

Decision Modeling for Health Economic Evaluation Fellowship at Vanderbilt University

May 2025

Logistical Information

Key contact information:

For issues related to:	Contact person:	Contact information:
Emergencies	Emergency hotlines	<p>Emergencies (including fires): Dial 911</p> <p>Nashville Police (Non-Emergency): +1 615-862-8600</p> <p>Nashville Area Crisis Center: +1 615-256-8526</p> <p>Vanderbilt Campus Police: +1 615-322-2745 (located near 2525 West End Ave at 2800 Vanderbilt Place)</p>
Program-related issues	VUMC Department of Health Policy: Christine Whitmore – Res Assoc Professor	<p>christine.whitmore@vanderbilt.edu +1 615-875-1507 (office)</p> <p>Use “HE Fellows at Vanderbilt” WhatsApp group to reach Vanderbilt instructors</p>
Travel, customs/immigration or per diem issues	Vital Strategies: Emily Myers – Senior Technical Advisor, Vital Strategies Kate West – Program Officer, Vital Strategies	<p>emyers@vitalstrategies.org +1 978-505-9792</p> <p>kwest@vitalstrategies.org</p>
Flight issues	Frosch Group Travel	+1 832-706-1590 vsgroupair@frosch.com
Travel safety and security or medical concerns	Vital Strategies: Riksum Kazi – Deputy Director, Global Security Team	<p>rkazi@vitalstrategies.org +1 646-753-0096</p>
Airport pickup	Jeff Cornelius	+1 615-604-1502 JCE@comcast.net

Websites with additional information:

- **Curriculum / Program:** For fellowship schedule and information please see <https://graveja0.github.io/vital-fellows-2025-website/>
- **Travel Guidance:** For further travel information please see https://www.vumc.org/global-health/international_visitor_information (Thank you to the Vanderbilt Institute for Global Health for pulling this information together!)

Flights:

- **Preparing for your flight**
 - Make sure you have all required documents before you travel
 - Check your flight status the week before, the day before, and on the day of travel
 - Check-in online if possible
 - Arrive early to airport! At least 3.5 hours early for international flights and 2.5 hours early for domestic flights
 - Take note of any **strict** restrictions on checked and carry-on luggage, and pack accordingly.
 - Please note that when flying into the US, there are restrictions on liquids and powders (e.g., cosmetics, food, etc.) that you can bring in your carry-on bags. Please review guidance [here](#). **Only bring in items that are permitted in the quantities that are allowed by federal regulations.**
 - Make sure you have purchased an eSIM and downloaded the app in advance of travel (see Communications below).
- **If you have any issues with your flight**, including a delay, cancelation, missed connection or illness that impact your travel itinerary, please follow these instructions:
 - Call the Frosch Group Travel Agency at +1 832-706-1590 or email them at vsgroupair@frosch.com. Be sure to have your 6-letter Agency Record Locator that is on the top of your flight itinerary (note: this is different from the airline confirmation number).
 - At the same time, alert Emily Myers by WhatsApp or phone at +1 978-505-9792, and send an email to emyers@vitalstrategies.org, copying kwest@vitalstrategies.org.
 - In case of a missed connection, please first contact the airline desk at the airport so that they can rebook you on the next available flight. If they are not able to assist, contact Frosch Group Travel.

Airport pickup:

- **Airport transfers will be provided by a local transport provider.**
 - Your driver will send you a WhatsApp message the day before to confirm pickup.
 - You may be grouped with other passengers arriving on the same flight or with similar arrival times.

- In case of issues, contact Jeff Cornelius, +1 615-604-1502.
- **Airport pick up procedures: Due to security, drivers cannot leave their vehicles unattended. Please follow these 4 steps:**
 1. Proceed from Aircraft to Baggage Claim.
 2. Claim baggage from carousel if checked.
 3. Contact your assigned driver on WhatsApp, or if you did not receive a message from your driver, call +1 615-604-1502 for vehicle description.
 4. Step Outside Baggage Claim to meet driver.
 - **DO NOT** follow signs to Ground Transportation (Uber, Taxi, Limo)
- Please send a message in the WhatsApp group to let us know when you have arrived safely at the apartment.

