Dear Student:

This confirms your registration for your biomedical technical education in Waukesha, Wisconsin. We are pleased that you have chosen GE Healthcare for your continuing technical education needs.

Please review the document contained in the following pages entitled, “Important Information for Your Training.” This document outlines the details on housing, transportation, location details, policies, a link to directions, as well as additional information regarding your visit to GE’s training facility. We encourage you to thoroughly review this material, while paying special attention to class requirements including those for laptops and safety shoes.

Please verify in the Enrollment Confirmation Notification you received via email that the class name, class location, and class date are accurate. Please email us at edservices@ge.com with any questions. (GE Employees should contact EdTechTrngAdmin@ge.com)

If you should need anything prior to class, please do not hesitate to contact one of our Education Coordinators at 1-888-799-9921. We will be happy to assist you. Again, thank you for choosing GE Healthcare.

We look forward to seeing you soon.

Sincerely,

GE Healthcare Technical Education Services Team
1-888-799-9921
Important Information for Your Training

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Class Requirements – Laptops, Safety Training Requirements, & Safety Shoes

Laptops
If you are attending one of the classes listed below, please bring a laptop with you to access the electronic service manual during the course. The service manual is going to assist you in the class.

The following classes require laptops:

<table>
<thead>
<tr>
<th>Class</th>
<th>Service Manual</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apex* Pro CH</td>
<td>Enterprise Access with CH</td>
<td>Mars* PC</td>
</tr>
<tr>
<td>Apex Pro FH</td>
<td>Image Vault*</td>
<td>Mars v8</td>
</tr>
<tr>
<td>Carescap® B650</td>
<td>Integrated Patient Monitoring</td>
<td>Solar* 9500</td>
</tr>
<tr>
<td>Carescap E850</td>
<td>LOGIQ* i/e</td>
<td>Solar Series</td>
</tr>
<tr>
<td>Carescap 6650/B850 Classes</td>
<td>LOGIQ E9</td>
<td>Vivid* E9</td>
</tr>
<tr>
<td>Clinical Information Center</td>
<td>LOGIQ P3</td>
<td>Vivid q/i</td>
</tr>
<tr>
<td>Clinical Information Center v5</td>
<td>LOGIQ P5/P6</td>
<td>Voluson* E8/E6</td>
</tr>
<tr>
<td>CASE*/Cardiosoft*</td>
<td>LOGIQ S8</td>
<td>Voluson I</td>
</tr>
<tr>
<td>Dash* Series</td>
<td>Muse* 5D/5E</td>
<td>Voluson S8/S6</td>
</tr>
<tr>
<td>Enterprise Access with FH</td>
<td>Muse 7</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: At the present time, laptops are not a requirement for any of the anesthesia training classes.

Important Note: If you are unable to bring a laptop, please bring your service manual to class.

Laptop requirements: PC based (Non Mac) Windows XP Pro or Windows 7; Local Administrator access; Wireless network card (Optional for Internet Access); Wired Network card; DB 9 Serial port; CD ROM drive; Ability to disable any and all spy ware and virus scan programs; HyperTerminal or other terminal emulation software; USB Port; AC Power Cord; Internet Explorer 8 or greater; Adobe Reader 6.0 or greater; Latest Flash Plug-in; Windows Media Player 10 or greater**

Safety Training Requirements
In order to provide a level of safety in our technical labs, we will be sending you instructions on viewing the following required online Environmental Health and Safety training courses to be completed prior to your attendance.

GEHC-GSS-EHS-34 - LOCKOUT/TAGOUT
GEHC-GSS- EHS-287 – ELECTRONICS SAFETY

By completing these courses you acknowledge that this training is to help you understand GE Healthcare safety requirements and not to fulfill your company’s obligations to train you on safety matters.

Safety Shoes
Your safety comes first! If you have safety shoes please bring them to class. They must meet the ATSM F2413-11 standards. If you do not own a pair of safety shoes GE will provide safety booties for you at no charge. To comply with Safety Standards set by GE, you must wear shoes that are enclosed (toe and heel) while in attendance at our Training Center.

