

## GUIDE TO THE BUILDING

# Mission Bernal Hospital

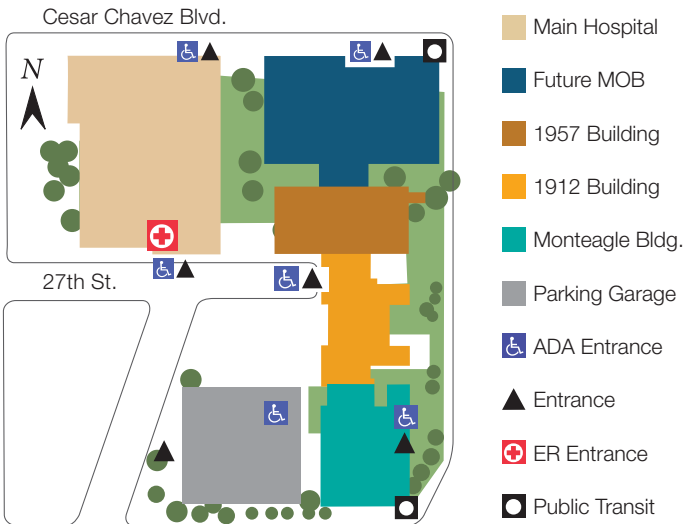
3555 Cesar Chavez St, SF 94110  
(415) 600-6000



(link to digital pdf)

## Hours of Operation

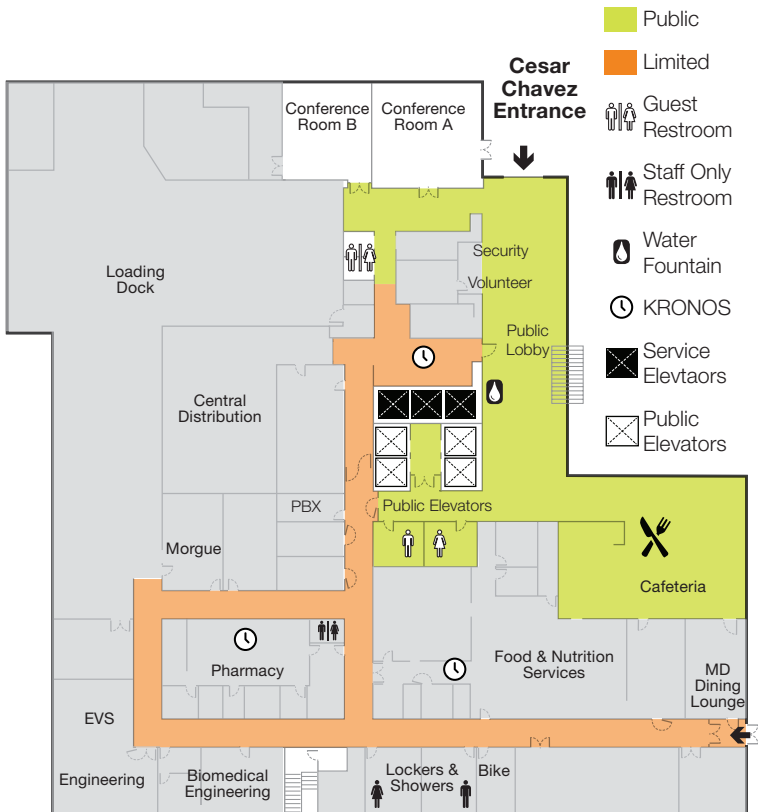
<b>Hospital Entrances</b>	5am–8pm M–F	Badge after hours
<b>Emergency Entrance</b>	24 hours a day	Open Everyday
<b>Peet's Coffee Cart</b> (Monteagle Building)	7:30am–3pm M–F	Closed on weekends
<b>Cafeteria</b> 1st Floor	6:30am–6:30pm M–F	Closed on weekends Closed after hours
<b>Mail Room</b> (1912 Building)	24 hours a day	Open Everyday
<b>Walgreens Pharmacy</b> (Monteagle Building)	9am–6pm M–F	Closed on weekends
<b>Newborn Connection</b> (Monteagle Building)	10am–4pm M–F 10am–2pm Sat	Closed on Sunday
<b>Loading Dock/ Delivery Hours</b>	5am–8pm / 7am–3pm	Other hours by <b>appointment only</b>



