

Anesthesiology Administration - Contact List

Updated as of 9/10/08

Topic	Primary Contact Name	Contact Number	Back-up Contact Name	Contact Number
Accounting				
Research Accounting & reporting	Kristie Lee	3-3778	Kelen Taylor	6-0277
Clinical Trials Accounting & reporting	Mark Stevens	6-3780	Damon Michaels	3-6223
1180/Purchase request/PO completion inquiries	Princess Ferrand	6-0953	Gail Hess	6-3778
1180/Purchase request/PO approval	Jennifer Harris-Brown	6-0649	Mark Stevens	6-3780
Deposits/Check requests	Princess Ferrand	6-0953	Gail Hess	6-3778
CME Questions/Issues	Betsy DeMarcus	6-6059	Mark Stevens	6-3780
E-procurement approval - Clinical Div.	Jennifer Harris-Brown	6-0649	Mark Stevens	6-3780
E-procurement vendors	See website		Betsy DeMarcus	6-6059
Procurement card issues	Betsy DeMarcus	6-6059	Mark Stevens	6-3780
Effort reporting	Jennifer Cook	6-3779	Betsy DeMarcus	6-6059
Financial Report distribution	Princess Ferrand	6-0953	Betsy DeMarcus	6-6059
General ledger access	Betsy DeMarcus	6-6059	Mark Stevens	6-3780
General Ledger account questions	Princess Ferrand	6-0953	Gail Hess	6-3778
Professional Liability	Gail Hess	6-3778	Betsy DeMarcus	6-6059
Manpower	Mark Stevens	6-3780	Frank Rosato	6-3777
Payroll				
Extra Call questions	Gail Hess	6-3778	Betsy DeMarcus	6-6059
Staff overtime Requests	Jennifer Harris-Brown	6-0649	Mark Stevens	6-3780
Payroll Questions/Issues	Gail Hess	6-3778	Betsy DeMarcus	6-6059
Vacation/sick time - exempt employees	Gail Hess	6-3778	Betsy DeMarcus	6-6059
Schedule Tracker	Mark Stevens	6-3780	Betsy DeMarcus	6-6059
KRONOS - non-exempt employees	Employee's Supervisor		Betsy DeMarcus	6-6059
HR & Credentialing/Appointments				
HR Questions/Issues	Jennifer Harris-Brown	6-0649	Mark Stevens	6-3780
Credentialing	Jennifer Cook	6-3779	Jennifer Harris-Brown	6-0649
FMLA questions	Jennifer Harris-Brown	6-0649	Betsy DeMarcus	6-6059
Change of name/address/phone number	Jennifer Cook	6-3779	Jennifer Harris-Brown	6-0649
Space Issues	Jennifer Harris-Brown	6-0649	Frank Rosato	6-3777