### 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 1st – June 30th) unless the form asks for “anticipated date of completion”. |
| Holiday Pay             | 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:  
|                         | Independence Day  
|                         | Labor Day  
|                         | Thanksgiving Day  
|                         | Day After Thanksgiving  
|                         | Christmas Eve  
|                         | Christmas Day  
|                         | New Year’s Eve  
|                         | New Years Day  
|                         | Memorial Day  
|                         | Birthday  
|                         | 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. |
| 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 ORIGINAL 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). |
**University of Michigan**  
**Pediatric Emergency Medicine Fellowship Program**

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<tr>
<th><strong>Fellow’s Conference</strong></th>
<th>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).</th>
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<tr>
<td><strong>HMC Mileage Reimbursement</strong></td>
<td>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.</td>
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| **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 |