

Anesthesiology Administration - Contact List

Updated as of 1/14/14

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 Reporting & Accounting	Damon Michaels	3-6223	Mark Stevens	6-3780
1180/Purchase Request/PO Completion Inquiries	Dawn Martin	6-0953	Judy Lashbrook	6-4577
1180/Purchase Request/PO Approvals	Mark Stevens, Jon Dulong	6-3780, 6-7046	Stephen Doherty	3-0141
Deposits/Check Requests/Travel Requests	Dawn Martin	6-0953	Mark Stevens	6-3780
CME Questions/Issues	Betsy DeMarcus	6-6059	Rachel Herrmann	6-1833
E-procurement Approval	Betsy DeMarcus	6-6059	Mark Stevens	6-3780
E-procurement Vendors	See website (note 1)		Betsy DeMarcus	6-6059
Procurement Card Issues	Betsy DeMarcus	6-6059	Rachel Herrmann	6-1833
Effort Reporting	Kristie Lee	3-3778	Betsy DeMarcus	6-6059
Financial Report Distribution	Betsy DeMarcus	6-6059	Rachel Herrmann	6-1833
General Ledger Access & Privilege Management	Mark Stevens	6-3780	Stephen Doherty	3-0141
General Ledger Account Questions	See website (note 2)		Betsy DeMarcus	6-6059
Professional Liability	Judy Lashbrook	6-4577	Mark Stevens	6-3780
Manpower Spreadsheet Questions	Mark Stevens	6-3780	Stephen Doherty	3-0141
Payroll				
Extra Pay Questions	Judy Lashbrook	6-4577	Mark Stevens	6-3780
Payroll Questions/Issues	Judy Lashbrook	6-4577	Mark Stevens	6-3780
Vacation/Sick time - Exempt Employees	Judy Lashbrook	6-4577	Mark Stevens	6-3780
OpenTempo	Rachel Herrmann	6-1833	Mark Stevens	6-3780
KRONOS - Non-exempt Employees	Employee's Supervisor		Judy Lashbrook	6-4577
HR & Credentialing/Appointments				
HR Questions/Issues	Employee's Supervisor		Stephen Doherty	3-0141
Credentialing and Appointments	Dana Sylak	6-3779	Stephen Doherty	3-0141
FMLA Questions	Employee's Supervisor		Mark Stevens	6-3780
Space Issues	Stephen Doherty	3-0141	Mark Stevens	6-3780

Note 1: <http://www.vanderbilt.edu/procurement/eprocurement/index.shtml>

Note 2: <http://www.vanderbilt.edu/fis/ncoa>