Important Note: For your protection, sandals, open toed shoes, open heel shoes, and high heels, are not acceptable for class.
GE Healthcare Institute – General Information

Arriving at the GE Healthcare Institute
The first day of class begins in the Healthcare Institute cafeteria. The cafeteria is located to the right of the main entrance of the lobby sitting area. There will be signs with the course names on the cafeteria tables. Please look for your course name and meet your fellow classmates. Your instructor will greet you and escort you to your classroom and give you a tour of the building.

Late Arrivals
If you arrive late on your first day of class and miss your group, the front desk clerk can assist you in finding your classroom. You may also ask the front desk to call your Training Coordinator directly and someone will come to meet you at the front entrance to guide you through the building.

Obtaining Meal Badges
Meal badges can be obtained at the Rivers Edge Condominiums front desk or at the Healthcare Institute front desk.

- Out of town guests rooming at the condos: When you check into the condominiums you will be given your meal badge that includes breakfast, lunch & dinner, Monday - Thursday and breakfast & lunch on Friday.

- Guests relocated to hotels from the condos: Your meal badge will be available at the Healthcare Institute front lobby or your instructor can assist you in acquiring the badge that includes breakfast, lunch & dinner, Monday - Thursday and breakfast & lunch on Friday.

- Local guests not requiring lodging: Your meal badge will be available at the Healthcare Institute front lobby or your instructor can assist you in acquiring the badge that includes breakfast and lunch Monday through Friday.

- Guests arranging your own lodging: Your meal badge will be available at the Healthcare Institute front lobby or your instructor can assist you in acquiring the badge that includes breakfast and lunch Monday through Friday.

Dress Code
With respect to the dress code for our course participants, it is business casual.
The Healthcare Institute is a place to learn, and it's also a place of business! The dress code is “business casual”. This means attire appropriate for a business office. Comfortable slacks, shirts with a collar and casual leather shoes are examples of business casual dress. Jeans, sweatshirts, pullovers and tennis shoes are not business casual.

<table>
<thead>
<tr>
<th>What to wear - men:</th>
<th>What to wear - women:</th>
<th>What not to wear:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirts with collars</td>
<td>Shirts</td>
<td>Worn, faded, ripped, or dirty jeans</td>
</tr>
<tr>
<td>Sweaters</td>
<td>Blouses</td>
<td>Shorts</td>
</tr>
<tr>
<td>Polo/golf shirts</td>
<td>Cardigans</td>
<td>Spaghetti strap tops</td>
</tr>
<tr>
<td>Chinos</td>
<td>Sweaters</td>
<td>Shirts or tops with offensive words or images</td>
</tr>
<tr>
<td>Dress pants</td>
<td>Polo shirts</td>
<td>Low-cut tops</td>
</tr>
<tr>
<td></td>
<td>Skirts (knee-length)</td>
<td>Tank tops</td>
</tr>
<tr>
<td></td>
<td>Dress pants</td>
<td>Any clothing that reveals the midriff or back</td>
</tr>
<tr>
<td></td>
<td>Khakis</td>
<td>Flip-flops</td>
</tr>
<tr>
<td></td>
<td>Casual dresses</td>
<td>Stiletto heels</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sandals</td>
</tr>
</tbody>
</table>

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Transportation – Air Travel, Shuttles, Taxis, & Car Rentals

Air Travel
When making your flight arrangements we recommend flying into General Mitchell International Airport in Milwaukee, Wisconsin (MKE – airport code) the evening before your class begins. Class begins promptly as stated on your registration confirmation. For your convenience, we have provided the link to the General Mitchell Airport web site: http://www.mitchellairport.com/.

Air reservations should not be made until you have received email confirmation of your enrollment from the Technical Training Coordinator and no sooner than 3 weeks before the class start date. GE is not responsible for costs incurred due to changes in flight arrangements or cancellations. Please review our technical education policies for further details.