Accommodation:

- Accommodation is in apartments in the [Broadview at Vanderbilt](#) 120 20th Ave South, Nashville, TN 37203.
- You will need to pick up your apartment key/RFID tag as you enter the Broadview through the main doors next to the 8th & Roast coffee shop – someone from Vanderbilt will be there on Saturday to give you your apartment key.
- Your apartment will be equipped with linens (laundered weekly) and basic kitchen supplies. There is a grocery store (Turnip Truck) onsite.
- Housekeeping will be provided weekly.
- There is a washer/dryer for laundry in each unit.
- The building is equipped with high-speed WiFi, a fitness center, game lounge, individual and group study spaces, wireless printer.

Communications:

- While the Vanderbilt campus and Broadview buildings are equipped with WiFi, all fellows should have mobile data throughout the trip. **Please purchase an eSIM in advance of travel** (we recommend [Airalo](#)). A stipend of USD 50 has been added to your per diem payment to cover the cost.
- Make sure to select a local US plan with 30-day validity. USD 50 covers the most expensive option which is a 20GB plan including data / calls / texts and a 30-day validity.
- You will need to activate your eSIM upon arrival. You can do this using the free WiFi provided at the Nashville airport.

Immigration information and key terms:

- Please read and understand the following terminology before entering the US.
 - **I-94 Document:** After you enter the US, you will need to download your entry document, called an I-94, from the [US Customs and Border Protection \(CBP\) website](#). It is your I-94 that controls how long you can remain inside the US and what your status is once you arrive to the US. Please note that CBP officers handle thousands of entries to the US daily and errors in I-94 data happen. If your I-94 contains an error (i.e., incorrect expiration date), you must contact CBP to correct the error. You can find information on what to do if your I-94 contains incorrect data on the CBP website.
 - **Passports:** You must always maintain a valid passport while you are in the US. For any passport-related services, you can find a [list of all foreign Embassies in the US](#) on the US State Department's website.
 - **Please note:** Under the changed circumstances, there is no longer any 'mercy' or 'forgiveness' on the part of the US government. All rules and regulations are handled in accordance with the letter of the law. If you have any further questions concerning these laws, please email Vital Strategies and Vanderbilt.
 - **Proof of Visa Status:** The US government requires your original Passport, I-94 card, and visa forms to always be on your person. If these articles are stolen, you must file a police report immediately (see below under Emergency Information for contact numbers).

Entering the US:

- When you reach Immigration and Customs at your airport of entry in the United States, your luggage may be thoroughly searched, and your visa paperwork and passport will be examined at length. Depending on your country of origin, this procedure can take several hours, so please plan your trip accordingly. You will want these pieces of documentation printed out in hard copy and to be easily accessible. **If you do not have your passport and/or visa paperwork, you will not be permitted to enter the country.**
- **Please contact Emily Myers at +1 978-505-9792 to advise when you have successfully cleared Customs and Immigration.**

- **Documents.** Before you leave for the U.S., please be sure to have the following documents with you:
 - **Visa paperwork** and all other documentation that you received from the embassy
 - **Flight itinerary** (arrival and departure)
 - **Insurance** certificate
 - **Passport** and additional photo identification, and copies of those items
 - **Acceptance letter** from the program
 - **Endorsement letter** from your employer/government agency
 - A printed copy of this information packet
 - Local or international driver's license (if applicable)
 - Medical records for any pertinent health issues and immunization record
 - A supply of all prescription medications and a description of each medication written by your doctor

Meals:

- All meals apart from organized dinners will be covered through a per diem. You do not need to save receipts. Breakfast is not served as part of the accommodation so you will need to cater for your own breakfast. There is a grocery store and coffee shop onsite.

Per diem:

- All participants will be provided with a per diem of USD 1,866.20 to cover meals and incidentals, in line with Vital Strategies travel policy. In addition, participants receive a stipend of USD 75 to cover transport to/from the airport at your place of residence and USD 50 to cover the cost of an eSIM for communications. Visa application fees and travel taxes will be reimbursed upon emailing receipts to kwest@vitalstrategies.org.
- The per diem and transport stipend will be provided in two installments. The first payment of USD 300 will be before arrival and the remaining amount will be paid during the first week of the fellowship. All payments will be made via wire transfer to the bank account information provided (no cash per diems are provided).

