



locum tenens
permanent placement

SURGICAL SPECIALTY TIMESHEET

6767 Old Madison Pike Suite 690 Huntsville, AL 35806

Office: 1-800-955-1919 Fax: 1-256-382-6497

Provider #: _____

Job ID #: _____

Assign. #: _____

Timesheet #: _____

Provider Name: _____

Week Ending: _____

(payroll weeks end on Sunday)

Worksite: _____

DATES WORKED:	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.
ACTUAL HOURS WORKED:							
Starting Hour:							
Ending Hour:							
Total Regular Hours Worked (minus time taken for lunch):							
ACTUAL NUMBER OF HOURS IN SURGERY EACH DAY:							

OVERTIME/CALL BACK HOURS:							
Starting Hour:							
Ending Hour:							
Total Overtime hours:							
ACTUAL NUMBER OF HOURS IN SURGERY EACH DAY:							

*Only list ACTUAL HOURS WORKED.

**If multiple start and end times, please write small.

Weeknight Call (Beeper): (Please mark)	Yes <input type="checkbox"/> <input type="checkbox"/> No	Yes <input type="checkbox"/> <input type="checkbox"/> No	Yes <input type="checkbox"/> <input type="checkbox"/> No	Yes <input type="checkbox"/> <input type="checkbox"/> No	Yes <input type="checkbox"/> <input type="checkbox"/> No		
Weekend Call: (Please mark)						Yes <input type="checkbox"/> <input type="checkbox"/> No	Yes <input type="checkbox"/> <input type="checkbox"/> No

PLEASE SIGN (Physician and client representative are required):

Client approved timesheets are due by noon each Monday. Submit your expense receipts along with your D&Y expense form for any auto rental, airline, lodging and approved miscellaneous expenses for reimbursement.

• If personal auto was used, mileage incurred _____

Locum Tenens Provider

Client Representative Approval

If you have any questions or concerns regarding this timesheet, please contact:

Amy Kunselman at 1-800-955-1919 Extension 5353

Please fax timesheet to 256-382-6497