## First Floor

### First Floor Main Areas

- Bicycle Storage
- Cafeteria
- Cesar Chavez Entrance
- Conference as A & B
- Loading Dock
- Locker Rooms & Showers
- Pharmacy
- Physicians Dining/Lounge



## Second Floor

### Second Floor Main Areas

- Admitting/Cashier/Request of Information
- Ambulance Entrance
- Emergency Room
- Imaging
- Information Desk
- Meditation
- Trauma
- Waiting Area



## Third Floor

### Third Floor Main Areas

- Ambulatory Care Unit
- Operating Rooms
- PACU
- Sterile Processing
- Nursing Administration
- Ambassador Services
- Clinical Lab

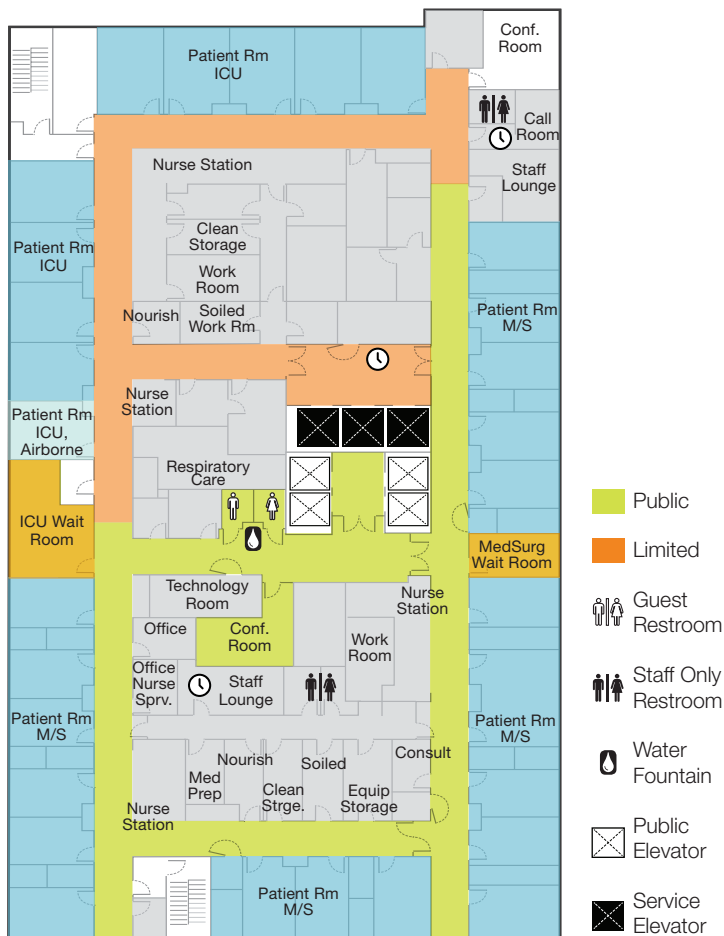




## ● Fourth Floor

### Fourth Floor Main Areas

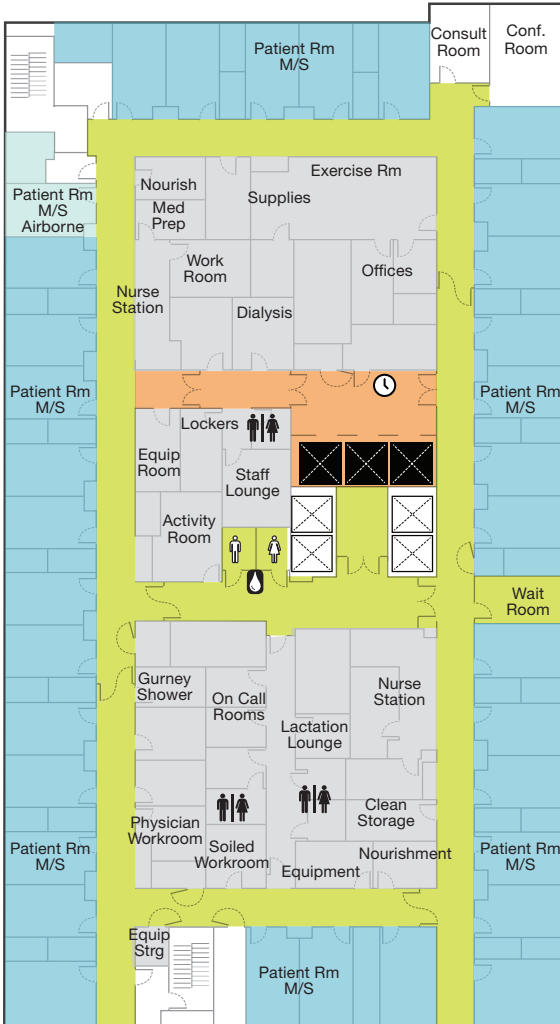
- ICU
- Patient Rooms  
Med/Surg, ICU
- Respiratory Care