Health insurance:

- Healthcare in the US is quite expensive. Healthcare in the US is private, not public, so travelers must obtain pre-approval for treatment through International SOS. You have emergency health insurance included in your visit through Vital Strategies, which can only be used in emergencies, not for routine health care. Please make sure to seek care for any chronic conditions ahead of travel and bring with you a sufficient supply of any routine medications you use. You should also keep a copy of a prescription signed by a physician for any routine medications.
- International SOS (ISOS)
Contact: +1 215 942 8226
Membership Number: 11BYCA640930

Pharmacies

In the US, all non over the counter medications require a prescription from a physician. There are several pharmacies close to the Vanderbilt Campus, including:

- Walgreens, 3010 West End Avenue - phone: +1 615-269-0098
- Medical Arts Pharmacy, 1211 21st Avenue South - phone: +1 615-936-1040
- CVS Pharmacy, 426 21st Avenue South - phone: +1 615-321-3981

Opticians

There are several opticians close to the Vanderbilt Campus, including:

- Vanderbilt Eye Clinic, Medical Center East, 8th Floor - phone: +1 615-936-2020
- Warby Parker, 1207 Villa Pl - phone: +1 615-249-1992
- Milam's, 3920 Hillsboro Circle - phone: +1 615-297-9017
- Pearle Vision, 4004 Hillsboro Rd, #105 - phone: +1 615-298-2020

Trauma / Emergency Department

Vanderbilt Emergency Department

1211 Medical Center Drive, Nashville, TN 37232

(615) 322-0160

24/7/365

Clinics

MinuteClinic

At: CVS Pharmacy

426 21st Ave S, Nashville, TN 37203

(866) 389-2727

cvr.com

CareNow Urgent Care-West End

Urgent care clinic in Nashville, TN

3404 W End Ave Ste 101, Nashville, TN 37203

(615) 866-4238

carenow.com

Open · Closes 8 PM

Concentra Urgent Care

315 14th Avenue North, Nashville, TN 37203

(615) 321-5698

concentra.com

Open · Closes 5 PM

CareNow Urgent Care - Downtown North Gulch

1020 Dr. M.L.K. Jr Blvd, Nashville, TN 37203

(615) 622-4644

carenow.com

Open · Closes 8 PM

Public and campus safety

Overall, Nashville is a safe place. Regardless, precautions should be taken to ensure your safety while here in Nashville. Follow these “common sense” rules of safety:

- Always make sure you lock all doors and windows of your room and/or car while you are away.
- Avoid carrying large sums of cash or valuables with you.
- Avoid visiting public places such as parks alone after dark.
- Avoid using Automatic Teller Machines (ATM) alone after dark.
- Do not carry weapons.
- It is a good idea to ask friends or colleagues what areas of Nashville are less safe than others.
- If something should happen, do not try to resist a robber or mugger, and contact the police as soon as possible.

For serious, life-threatening emergencies (including fires): Dial 911

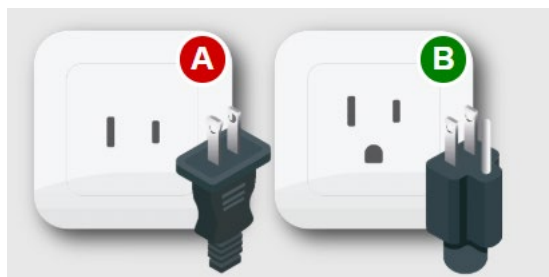
Nashville Police (Non-Emergency): +1 615-862-8600

Nashville Area Crisis Center: +1 615-256-8526

Vanderbilt Campus Police: +1 615-322-2745 (located near VIGH at 2800 Vanderbilt Place)

Other information

- **Money.** Please bring funds to cover your incidental expenses (shopping, entertainment outings, etc.). You will receive a per diem for daily expenses. You do not need to save receipts for your expenses. Credit cards are widely accepted although it is helpful to have some cash in US Dollars.
- **Electricity:** The US uses type A (2-prong) and B (3-prong) electrical outlets. The standard voltage is 120 V. Please bring a power adaptor.




