

**University of Michigan
Pediatric Emergency Medicine Fellowship Program**

QUICK FACTS

UMHS Department Address	University of Michigan Department of Emergency Medicine 1500 E. Medical Center Drive, SPC 5305 Taubman Center, B1 380 Ann Arbor, MI 48109-5305
UMHS Internal Address	B1-380TC, SPC 5305
Deferment Forms	Loan deferment forms should be submitted to the Education Office. Please make certain you have signed the form and completed all sections required by you. The Education Office will complete and mail the form. A copy will be placed in your mailbox for your records. The dates verifying your fellowship will be for the current academic year (July 1 st – June 30 th) unless the form asks for “anticipated date of completion”.
Holiday Pay	<p>Per the HOA agreement, house officers receive 1/364 of your annual salary when you work 4 or more hours on one of these holidays:</p> <ul style="list-style-type: none">Independence DayLabor DayThanksgiving DayDay After ThanksgivingChristmas EveChristmas DayNew Year’s EveNew Years DayMemorial DayBirthday <p>To obtain reimbursement please send an e-mail to Dawn Ambs (dawnambs@med.umich.edu) indicating the holiday(s) you worked. Once completed, a copy of the form submitted to payroll will be placed in your mailbox.</p>
CME Funds	Each PEM fellow is provided with an annual \$600 CME allowance to be used toward educational materials and/or computer software, hardware, etc. To obtain reimbursement submit your <u>ORIGINAL</u> receipt to Dawn Ambs in the Education Office. Please write your name on the receipt.
Travel Stipend	Each fellow will be provided with a one-time \$1,000 travel stipend to attend SAEM or PAS’ national conference during the fellowship.
Memberships	Annual membership is provided to the American Academy of Pediatrics (AAP) and the Society for Academic Emergency Medicine (SAEM).

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Fellow's Conference	During the PEM1 and PEM2 years (PEM3 year optional) the fellowship will fund travel to the national PEM Fellow's Conference (\$1,000 per fellow travel limit).
HMC Mileage Reimbursement	Mileage reimbursement is provided for each ED shift worked at Hurley Medical Center (HMC) using the current University mileage rates (56.5 cents per mile x 108 miles round trip = \$61.02 per shift). The form for mileage reimbursement will automatically be completed 1-3 months following each month; no information needs to be reported to the Education Office. Once completed, you will receive an email to verify and approve/submit.
Fax Number	(734) 763-9298 The fax machine is located in the back of the EM South Office by the copier.
E-Mail Lists	In Outlook, the following e-mail groups are established within the address book: EM-Faculty-Peds EM-Ped-Fellow EM-HouseOfficers-1 EM-HouseOfficers-2 EM-HouseOfficers-3 EM-HouseOfficers-4 EM-Chief EM-Faculty-Adult The following e-mail addresses can be used to send e-mails to the entire HMC faculty: EM.HMC.Faculty@umich.edu
