the page above. The checklist reviews all required paperwork and requirements.

Step 1. The first step is to complete the "TMS" training online. These modules should be completed ASAP, and MUST be completed FIRST in order to meet the other requirements. If you have any trouble with the modules, please call the TMS Help Desk at: 1-866-496-0463, or email VATAMSHelp@va.gov. You can also email your VA contact* listed below for help.

After you complete the module go to your home screen. On the right side of the page click completed work. When you see the item you are looking for in your list of completed work hover the mouse over the item. The option to print the item will pop up on your computer screen. When you get this option, click "print" the certificate. When the certificate appears on your computer screen, you can save as a .PDF file to your desktop. You can attach the PDF to, or drag and drop into an email. Then email the completed PDF to the VA contact* listed for your rotation. **Do not send to other contacts, as they will not be able to process you.**

Step 2. Complete the **Employee Without Compensation (WOC) forms and the PIV application. Email Brent Venegas and Ramon Datar (v21sfcwoc@va.gov) at the SFVA Human Resources office and make the soonest available appointment. Bring your paperwork and two (2) forms of Government Issued ID (For example, driver's license, passport, birth certificate) to your appointment. Brent or Ramon will process your WOC forms and take you to be fingerprinted, an SFVA requirement for WOCs and for a Personal Identification Verification or PIV card.**

You should allow approximately one hour at the VA to complete the fingerprinting process.

Email TMS certificates and Paperwork Questions to your VA contact* for your service listed below:

Neuro 110: Gary Yim, (gary.yim@va.gov)

- **TMS self-enrollment information**

    - **VA Location Code** SFC
    - **VA Point of Contact First Name** Gary
    - **VA Point of Contact Last Name** Yim
    - **VA Point of Contact Email address** gary.yim@va.gov

Psych 110: Anderson Lam (anderson.lam@va.gov).

- o **TMS self-enrollment information:**

  - **VA Location Code** SFC
  - **VA Point of Contact First Name** Anderson
  - **VA Point of Contact Last Name** Lam
  - **VA Point of Contact Email address** anderson.lam@va.gov

Medicine 110: Cindy Sam: Cindy.Sam@va.gov, or Gurpreet Dhaliwal: Gurpreet.Dhaliwal@ucsf.edu

- o **TMS self-enrollment information:**

  - **VA Location Code** SFC
  - **VA Point of Contact First Name** Cindy
  - **VA Point of Contact Last Name** Sam
  - **VA Point of Contact Email address** Cindy.Sam@va.gov

Anes 110 and Anes 140: Melita Rines (melita.rines@va.gov,), John Rukkila john.rukkila@va.gov

- o **TMS self-enrollment information:**

  - **VA Location Code** SFC
  - **VA Point of Contact First Name** Melita
  - **VA Point of Contact Last Name** Rines
  - **VA Point of Contact Email address** Melita.rines@va.gov
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Surg 110: Lentise Berts, Lentise.Berts@va.gov

- o **TMS self-enrollment information:**

  - **VA Location Code** SFC
  - **VA Point of Contact First Name** Lentise
  - **VA Point of Contact Last Name** Berts
  - **VA Point of Contact Email address** Lentise.Berts@va.gov