Customers: If airfare was included in your package, you will receive an email with instructions on booking your airfare with GE Travel. You will receive this email approximately 4/5 weeks prior to the start date of class. This airfare is good for one Coach ticket for registered student only. Airfare is not exchangeable for cash, rental cars, or additional airline tickets, and is non-transferable.

Early Departures
All students are expected to attend the course in its entirety. Therefore, we strongly recommend that you arrange your departure flight accordingly, allowing at least 30-45 minutes travel time to the airport to allow for traffic as well as time to check in at the airport and go through security. If you are unable to book a flight that will depart after class, please contact your Training Coordinator to discuss alternatives.

Transportation Services

Car Rentals/Shuttles
When arriving in Milwaukee you will need to coordinate your own transportation from the airport to the Healthcare Institute condominiums or to the hotel of your choice. We have provided a link to Milwaukee County’s General Mitchell International Airport’s Ground Transportation link of their website for an up-to-date list of transportation options available:

http://www.mitchellairport.com/ground-transportation/

Taxis/Towncars
Listed below are taxi options for transportation in the Milwaukee area.

American United Taxi Cab & All City Veteran Taxi
Phone: 414-220-5000

Yellow Cab Co-op
Phone: 414-271-1800

Airport Towncar Taxi
Lincoln Towncar Transportation Company specializing in luxury transportation for business travelers, locals and tourists looking for transportation to and from General Mitchell Airport to anywhere in Wisconsin or Chicago, Illinois.
Phone: 414-329-3000 or 800-945-5316
GE Healthcare Institute – Address, Website, Dining Facility, & Receiving Mail

GE Healthcare Institute Physical Address & Website
The GE Healthcare Institute is located at:

N16 W22419 Watertown Road
Waukesha, Wisconsin 53186

For more information on the facility, please visit the GE Healthcare Institute website at:

GE employees, please visit: http://content.health.ge.com/hci/

Directions to the GE Healthcare Institute
For directions to the GE Healthcare Institute, please click on the hyperlink below:
Directions to the GE Healthcare Institute

Dining Facility
The dining facility, located at the GE Healthcare Institute has the following hours:

- Breakfast: 7:00 a.m. - 8:30 a.m. (Monday - Friday)
- Lunch: 11:30 a.m. - 1:00 p.m. (Monday - Friday)
- Dinner: 5:00 p.m. - 7:00 p.m. (Monday - Thursday)
- Breaks: served all day from 7:00 a.m. – 5:00 p.m. (Monday-Friday)

Please note that the dining facility is not open on the weekend. However, the front desk personnel can assist you with numerous options on food services.

Receiving Mail at The Healthcare Institute
Students should not have any mail or packages sent to them at the GE Healthcare Institute or the RiversEdge condos. Please have personal items sent to your home. The GE Healthcare Institute is not responsible for personal items mailed or shipped to the facility, nor can GE bear the cost to ship personal items.
GE RiversEdge Condominiums – Accommodations, Physical Address, & Amenities

Lodging Accommodations
Customers: If lodging was included with your tuition package, a reservation at the RiversEdge Condominiums will automatically be made for you. If you will not be arriving the evening before class, please contact the condos directly at (262) 574-8621 or gehicondosdesk@med.ge.com. A $250 No Show fee will be assessed if you do not contact the condos and do not show up for your reservation.

The RiversEdge Condominiums are located within walking distance, directly across the street from the Healthcare Institute.

In the event the RiversEdge reaches capacity at the time of your registration, a reservation will be secured for you at a nearby hotel. You will receive an email confirmation from the RiversEdge front desk staff containing details on your hotel.

Note to GE Employees attending classes:

The RiversEdge Condominiums will automatically reserve a room reservation for you to start the evening before the class start date. If you do not require lodging or will not be arriving the evening before class, please contact the staff directly at (262) 574-8621 or gehicondosdesk@med.ge.com to avoid charges made to your cost center.