- **Time zone:** Central Daylight Time (UTC-5)
- **Tipping:**
 - A “tip” or gratuity is expected for service at a restaurant or bar in the US. Servers typically earn below the minimum wage and they depend on tips to supplement their income.
 - The tip for the server is usually not included in the total amount on the bill you are given to pay. For good service, leave ~20% of the food bill; for exceptional service, 20% or more is customary. Note: For groups of more than six people, some restaurants automatically add the tip to the bill; you should check your bill before leaving or not leaving a tip.
 - You are not expected to leave a tip at fast food restaurants or places where you order at a counter and the food is brought to you.
 - Tipping people who provide other services, such as a haircut is also customary. Generally, a 10% tip is sufficient.

Getting around Nashville

Nashville is spread out and does not have a reliable system of sidewalks, so you may wish to use the city bus (Nashville Metro Transit Authority (MTA), operated by [WeGo](#)), a rideshare (such as [Lyft](#) or [Uber](#) - you will need to download their app to your phone), or a taxi. In addition, Vanderbilt has a campus shuttle bus.

Using the Nashville MTA / WeGo buses (public transportation):

- Each bus ride is \$2 USD and requires exact change. Credit cards are not accepted on the bus. You can also download the QuickTicket app from the WeGo [website](#) and set up an online account to use [QuickTicket](#) from your phone.
- On the WeGo website, you may find these features helpful
 - [Trip planner](#): determine what route and bus number you will take
 - [Bus schedules and routes](#), include route alerts
 - [Real-time arrival information](#)
 - WeGo routes are also integrated with Google maps. Choose the Transit option  to see the available bus routes and next scheduled arrival

Using taxis: Below is a list of some taxi companies in Nashville. The hotel concierge may also be able to help you find a taxi.

- Allied Cab +1 (615) 883-2323
- Checker Cab +1 (615) 331-7951
- Diamond Cab Company +1 (615) 915-0311
- Grand Old Taxi +1 (615) 868-8080
- Music City Taxi +1 (615) 865-4100
- Nashville Cab Company +1 (615) 242-7070
- United Cab +1 (615) 228-6969
- Yellow Cab +1 (615) 256-0101

Note: State and national law require that **you wear your seatbelt while in a vehicle.**

Please ensure this belt is securely fastened before the automobile is in motion. If a seatbelt is not available (such as on most buses and other forms of transportation) please be aware of this situation and be prepared to brace yourself in event of a quick stop.

Vanderbilt shuttle bus: The Vanderbilt University Medical Center campus is large and you may wish to use the campus shuttles to move between office buildings. Here are Vanderbilt shuttle route maps and times:

- [Blue Route and Green Route Shuttle Schedule](#) (please note: this link will download a document of the shuttle times)
- [Crystal Terrace and 3401 W. End Shuttle Schedule](#)
- [West End Staff Route](#)

A note on street names:

- Abbreviations: Avenue = Ave; Road = Rd; Place = Pl; Street = St; Boulevard = Blvd
- Many major roads in Nashville change names at different places in the city.
 - West End Ave runs by Vanderbilt University and is a main street in Nashville. It begins as Broadway Ave in downtown Nashville. Broadway then splits into Broadway (which later becomes 21st Avenue) and West End Ave. West End goes out of town to the West and changes name to Harding Road. As Harding goes further out of town, it becomes Highway 70S/100S.

Weather

Refer to [The Weather Channel](#) for up-to-date weather information and history.

Severe weather

- Tornadoes and flooding are common and can be dangerous.
- **In the event of severe weather, tune in to the internet, local radio, or television stations for announcements.**
 - **Nashville Severe Weather can be a helpful resource: follow them on [Twitter](#) and [Instagram](#)**
 - [Vanderbilt Severe Weather Warning System](#)
 - [Metro Nashville Outdoor Tornado Warning System](#)
- During a tornado, take cover in a room with no windows on the lowest floor possible of the building.
- Many areas in Nashville have tornado sirens. These sirens are tested at noon on the first Saturday of every month so pay attention to when you hear them.

Spring (March, April, May)

- Spring is pleasant, with daily temperatures typically above 70°F/21°C and nights down to 50°F/10°C.

