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Environmental Services and Patient Transport Requests for Research:

A new online system has been implemented at Kingston Health Sciences Centre (KHSC) for all portering (inpatient transport) and other types of environmental services requests (i.e. linens, room set-up, spill clean-up (*non-hazardous spills that would not be called by a Code Brown*), waste/recyclable pick-up).



TO LOG IN:

Launch the application using the Icon on your desktop or access through the KHSC Intranet

Home Page. Enter your Username and Password.



Quick Reference Guide for Research:

The quick reference guide attached is intended to help guide you through the Login process and creating an “*Environmental and Transportation Service Request*”. For any inquiries, questions or other support not covered by the quick guide, please dial KHSC-KGH Site ext. 7250 to access a live agent. **Do not call KHSC Help Desk for assistance.** There is a standard username and password for all research requests within KHSC-KGH site. Please contact Lisa McAvoy (KGH Site 3344 or mcavoye1@kgh.kari.net) for research’s username & password.

<http://www.kgh.on.ca/research>

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