GE RiversEdge Condominium Address
Conveniently located across the street from GE Healthcare Institute at:
GE RiversEdge Condominiums
N16 W22350 Watertown Road
Waukesha, WI  53186
(262) 574-8621

**The RiversEdge main office for check-in is located in the 3rd condominium building - Bldg # 50. They are open 24 hours a day.

Customer Safety
If you are rooming at RiversEdge across the street from the Healthcare Institute, for your convenience there is a tunnel located under the main road that you may use to walk from your unit. We do not recommend walking across the street as this is a high traffic area with no sidewalk and your safety is our number one priority.

RiversEdge Amenities
- 143 sleeping rooms in 72 units. Each unit has 2 secured sleeping rooms with private bath (with hair dryer), iron & board, coffee maker, queen size bed, private TV, DVD, and telephone/modem lines
- Common living area w/27” TV, full kitchen and dining area
- Complimentary high-speed wireless internet access
- Alarm clock with iPod connection
- Laundry facilities on site
- Wireless internet
- All units with private balcony or patio
- Recreational facilities available on site (basketball, volleyball, & horseshoe)
- Fitness facilities available on site
- Game room with pool tables, ping pong and arcade machines
- Non smoking facility

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GE Healthcare Customer Technical Education Policies

Registration
- All pre-purchased training from Sales orders must be redeemed within 24 months for Diagnostic Imaging products and within 18 months for all other products.

Attendance
- Class start and end times will vary. Please refer to the enrollment notification email for start and end times of the class.
- Participants are required to arrive on time for class.
- An assessment is administered upon completion of the class. Participants must score 80% or higher to receive Certificate of successful class completion.

Cancellations
- Cancellations can be made by email or phone: edservices@ge.com or by contacting 888-799-9921.
- For cancellations made 7-15 business days prior to the class start date, there is a cancellation fee of 25% of course tuition.
- For cancellations made 1-6 business days prior to the class start date, there is a cancellation fee of 50% of course tuition.
- For no-shows (i.e., registered students who do not attend the class but do not cancel in advance of the class start date), there is a no-show fee of full course tuition.
- GE reserves the right to cancel or reschedule any class for any reason and at any time. GE will not be held responsible for any travel costs incurred due to causes beyond our control, such as, but not limited to, hurricanes, tornados, or strikes.
- For GE Employees, please read the cancellation policy found at this link: Cancellation Policy.

Low Enrollment
- GE Healthcare reserves the right to cancel classes due to low enrollment.
- Classes with less than 4 participants enrolled 3 weeks prior to the class start date may be cancelled.
- GE Healthcare is not responsible for travel costs incurred by cancellations.

When GE cancels a class, tuition will be refunded in full, or may be applied to the cost of another class scheduled to take place within 12 months of the original class.

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GE Healthcare Institute & GE RiversEdge Condominiums Tobacco-Free Campus Policy

Effective January 1, 2011, the GE Healthcare Institute and GE RiversEdge condominiums are a tobacco-free campus. Smoking will be prohibited in all areas of the property including outdoor land, parking lots, and cars in the parking lots. The campus property ends at Watertown Road and there is therefore no adjoining area to smoke. Please plan accordingly. Failure to comply with the GE tobacco-free campus standard may result in dismissal from campus, without refund, and, for GE employees, disciplinary action up to and including discharge.

GE Healthcare Institute/Devices Technical Training Illness Protocol

Signage is posted throughout the GE Healthcare Institute and on all entrance doors stating students/employees/visitors should not come to work ill. We will make a judgment of whether the student/employee poses a risk to others. If so, we will ask the student/employee to leave the building and return either home or to the HCI condos/offsite hotel until they are fever-free for 24 hours. They should go home or to their hotel and then call either their physician or Aurora Health Center (262-896-6000) to seek further guidance.

If the student/employee misses more than one class day, sought medical attention, and can provide a doctor’s excuse, we will work with the student and their employer to reschedule the student into another course offering.

