

### CONTACT LIST FOR QUESTIONS

The GME Office and the CAHC are always available for questions. For your convenience, a contact list has been created.

**All questions regarding pay and benefits should be directed to the CAHC, 860-676-1110.**

**Mark Siraco**, Director of GME Finance  
860-679-1329, [Siraco@uchc.edu](mailto:Siraco@uchc.edu)

- Core Faculty Rosters
- ECFMG/Visa Issues
- Expenditure Approvals (HuskyBuy, Program Travel, Program Educational Support, Functions)
- Extra Credit Issues
- Financial Questions
- GME Audit Issues
- GME Billings
- Program Budgets
- Program Contracts

**Martha Wilkie**, Program Manager  
860-679-4458, [mhwilkie@uchc.edu](mailto:mhwilkie@uchc.edu)

- Office Manager
- ACGME Related
  - o Track and assist program directors and coordinators with ADS input
  - o ADS review
  - o Program Director Changes
  - o Citation/AFI, action plan tracking
- Duty Hour Violations/Action Plan Review
- Hotline
- FMLA and Leave
- Program Coordinator Development
- Program Review Subcommittee, Chair
- Resident Numbers (NPI, PECOS, CMAP, CPMRS) liaison with CHA/HP
- Resident Forum
- UAR Approvals

**Steve Bayley**, Instructional Design Specialist  
860-679-4295, [bayley@uchc.edu](mailto:bayley@uchc.edu)

- Myevaluations.com
- Blackboard
- Healthstream Accounts and Tracking
- Institutional Curriculum (enrollment, assignment, completion verification, questions)
- Liaison between residents/fellows and UConn IT regarding any issues with email, etc.
- Policy Manuals (GME and Program Director)
- Program Websites
- Risk Management Compliance Tracking
- TigerText

**Melissa Demetro**, Program Coordinator  
860-679-4763, [Demetro@uchc.edu](mailto:Demetro@uchc.edu)

- Amion Support & Schedule Validation
- Consortium Check Requests & Reimbursements
- GME Billing Database (& monthly bills)
- GME Office Surveys
- Lists (DPH Permit, Monthly IT List)
- Order Supplies
- PLA's
- Resident Numbers (NPI, PECOS, CMAP, CPMRS)
- USMLE Completion Tracking
- Wellness Coordinator

## Residents/Fellows Policies and Procedures Manual

**Jill Goldsmith**, Program Coordinator

860-679-4420, [jgoldsmith@uchc.edu](mailto:jgoldsmith@uchc.edu)

- Appointment scheduling for Dr. Angus
- Away Electives/Visiting Residents
- CLER
- Resident/Fellow Contracts and AAs
- ECFMG/Visa
- ERAS
- NMRP
- Onboarding
- Policy Books with Dr. Miller
- Residents/Fellows w/ deficiencies with Dr. Miller

**Kathy Mikulak**, APA II

860-679-7967, [kmikulak@uchc.edu](mailto:kmikulak@uchc.edu)

- Catering
- Conference Room Scheduling
- Diplomas/Certificates
- Duty Hours Tracking
- Loan Deferments
- Malpractice Claims Requests
- Onboarding
- Parking Passes

- Program Review Data Tracking (AFI/Citation tracking; APE/APR)
- Program Review Support
- Verification of Training
- Warehouse Ordering

**Bethany Dumez**, APA II

860-679-4272, [dumez@uchc.edu](mailto:dumez@uchc.edu)

- Appointment scheduling for Dr. Miller
- Cultural Competency Curriculum
- Flu Shot Tracking
- GME Newsletter/Wellness Newsletter
- Onboarding
- Policy Manuals with Dr. Miller
- PPD Tracking
- Resident Leadership Council
- Verification of Training backup

Revised 8/17