## Fifth Floor

### Fifth Floor Main Areas

- Med/Surg Patient Rooms
- Exercise Room



Public

Limited

Guest Restroom

Staff Only Restroom

Water Fountain

Public Elevator

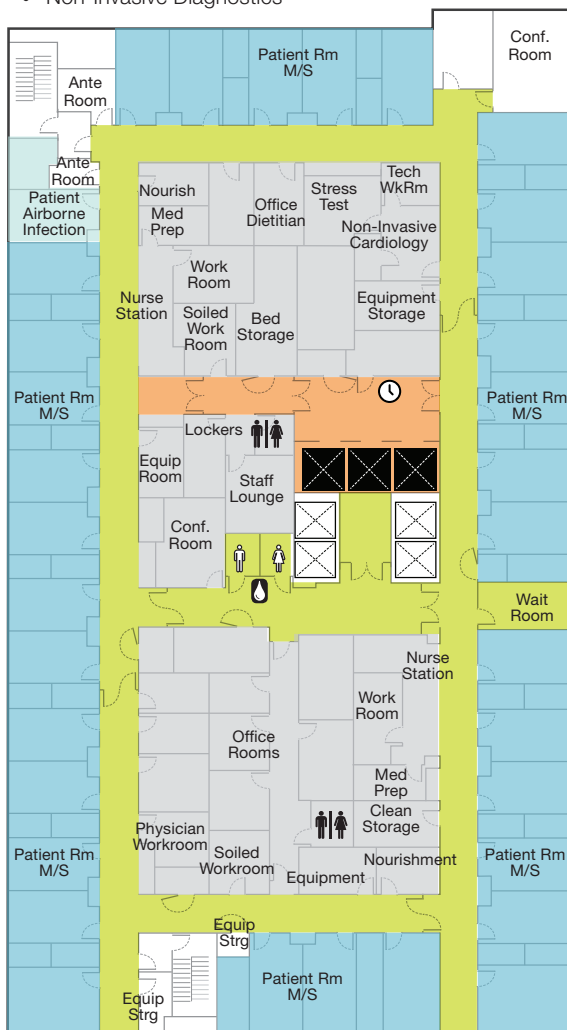
Service Elevator



## Sixth Floor

### Sixth Floor Main Areas

- Med/Surg Patient Rooms
- Non-Invasive Diagnostics



Public

Limited

Guest Restroom

Staff Only Restroom

Water Fountain

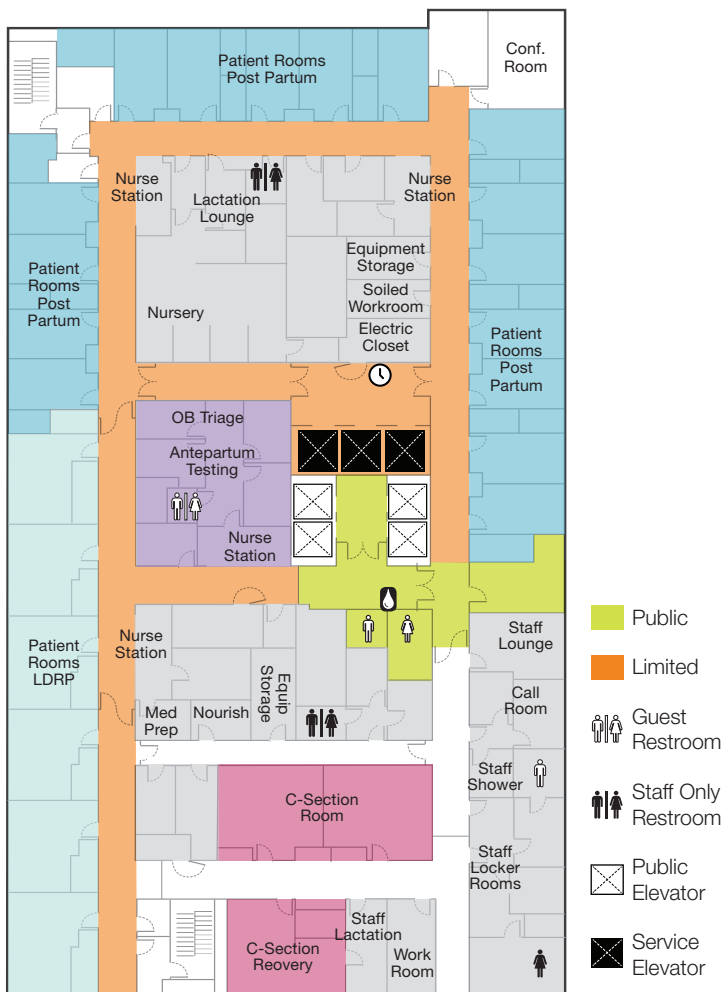
Public Elevator

Service Elevator

## Seventh Floor

### Seventh Floor Main Areas

- Antepartum Patient Rooms
- Birthing Center
- C-Section
- Labor and Delivery
- Well Baby Nursery







## ● Lockers, Bicycles, Elevators, Lost & Found

### Staff Locker Usage

- Department manager is responsible for handling locker buddy assignments and distribution.
- All lockers will be day use only.

### Bicycles & Locker Space

- All bicycles can be stored on the 1st Floor (badge reader access) – First Come First Serve
- Storage room is accessible via 1st Floor 27th St. or Cesar Chavez front entrance (through conference center corridor)
- Employees are encouraged to submit registration form in advance (to parking office) to secure space and program badge.
- No locker available - employees will required to store personal belongings in lockers on their floors
- All staff can use 1st Floor showers, however items cannot remain stored for day use.

### Service Elevators

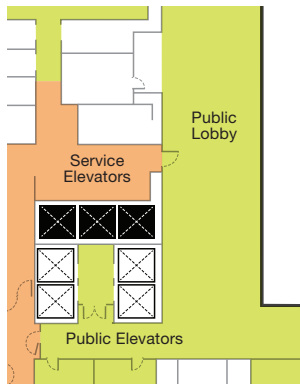
- Quantity: 3
- Patients being transported will be prioritized and elevators should be made available
- Employees, Physicians, Patient Transport
- Badge Required!

### Public Elevators

- Quantity: 4
- Patients and Visitors
- Badge Not Required

### Lost & Found

- 1912 Building on the 4th Floor
- Contact Security  
(415) 600-0837 (x60837)





## Access & Badges

### Basic Access

- All exterior doors with card readers
