



Howard Timecard Process

All clinicians will use Agency timecard (travel and per-diem)



MSP-AMN
ard Howard Cc

- Clinicians will use the Agency timecard and also will clock in/out at the nursing office
 - The clock in/out time is only used for validation purposes
 - If clinician does not take a lunch, charge nurse or manager has to initial the timecard
 - If clinician starts working prior to their schedule start time or working after to their schedule end time, charge nurse or manager would have to initial the timecard
 - The timecard needs these approval or AMN will not be paid
 - Nurse Manager will sign the timecard at the end of the week and send to Katreka
 - At the end of the week clinician is required to leave a copy of the signed timecard at the staffing office
 - Staffing office personnel will fax timecard to Katreka. Katreka will then send to vendor).
If timecard is missing:
 - Contact Katreka to inform her that the timecard is missing and request that the clinician send the timecard to AMN following the process outlined above
 - Exception: if appropriate approvals are not given and the clinician is no longer on assignment at the facility, Katreka will assist vendor to obtain approvals. Client staff contracts are:
- Rounding rules ¼ of hr
- Travel cancelations will be recorder on the timecards
 - AMN will not bill for any cancelations
- Per Diem cancelations
 - 2hrs notice for cancelation, if not AMN will bill 2hrs at the regular rate. There is a 5 min. grace period. Such cancelations will be recorded on [Call Off Form](#), see form below
 - Khadijah or Beverly will sign the form and send to Katreka Webster. Katreka will send to the vendor.

Per Diem Facility Call-Off Verification Form

Employee Name _____

Facility Name Siblev Memorial Hospital

Date(s) of Call Off(s)	Unit/Cost Center	Shift Start Time	Time of Cancellation	Cancellation Notice Given	Reason
EXAMPLE: 7/11/11	Mom/Baby/71240	7:00 pm	6:30 pm	.5 hrs	Called off due to low census

Pursuant to the Healthcare Staffing Agreement, Facility shall provide a minimum of two hours cancellation notice.



- Overtime is approved as long as the clinical obtains approvals listed previously
- Orientation is completed during the first week of the assignment:
 - Timecards will indicate the total hours of orientation, only hours listed at EPIC will be billed at 50% of the regular bill rate. There may be 16-19 orientation hours
 - The clinician will be responsible for writing the orientation, in case the clinician does not list the orientation hours Khadijah or Beverly will make sure the orientation is listed
 - Orientation will be billed at the unit worked; on the invoice, comments will be added to note orientation hours.
- On Call and Call Back
 - The clinicians have to report only the hours worked (scenarios listed below).
 - Clinician is schedule to be On Call for 12 hours. During the On Call shift clinician is asked to come in to work at the 6th hour of On Call. The timecard should list 6 On call hours and total hours worked as Call Back
 - Clinician is schedule to be On Call for 12 hours but clinician is asked to come in before or at start time of the On Call shift for 12 hours of call back. The timecard should list 12 hours of call back with no on call hours
 - Clinician is schedule to be On Call for 12 hours and she/he is not called in to work. The timecard should list 12hrs On call hrs with no call back hours
 - The client would only schedule on call and call back at these units: LD, OR, PACU and Cath Lab