

**MADIGAN ARMY MEDICAL CENTER  
FAMILY MEDICINE INFORMATION  
Tacoma, Washington 98431**

**SITE GME COORDINATOR:** Mrs. Holly Miller  
[holly.f.miller.civ@mail.mil](mailto:holly.f.miller.civ@mail.mil)  
Phone: 253-968-1511 Fax: 253-968-0958

**SITE PRECEPTOR:** Keith E. Petersen, D.O  
[keith.e.petersen2.mil@mail.mil](mailto:keith.e.petersen2.mil@mail.mil)  
Phone: 968-1340

**LOCATION:**

Madigan Army Medical Center  
Joint Base Lewis-McChord  
9040 Fitzsimmons Drive  
Tacoma, WA 98431

**GENERAL INFORMATION**

The Family Medicine Clinic at Madigan Army Medical Center at Fort Lewis is a few miles south of Tacoma. The clinic is located within the hospital and is staffed by 16 faculty, 21 residents, and nurses. Clinic facilities include exam rooms, administrative offices, lab, minor surgery rooms, and colposcopy suites, and a conference room. The majority of time will be spent in the ambulatory clinic. There is a daily morning report. Students present a topic of their interest during one of these time periods. During Family Medicine Grand Rounds, scheduled Wednesday mornings, topics are covered in greater. One week will be spent on the Family Medicine In-patient Team.

**PRELIMINARY ARRANGEMENTS**

**Federal Background Investigation:**

Due to security regulations at Madigan, civilian students must complete a National Agency Check with Inquiries in order to gain access to the hospital and its computer systems. The following steps need to occur in order to begin the background investigation process:

- Must be a U.S. Citizen
- GME's student coordinator, Mrs. Holly Miller, will need your MAMC Form 1567 completed with address and phone number **90** days prior to a rotation.
- You must complete and sign the forms SF 85 and OF 306.
- Call the Madigan Security office at 253-968-2032 to set up an appointment to visit the Madigan Security office to take fingerprints. At the appointment, you will need to have the completed **SF 85, OF 306, Original/Certified Birth Certificate, SSN Card, and Valid State ID**. Copies or substitutions **are not** accepted and will delay the investigation process. Without the appropriate documents, an appointment may not be scheduled. A Certificate of Naturalization is acceptable for proof of U.S. citizenship.

- After submitting your paperwork to Madigan Security, you will receive an investigation request acknowledgement email from Personnel Security Investigation Portal (PSIP) Center of Excellence. It is crucial that you check your email. The email is being sent to allow adequate time to collect the required information. Attached to the email there will be a list of information required by the U.S. Office of Personnel Management asking you to complete the online portion of your background, Electronic Questionnaire for Investigation Processing (eQIP). **There is a time limit for a response that will expire (5 Days) and the process will have to start over.**

If you have questions concerning the eQIP process, you may contact PSIP directly by calling 410-278-4194 or Mr. Travis Evans, Madigan Security Assistant, at 253-968-2032.

If a student lives beyond the 100 mile radius, they must contact the GME coordinator, Mrs. Holly Miller, and the Madigan Security office for an exception to policy.

Please do not hesitate to contact Mrs. Miller with any questions.

**Additional items required at least 30 days prior to the rotation and emailed to Mrs. Miller:**

- Letter of good standing
- Liability insurance
- Immunization records up to date with MMR (measles, mumps & rubella), Tdap, Hep B series, varicella or hx of chickenpox and current TB skin test.

**Housing:** Contact your clerkship coordinator, Stacey Morrison at [fmclerk@uw.edu](mailto:fmclerk@uw.edu) for information on lodging arrangements at the IHG Army Hotel on Joint Base Lewis-McChord if lodging is needed.

**Transportation:** Car required. Proof of auto insurance and vehicle registration is necessary to access the installation.

**Inprocessing Instructions:** Mrs. Holly Miller will send you an email with inprocessing information and required training instructions for HIPAA, Cyber Awareness and an abbreviated New Employee Orientation for visiting students. You should prepare to begin your rotation at 8:00 am on the first day of the rotation in the GME office with Mrs. Miller.

After inprocessing with Mrs. Miller, you will meet with Dr. Keith Petersen, Family Medicine Preceptor. Dr. Petersen is responsible for the family medicine student program. At least one faculty member or senior resident will always supervise the student. Orientation to the Madigan Army Medical Center Family Medicine will include faculty and staff introductions, procedures and policies of the clinic, and your six week rotation schedule.

## **CLINICAL WORK**

### **In the Office:**

You will work with several different physicians as your clinical preceptors. Most teaching is centered around the problems presented during the day. With clinic patients you will usually take the initial history and physical and then present your findings and plan to your preceptor. During your rotation your preceptor will discuss each case with you and see the patient in most cases. As the faculty determines your competency level and judgment, you will be allowed to assume more responsibility. You are always expected to interrupt faculty for any questions or areas of uncertainty. Students may participate in/observe procedures as they are available. Medical records are computerized and then co-signed by a preceptor. Clinic hours are 8:15 a.m. to noon, and 1:00 to 4:30 p.m. Morning report is at 7:30 a.m. daily.

### **On-Call/ ER:**

There is no overnight call. You will work one weekend during this rotation. The student will work with an R2 or R3 handling Family Practice emergencies, inpatients and OB patients. The student can do admissions but must have all orders and work-ups co-signed.

Dress: Recommended dress is business casual. Jeans are not authorized. The basic objective of the clerkship is to give you first-person experience in being a family physician in the community. The best way to get this experience is to emulate the physicians with whom you work. In each of these practices, the patients have been told that students will be involved in their care. You should make a point of wearing your UW nametag and introduce yourself as a student physician working with the practice as part of your medical studies at the University of Washington.

## **TEACHING AND DIDACTICS**

There are many seminars and didactics conducted throughout the rotation. Students will be given a list of these weekly and monthly meetings with brief descriptions of each. Morning report (7:30 - 8:00 am) includes a daily didactic session. Family Practice grand rounds are on Wednesday mornings from 7:30 am- 11:30 am.

The student will be expected to give a 20 minute didactic toward the end of the rotation.

Students will also be taught on Thursday mornings by residents in special student lectures.

The computers are located in the computer room next to the FMIT room.

We look forward to having you rotate here, and expect you will both learn from and thoroughly enjoy your rotation.

Revised May 12, 2015