- The highest monthly rainfall normally occurs in May.
- The Middle Tennessee area, including Nashville, has around a dozen or so tornado watches issued annually, most of which occur in March, April, and May.
- What to pack: rain gear; sweater or light jacket for nights

Classroom

Vanderbilt University Medical Center (VUMC) offices at 2525 West End Avenue (WEA)

The health economic modeling fellowship sessions will be held in VUMC space within the 2525 West End Avenue building. The Vanderbilt University campus bookstore is on the ground floor of the building, along with other retail spaces. You can enter 2525 WEA either from the front doors on the north side of the building (next to Starbucks) where you take an escalator to the second floor and access the elevators, or you can enter the west side of the building across from the Marriott and access the elevators on the ground floor. The building is generally open Monday through Friday from 7am to 6pm.

Classroom and study space

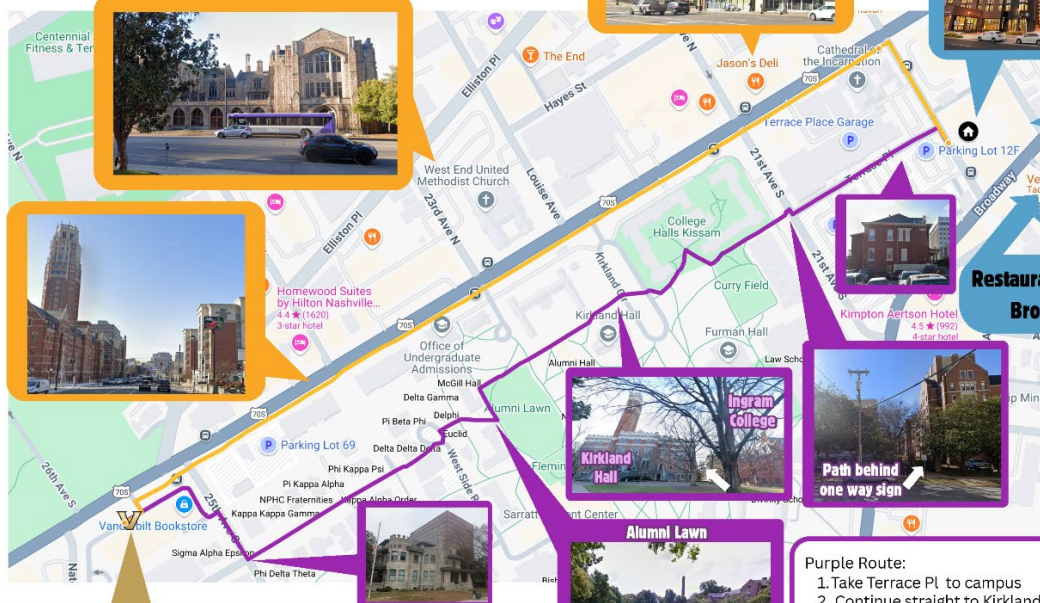
The Vanderbilt Institute for Global Health's classroom is located on the 7th floor in suite 750, room 753. We will have the door to the suite unlocked from 7am to 6pm, Monday through Friday. There are also a few desks and study spaces available to use in room 751 next to the classroom.

Photos

Photographs may be taken during the program. Please complete the media release form on day 1 to consent or opt out of having your photograph used in reporting and communications about the fellowship.

Gold Route:

1. Take 20th Ave to West End Ave. (Towards 8 & R Coffee Co.)
2. Take a left on West End Ave
3. Follow West End to 2525 West End



2525 West End Ave.



Look for the
Vanderbilt
Bookstore



**The Broadview at Vanderbilt
120 20th Ave. S**



**Groceries:
Turnip Truck
(off Lyle Ave.)**



**Restaurants are up
Broadway**



Purple Route:

1. Take Terrace Pl to campus
2. Continue straight to Kirkland Circle
3. Continue straight to Alumni Lawn
4. Go Between the Women's Center and McGill Hall
5. Follow the brick path.
6. Walk past all the houses with Greek letters.
7. You will end up at 25th Ave and see the ΣAE "castle".
8. Head Right towards West End Ave.
9. You should see the bookstore.