

<p>THE ICAHN SCHOOL OF MEDICINE AT MOUNT SINAI, NEW YORK</p> <p>STANDARD: POLICY</p>	<p>SUBJECT NO.</p>
<p>DEPARTMENT: Internal Medicine Residency</p> <p>SUBJECT: Pager Policy</p>	

Mount Sinai Internal Medicine Residency E-mail and Pager Policies

Email

- All emails should be replied to within 24 hours of receipt. This is especially important when coming from Dr. Cilmi, our administrative office staff, and the chiefs.
- Exceptions to this are for residents on vacation. If you plan on being out of contact (out of the state or country), an automatic reply should be set up.

Pagers

- Residents should be available by pager at all times when on ward months, outpatient, elective, and especially sick call. Although service pagers should be forwarded after signout on Sinai floors, text pages through amion still go to your personal pager. Exceptions to this are for residents on vacation.
- The hospital paging system should be used for rapid communication of medical or official administrative information. It should not be used for other non-clinical purposes, as a medium for expression of opinion, or to communicate information that is more appropriately transmitted by other means, such as E-mail or departmental memorandum.
- If residents receive inappropriate pages repeatedly, they should notify the chief residents.
- If a resident is not available by pager either because they do not have their pager or it is malfunctioning, they should communicate with the chief on call as well as the administrative office to help provide a backup communication device.