

Who to Call?

Office of International Affairs

The University of Texas Southwestern Medical Center
6000 Harry Hines Blvd., NL 3.252; 214-648-0010
InternationalAffairsOIA@utsouthwestern.edu

Contact	Phone Number	When?
Office of International Affairs	Call Main number: 214-648-0010 Website: http://www.utsouthwestern.net/intranet/administration/internationalaffairs/ Email: InternationalAffairsOIA@utsouthwestern.edu	<ul style="list-style-type: none"> • Check in as a new visitor/employee • Visa and immigration questions • Problems with personal adjustments • Problems with your lab or mentor • Initial contact for finding other types of help
Payroll Office	Vickie Brewer, International Payroll: 214-648-0800	<ul style="list-style-type: none"> • Pick up pay check • Turn in "Direct Deposit" form • Tax, W-2 or tax treaty questions • Name change on SSN
Postdoctoral Affairs Office	Call Deirdre Brekken: 214-648-0741, or Send an Email to: SGSPostdocOffice@utsouthwestern.edu	<ul style="list-style-type: none"> • Problems with your lab or mentor • Looking for a new job • Questions on the Postdoctoral Certificate Program • Help with C.V. or letters of interest
Employee Benefits Division *Note 30-day deadline	214-648-9830	<ul style="list-style-type: none"> • Adding dependents to your insurance* • Select retirement options (TRS/ORP)* • Re-establishing benefits after a break in service • General questions on your medical, dental, vision, or prescription coverage
Student Health Center (For students or postdoctoral scholars, only)	214-645-8690	<ul style="list-style-type: none"> • Minor illnesses such as a fever, cold, or minor infections • Immunizations
Student Mental Health (For students or postdoctoral scholars, only)	214-645-8680	<ul style="list-style-type: none"> • Depression or other severe mental health concerns • Referral of friend or colleagues
UT Southwestern Employee Assistance Program	EAP Services: http://www.utsouthwestern.net/intranet/hr/eap/ Email Contact: EAP@UtSouthwestern.edu Phone: 214-648-5330	<ul style="list-style-type: none"> • Free and confidential referral to community services (e.g., mental health counselors, family counselors, drug or alcohol addiction programs, etc.)

Primary Care Physician or minor Emergency Clinics (Non-students & Non-postdocs)	UTSW Clinic Appointments: 214-645-8300 Find a UTSW Doctor: http://utsouthwestern.edu/patientcare/doctor/findphysician.html	<ul style="list-style-type: none"> • Minor illnesses such as a fever, cold or minor • Infections • Immunizations • Annual physical exams
Hospital Emergency Room *Call 911 for police/fire/ambulance emergency assistance	St. Paul Hospital, 5909 Harry Hines Blvd., Dallas, TX 75390; 214-645-5555 Baylor Medical Center, 3500 Gaston Ave Dallas, TX 75246; 214-820-0111 Texas Health Presbyterian Hospital, 8200 Walnut Hill Lane; Dallas, TX 75231-4402; 214-345-6789	<ul style="list-style-type: none"> • Life threatening emergencies • Possible stroke/heart attack • Severe Pain • Broken bones • Injuries from a car accident
After Hours Minor Emergency	Highland Park Emergency Center: http://highlandparker.com/ Doctors Express Dallas: http://www.doctorexpressnorthdallas.com/ Or, Google "minor emergency clinic, Dallas TX	<ul style="list-style-type: none"> • To see a doctor for a minor illness after 5 p.m. or during the weekends
Blue Cross/Blue Shield Health Insurance	Find Benefits Summary: http://www.bcbstx.com/ut Customer Service: 1-866-882-2034 (See back of insurance card for more contact numbers)	<ul style="list-style-type: none"> • File or ask a question about a claim • Help understand bills • Ask Questions about insurance coverage
UTSW Hospital Billing	Website: http://utsouthwestern.edu/patientcare/patientguide/billing.html Hospital or inpatient: 214-645-4500 or 866-590-2198 Physician Services or Outpatient: 214-645-0600 or 866-648-2455	<ul style="list-style-type: none"> • Questions about St. Paul/ Zale Lipshy hospital charges • Help reading and understanding a bill • Getting a bill corrected
University Police Department (On UTSW campus Only)	214-648-8911 for campus emergencies (e.g. report a crime, suspicious person) 214-648-8311 campus non-emergencies	<ul style="list-style-type: none"> • Getting an escort on campus • Parked on campus with keys locked in car or flat tire • Wallet/purse/laptop stolen from lab, library, etc.
City of Dallas Police Department (Off campus only)	Emergency: call 911 Non-emergency: call 311	<ul style="list-style-type: none"> • Automobile accident with damage cars or injuries • Report a crime off campus • Report suspicious person/activity off campus
UTSW Parking Services	214-648-9600	<ul style="list-style-type: none"> • Getting a parking permit • Paying a parking ticket on campus • Purchasing a Dart Pass • Appealing a parking ticket