**Preparing for your ANMC rotation**

Get excited! The ANMC rotation is a wonderful experience, and Anchorage is a delightful place to be. This document is intended as a reference guide and checklist to help you prepare for your month.

**Contact people at ANMC**

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* Adella Williams: program administrator
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* Lori Brink: handles the car/apartmetnt arrangements
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**Getting your Alaska license**

Get your Alaska license 3-6 months prior to starting your rotation. Go to [http://www.dced.state.ak.us/occ/pub/med4022.pdf](http://www.dced.state.ak.us/occ/pub/med4022.pdf%22%20%5Ct%20%22_blank) and return the paperwork to the UW program office. Here are some helpful hints that Kelli sends out in an e-mail.

1. Part II – Resident Rotation Assignment
Name: Alaska Native Medical Center; Location: Anchorage, AK
2. Part IV – Professional Activities
Be sure to list every state that you’ve held a license (ID, MT, WA if appropriate)
3. Part VII – Sworn Statement
Affix a passport photo.  Your signature must be notarized.  Fortunately, Madeline is a notary!
4. Authorization for Release of Records
Complete this form
5. Verification of Medical/Osteopathic School Education Resident Application
Complete and send to your medical school.  Be sure to include any fees that your medical school charges or verification
6. Verification of Good Standing from Residency Training Program
Complete sections I-III and return to our office for signature
7. Acceptance of Responsibility by Alaska Facility, Hospital, Clinic
Complete sections I-II and return to our office.  We will forward to Dr. Madhani-Lovely for signature.
8. Physician Board Action Data Bank Inquiry
Complete this form and mail directly to the FSMB (address on form)
9. Verification of Licensure – ResidentGo to [www.veridoc.org](http://www.veridoc.org/%22%20%5Ct%20%22_blank) and follow the instructions to create and send verification(s). Veridoc sends verifications immediately.
	1. Idaho - $30.00
	2. Montana - $20.00
	3. Washington - $60.00.
10. Certified True Copy of Medical School Diploma
You must take your original diploma and a copy to a notary so s/he may compare the original to the photocopy. The notary must write “I certify this to be a true copy of the original document” on the photocopy and attest to the fact by signing and notarizing the document. Aren’t you luck Madeline is a notary?!?.
11. Fee
Enclose a $50 check made payable to the State of Alaska

**Alaska Native Medical Center credentialing**

Prior to the start of your rotation you will need to be credentialed by the Alaska Native Medical Center. Contact Ms. Adella Williams ([akwilliams@anthc.org](https://ap04.alpine.washington.edu/alpine/alpine/2.0/mailto?to=akwilliams%40anthc%2Eorg&pop=view/0/Alaska/7) or 907-729-1559) as soon as possible to get things under way. She will send you the paperwork to fill out.

**Lodging and Transportation**

Flight:

*You will have the apartment and rental car from the Sunday before you start your rotation through the Saturday of your last weekend.* Plan your flights accordingly.

Apartment:

The address is **3640 East 42nd Ave, Anchorage, AK, unit #7**. It is a 1-bedroom furnished apartment with a kitchen, cable TV, coffee maker, dishes, towels/sheets, and wire-in DSL internet. There is no dishwasher, but there is a dish drying rack. It is located between ANMC, another hospital, and the University of Alaska Anchorage campus. If the person there the month before you is nice, they will leave a bag in the program office at ANMC with some stuff for you. Examples include dry goods, laundry detergent, dishwashing soap, etc. Everything else you’ll have to buy for yourself.

Getting in: The door is not operated with a key; rather, there’s a numerical pad on the lock. The code is 1007. When the light turns green, rotate the locking mechanism to unlock the dead bolt.

Laundry: There is a free laundry room at the apartment complex. Make sure in advance that you have the current laundry room code. As of 9/1/13, it was 1795.

Rental car:

Once you get there, the program provides a rental car for you. About a week before you go, you should check with your contact people at ANMC about the reservation.

**The ANMC rotation**

You will have communicated with Adella in advance about the structure of your rotation. Your options are CCU, hospitalist, and outpatient. You can spend the whole month doing one of these things, or you can split the month between two of them.

* CCU: the critical care unit is an open ICU that takes care of all sorts of critical care patients. You will have the opportunity to do lots of procedures (central lines, art lines, intubation, tunneled dialysis line placement at the bedside). You’ll take care of medical, surgical, and neuro ICU patients.
* Hospitalist: inpatient hospitalist medicine.
* Outpatient: this is a specialty care-based outpatient experience. Adella tries to maximize your exposure to procedures in the outpatient setting (e.g. bronchs, EGDs, colonoscopies) and to schedule you with great people. You do a day at a time in a bunch of different specialty clinics. If you’re interested in something particular, let Adella know in advance.

The first day is spent doing administrative things. You’ll have computer training, get your ID badge, fill out some paperwork for HR, get computer access, and get your schedule.

The Alaska native health system is designed to provide care to the Alaskan native people. The hospital in Anchorage is the main hospital within this health system, and they have smaller facilities out in some of the towns. People get flown in from all over the state to be cared for at ANMC in Anchorage. Once every 2 weeks or so there is a cultural course focusing on the Alaska native population. If you’re interested in participating in one of these courses, let Adella know.

**ANMC Preparation Checklist:**

**3-6 months prior to going to Anchorage:**

* Apply for Alaska medical license (allow several hours to complete this paperwork)
* Fill out paperwork for ANMC credentialing
* Buy a plane ticket

**1 month prior to going to Anchorage:**

* Communicate with Adella about the structure of your rotation (CCU/hospitalist/outpatient)
* Let Adella know if you are interested in spending a half day learning about cultural issues that come up in care of the Alaska native population
* Get copies of up to date N95 fit testing and vaccine records (including PPD)

**1 week prior to going to Anchorage:**

* Ensure communication with your contact people at ANMC about the rental car and apartment arrangements
* Confirm that you have the correct apartment door code and laundry room door code