- All back of house space (hallways, etc.)
- Multidisciplinary/Conference Rooms
- Consult Rooms
- Bicycle Storage
- Locker Rooms
- Emergency Department
- Imaging Entrance
- M/S, L&D and M/S Patient Floors (unless otherwise specified)

### Restricted Access

- Medrooms
- Clean/Soil Utility Room
- Medical Equipment Rooms
- Nourishment Rooms
- Food & Nutrition Area
- Biomedical Engineering
- Pharmacy
- Materials Mgmt/Supply Chain
- Security
- Admitting
- Clinical Lab
- SPD, OR, PACU/ACU
- Nursery/SCN
- PT/OT Area
- Administrative Suite
- Telephone Operators
- Morgue

### Badges Employees & Volunteers

- Badge must be worn at all times. Many doors and stairwells will require badge for entry.
- Registry staff will be required to show registry ID before being issued a badge. These need to be returned to charge nurse at end of shift.
- Please pay attention to your surroundings and ensure that no one enters behind you when badging in.
- If you **forgot your badge**, please go to the Security Desk for a temporary badge.

### Badges Visitors

- Visitor badges are required and can be obtained on Level 1 or Level 2 Security Desk.
- Badges will become VOID after 6-8 hours and will need to be re-issued.
- Photo identification will be required for those 18 years and older. Children who are coming with their parents can have their photos taken at the security desk for badge issue.





## Loading Dock

### Loading Dock/Unloading

- Hours of Operation:  
5:00am-8:00pm
- Delivery Hours Include: Monday – Friday 7:00am to 3:00pm. Other hours by appointment only.
- Height Restrictions: 35'
- Noise Restrictions
- Dock entrance is not to be used as a general employee entrance and is not to be used by employees unless operating one of the authorized hospital vehicles.
- Dock locations are for the loading and unloading process and are not to be used for parking.

