

## 2022 Department of Medicine Structured Evaluative Letter, aka Chair's Letter, FAQs

**Who needs one?** If you are applying to Internal Medicine, Internal Medicine-Pediatrics, or Preliminary Medicine, many programs require a Department of Medicine Structured Evaluative Letter, aka Chair's Letter.

**What's included?** Letters will be written in partial adherence to the AAIM Guidelines for Internal Medicine Structured Evaluative Letter (full adherence not possible due to DGSOM's evaluation system). Letters include descriptions of key DGSOM Internal Medicine rotations with grade distributions, a paragraph each describing your performance in the Internal Medicine core clerkship (or for students who completed core clerkships AY20-21 or prior both Ambulatory Medicine and Inpatient Medicine) and any 400-level fourth-year electives completed in the Department of Medicine, and a final summary paragraph. Letters do not include content unrelated to the Department of Medicine accessible in other ERAS documents (such as USMLE scores, your CV, other clerkships, etc.).

**Who writes it?** Please contact your **third year Internal Medicine core clerkship site** (or for students who completed core clerkships AY20-21 or prior, choose one of your Inpatient Medicine sites) to complete your letter. The site director(s) typically writes the letter on behalf of the Chair. We use a standardized template across all sites so the ultimate letter is extremely similar regardless of site; we are simply dividing up the workload. When you create the LoR entry in ERAS, don't forget to use the "Department Chair" selection so it shows up correctly for programs who require a Chair's Letter.

If you rotated at....	Contact
UCLA	Sarah Chun ( <a href="mailto:SarahChun@mednet.ucla.edu">SarahChun@mednet.ucla.edu</a> ) Cosigned by Dr. Jodi Friedman, Clinical Professor, Vice Chair for Education, Department of Medicine Please also complete the request form.
Cedars	Dr. Anish Desai ( <a href="mailto:anish.desai@cshs.org">anish.desai@cshs.org</a> ) Cosigned by Dr. Paul Noble, Professor, Chair, Department of Medicine
Olive View	Dr. Matthew McCullough ( <a href="mailto:mmccullough3@dhs.lacounty.gov">mmccullough3@dhs.lacounty.gov</a> ) Cosigned by Dr. Soma Wali, Professor of Clinical Medicine, Chair of Medicine
Harbor	Dr. Jessica Lo ( <a href="mailto:jlo@dhs.lacounty.gov">jlo@dhs.lacounty.gov</a> ) Cosigned by Dr. Joseph Thomas, Chair of Medicine
VA	Dr. Tyler Larsen ( <a href="mailto:tyler.larsen@va.gov">tyler.larsen@va.gov</a> ) Cosigned by Dr. Zhaoping Li, Professor of Medicine, Chair of Medicine
Kaiser	Dr. Joon Park ( <a href="mailto:joon.s.park@kp.org">joon.s.park@kp.org</a> ) Clinical Instructor, Program Director, Kaiser Permanente Los Angeles Medical Center Internal Medicine Residency Program <ul style="list-style-type: none"><li>BUT don't select Program Director as letter writer type!</li></ul>

**When should I request it?** We appreciate being contacted as early as possible since we have many letters to write, but you should allow AT LEAST two weeks for letter preparation and upload to ERAS (note: ERAS opens to programs 9/27/2023).

**What should I include with my request?** We will need the ERAS letter request form with upload code, as well as copies of your evaluations from any Department of Medicine 400-level fourth-year electives and, for students who completed core clerkships AY20-21 or prior, your third year Ambulatory Medicine core clerkship if it was at a different site.