Removable Media

The Healthcare Institute is working to increase our information security environment in an attempt to prevent the introduction and transmission of malware, as well as reduce the threat of a cyber-attack against our information infrastructure or training equipment/networks. To achieve our goal of a more secure training environment, the Healthcare Institute (HCI) has implemented a policy that no personal removable media be allowed in training classrooms or laboratories. It is recommended that students not bring any personal removable media into the HCI during training sessions. Students attending courses that require removable media to complete learning activities or share reference materials will be provided appropriate media devices by the HCI. Failure to comply with this policy may result in dismissal from the HCI.

A list of removable media to which this policy applies:
- Any external hard drives (Network or other)
- Any form of memory cards including, but not limited to; CompactFlash card, Secure Digital card (SD card), or Memory Stick
- Any other flash read/write media
- Any other USB read/write media

Recording Devices

GE Healthcare has recognized the increasing potential risk of a loss or compromise of intellectual property through the improper use of portable recording media devices. Students may not use any video or audio recording devices in the building or any Global Technical Training courses and labs, including online courses. Failure to comply may result in dismissal from the HCI.
Protecting Privacy

GE Healthcare Global Technical Training systems are used as part of technical training requirements for course curriculum. These systems are only for use in the training course environment and related lab functions and shall not be used for any other purposes, including any type of testing, systems or design engineering, service engineering or field work. Furthermore, Customer Service System Information (CSSI), Personal Information (PI), Protected Health Information (PHI) or any other data related to any individual shall not be uploaded to any training system without the express written consent of the Healthcare training organization.

During classroom demonstration it may be required to have relevant data available to simulate healthcare or system functions of the equipment. As much as practical, that data should be obviously fake or completely de-identified data.

Any student or organization receiving training from GE Healthcare agrees that training systems must not be used for these purposes and must agree to not place any form of personal information on the systems during access to the systems.

Definitions of personal information include, but are not limited to:

- **Customer System Service Information** or CSSI: Data originating from any customer medical equipment or system including image scan protocols, images, logs (including network analysis files) and other files which may contain PI or SPI.

- **Personal Information** or PI: Any information relating to an identified or identifiable individual. In practice, this means any information that can reasonably be used to identify a living person either directly or indirectly (e.g. by combining different sets of data which together form a complete record), including factual information about such person, such as name, address, telephone number, physical attributes, e-mail address, as well as information about his/her opinions or beliefs, or as otherwise defined by applicable law.

- **Protected Health Information** or PHI: Has the meaning ascribed to this term in HIPAA (Health Insurance Portability and Accountability Act of 1996 [http://www.hhs.gov/ocr/privacy/]), being individually identifiable health information held or transmitted by a Covered Entity or its Business Associate, in any form or media, whether electronic, paper, or oral. Individually identifiable health information is information that relates to (i) the individual's past, present or future physical or mental health or condition, (ii) the provision of health care to the individual, or (iii) the past, present, or future payment for the provision of health care to the individual, and that identifies the individual or for which there is a reasonable basis to believe it can be used to identify the individual. PHI excludes employment records held by a Covered Entity in its role as an employer. Further, information that has been “De-Identified” in accordance with the HIPAA Privacy Rule is not PHI.

- **Sensitive Personal Information** or SPI: Personal Information considered by GEHC to be particularly sensitive and includes: (i) national identification numbers, including, but not limited to, passport or Social Security Number, driver’s license number or equivalent, credit, debit or other financial account information; and (ii) data concerning racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, physical or mental health condition, sex life or offenses/criminal convictions.

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Waukesha/Milwaukee Area Entertainment

Entertainment in the Area
The following link to the Brookfield, WI Visitor’s Guide provides a complete listing of restaurants in the area as well as information on attractions, parks, sporting events and shopping in Brookfield and neighboring communities:
http://www.visitbrookfield.com/

Additional web sites for the latest activities in Milwaukee: www.onmilwaukee.com and www.milwaukee.org

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