### Deliveries

- Unless specifically authorized in advance, deliveries are not allowed through the front entrance of the hospital.
- Vendors arriving after regular hours will **contact the Security Department at (415) 600-0837.**
- *Florist, Patient Gifts, etc.:* Deliver during business hours only, will come through Cesar Chavez entrance and deliver to front desk lobby for volunteers to bring up.
- *Morgue:* Mortician is escorted to Nursing Admin by Security and then to Morgue.
- *All Others:* Short term parking spaces are reserved for vendors in nearby garage for loading and unloading.





## Catering Requests & Meeting Room Reservations



### Catering Requests

All catering requests must be submitted to the Food & Nutrition Department three business days in advance of the meeting or event. Approval by department director is required for any catering event that meets the catering guidelines.

A meeting is defined as:

- Occur before 8:00am or between the hours of 11:00am-1:00pm; AND
- Have a minimum of 10 people in attendance; AND
- Are 4 hours or longer in length, OR
- Physician attended

### Meeting Room Reservations

Conference rooms A & B on the first floor can be easily accessed without having to go thru security or meander your way through the hospital. They hold about 20 people comfortably or 30 uncomfortably.

Conference Room scheduling is online through Support Services.

<http://mysutter/bay/CPMC/Resources/Pages/SupportServices.aspx>

<http://dcpwdb405/virtualems/>







## Important Phone Numbers

**Emergency . . . . . 415-641-6625**

**Main Hospital . . . . . 415-600-6000**

Administration . . . . . **415-641-6536**

Bed Control . . . . . **415-850-7123**

Breast Health . . . . . **415-641-6545**

Cashier . . . . . **415-641-3333**

Cardiac Cath Lab . . . . . **415-600-5990**

Cardiology . . . . . **415-537-8600**

Case Management . . . . . **415-641-6534**

Chaplain . . . . . **415-641-6527**

Clinical Lab . . . . . **415-641-6533**

CT . . . . . **415-641-6545**

Diabetes Center . . . . . **415-600-0506**

Dialysis (in-patient) . . . . . **415-641-3427**

Dictation . . . . . **415-641-6860**

Doctor's Dining Rm . . . . . **415-641-1204**

Doctor's Lounge . . . . . **415-641-6739**

Emergency . . . . . **415-641-6625**

ER Registration . . . . . **415-641-6698**

Hospitalists . . . . . **415-912-8469**

Information/Lobby . . . . . **415-641-6510**

Information Services . . . . . **888-888-6044**

Interpreter Services . . . . . **415-600-1077**

Lab Reg (Monteagle) . . . . . **415-641-3351**

Lift Team . . . . . **415-600-4700**

Main Hospital . . . . . **415-600-6000**

Medical Staff Office . . . . . **415-600-6285**

Medical Records . . . . . **415-641-6515**

MRI . . . . . **415-641-6545**

Nursing Admin . . . . . **415-641-6536**

Occupational Therapy . . . . . **415-641-6560**

Outpatient Surgery . . . . . **415-641-6889**

OR Front Desk . . . . . **415-641-6635**

PACU Surgery . . . . . **415-641-6638**

Pathology . . . . . **???-???-???**

Pharmacy . . . . . **415-641-6505**

Physical Therapy . . . . . **415-641-6560**

Pre-Reg. . . . . **415-641-6736**

Pulmonary Lab . . . . . **415-641-6616**

Radiology . . . . . **415-641-6545**

Registration . . . . . **415-641-6951**

Respiratory Therapy . . . . . **415-641-6565**

S3 . . . . . **855-398-1631**

Scheduling Surgery . . . . . **415-600-6900**

Security . . . . . **415-600-0837**

Speech Therapy . . . . . **415-641-6560**

Support Services . . . . . **415-600-7900**

Ultrasound . . . . . **415-641-6545**

Women's Center . . . . . **415-641-6996**

### Nursing Stations - New

3rd Floor ACU . . . . . **???-???-???**

3rd Floor OR . . . . . **415-641-6635**

4th Floor ICU . . . . . **415-641-6612**

4th Floor PCU . . . . . **415-641-6610**

5th Floor Med Surg . . . . . **???-???-???**

6th Floor Med Surg . . . . . **???-???-???**

7th Floor FBC . . . . . **???-???-???**

## Need to dial an extension?

**641** numbers use **8** plus last four digits

**600** numbers use **6** plus last four digits

ie. Security 415-600-0837 = x60837