

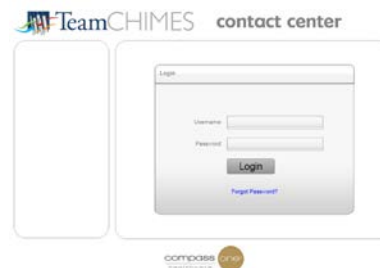
## In This Issue

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## Environmental Services and Patient Transport (E & T) 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 set up an account and obtain a username and password, please email KHSC's E & T Managers and Supervisors ([ETManagersAndSupervisors@kgh.kari.net](mailto:ETManagersAndSupervisors@kgh.kari.net)) directly with the following information:

- ❖ First and Last Name of new account holder
- ❖ Email and Telephone #
- ❖ Typical rooms (s) required for inpatient transfers from floors to research location (i.e. Connell 4, Room 2-4-XXX)
- ❖ Principal Investigator's Name
- ❖ Area(s) of responsibility (i.e. neurosciences research) and title (i.e. research staff)

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

Contact:

[kghri@kgh.kari.net](mailto:kghri@kgh.kari.net)

(613) 549-6666, ext. 3344



## TO LOG INTO ONLINE SYSTEM:

- ❖ Launch the application using the Icon on your desktop or access through the KHSC Intranet Home Page. Enter your Username and Password.
- ❖ For any inquiries, questions or other support, please dial KHSC-KGH Site ext. 7250 to access a live E & T agent. **Do not call KHSC's Help Desk for assistance.**