

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Public Health Service

Indian Health Service

Refer to: DPM

---

ALBUQUERQUE AREA INDIAN HEALTH SERVICE CIRCULAR NO. 90-1

---

TRAVEL FOR PHYSICIANS AND MEDICAL STUDENTS/RESIDENTS

Sec.

1. Purpose
2. Background
3. Policy
4. Responsibilities
5. Reimbursement Procedures
6. Supersession

1. **PURPOSE.** This policy establishes the Albuquerque Area procedures for processing the travel arrangements for Physicians and Medical Students/Residents interested in employment and clerkships.
2. **BACKGROUND.** The Albuquerque Area has had problems in the past in coordinating and completing the travel arrangements for Physicians and Medical Students/Residents. The problem has been only one person is available to contact the Physician/Medical Student/Resident to make the travel arrangements. If the Service Units can make preliminary travel arrangements with the Physician the process can be expedited. The Area Physician Recruiter will still be the primary contact with the IHS Physician Site Visit Contractor for Physician travel arrangements.
3. **POLICY.** This is to define the responsibilities of Service Units in the Albuquerque Area Indian Health Service to make travel arrangements with Physicians and Medical Students/Residents.
  - A. Site Visits by Non-IHS Physicians. The Service Unit will contact the Area Physician Recruiter with preliminary information for non-IHS Physician's travel including Physician's name, date the Physician wants to visit the facility, telephone number where the Physician can be reached, and where the Physician is located.

---

Distribution: All Indian Health Manual Holders  
All Albuquerque Area Program Managers  
Service Unit Personnel Management Specialists

02/12/90

- B. Site Visits by IHS Physicians. The Service Unit will make the travel arrangements and pay for the IHS Physician's travel. This will require the Service Unit to develop a travel order for Physician, make the motel and travel arrangements such as rental car, per diem, airline tickets and completing the travel voucher. The IHS employee spouse's travel can be paid through the IHS Site Visit contract for physician travel according to the fees allowed for spouses.
- C. Travel of Medical Students/Residents for Clerkships/Rotations. Only the cost of a round trip common carrier fare is authorized for Medical Students/Residents. If the individual wishes to travel by POV, the cost cannot exceed the price of the round trip airfare. The Service Unit will prepare the travel order, make airline reservations, make arrangements for purchase of the airline tickets and complete the travel vouchers for payment. Medical Students/Residents will be reminded by the Service Unit that sufficient identification is required in order to pick up the prepaid tickets at the airport.

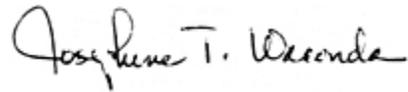
4. RESPONSIBILITIES.

- A. The Service Unit will coordinate with the Area Physician Recruiter for non-IHS Physician travel. The Area Physician Recruiter has the authority designated by Health Manpower Support Branch (HMSB) to make arrangements with the IHS Site Visit Contractor for Physician travel.
- B. Service Units will make arrangements with the Area Physician Recruiter to coordinate with other Area IHS Physician travel (where more than one Area is visited, only one Area will prepare the travel order and voucher for travel reimbursement).
- C. Service Units will notify the Area Physician Recruiter of Medical Student/ Resident travel. If problems are encountered the Area Physician Recruiter can assist in resolving the problems.

5. REIMBURSEMENT PROCEDURES.

- A. There are times when the IHS Site Visit Contract for Physician Travel will expire or otherwise not be in effect. It will be each Service Unit's responsibility to make the travel arrangements for the Physicians and their spouses for the site visits. The travel which would be normally covered by the contract will be reimbursed by Health Manpower Support Branch, Office of Health Programs, IHS Headquarters by submitting copies of the travel documents to the Area Physician Recruiter.

- B. Medical Students/Residents travel will be reimbursed by HMSB, Office of Health Programs, IHS Headquarters. Service Units will submit to the Area Physician Recruiter copies of the individual's travel order, travel voucher or GTR to pay for the airline ticket, and completed Indian Health Service Clerkship Report (see Exhibit 1). The Area Physician Recruiter will send a request for reimbursement to the Chief, Health Manpower Support Branch to make the transfer of funds to the Service Unit account.
6. SUPERSESSION. This is in effect until it is superseded.

 2/12/90

Josephine T. Waconda  
Assistant Surgeon General  
Director, Albuquerque Area  
Indian Health Service

Date: \_\_\_\_\_

## Indian Health Service Clerkship Report

( )			
Name	Social Security No.	Telephone No.	
Street Address	City	State	Zip Code
School Name		Graduation Date	
Street Address	City	State	Zip Code
Area:	Service Unit:	From:	To:
Clerkship Location		Clerkship Dates	
Clerkship Performance:    / / Outstanding            / / Satisfactory            / / Unsatisfactory			
I do / /        do not / /        recommend another clerkship.			
I do / /        do not / /        recommend consideration for the Public Health Service.			
Comments:			

( )			
Name	Social Security No.	Telephone No.	
Street Address	City	State	Zip Code
School Name		Graduation Date	
Street Address	City	State	Zip Code
Area:	Service Unit:	From:	To:
Clerkship Location		Clerkship Dates	
Clerkship Performance:    / / Outstanding            / / Satisfactory            / / Unsatisfactory			
I do / /        do not / /        recommend another clerkship.			
I do / /        do not / /        recommend consideration for the Public Health Service.			
Comments:			

( )			
Name	Social Security No.	Telephone No.	
Street Address	City	State	Zip Code
School Name		Graduation Date	
Street Address	City	State	Zip Code
Area:	Service Unit:	From:	To:
Clerkship Location		Clerkship Dates	
Clerkship Performance:    / / Outstanding            / / Satisfactory            / / Unsatisfactory			
I do / /        do not / /        recommend another clerkship.			
I do / /        do not / /        recommend consideration for the Public Health Service.			
Comments:			

---