| [Organization Name] | [Organization Logo] |
| --- | --- |
| **Policy Name** | **Medical Director Timesheet Policy and Procedure [TEMPLATE]** |
| **Policy Number** |  | **Last review date** |  |
| **Department** |  | **Next review date** |  |
| **Reviewed by** |  | **Approved by** |  |

| ***How to use this template:****The purpose of this medical director timekeeping policy template is to provide healthcare organizations with a standardized policy and procedure document which can be adapted based on the organization’s requirements. The purple highlighted sections should be changed to reflect your organization’s specific details, and this block of instructional text can be deleted once your policy is completed.**The TimeSmart.AI team suggests that all policies and procedures go through a formal and regular review to ensure compliance with your healthcare organization’s protocols as well as state and federal regulations.**Please note that this template is provided for informational purposes only and should be reviewed, customized, and validated by legal and compliance professionals before implementation at your hospital setting to ensure accuracy and compliance with your healthcare organization’s protocols as well as state and federal regulations.* |
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**PURPOSE**

The purpose of this policy is to establish guidelines for the completion and submission of timesheets by medical directors at [organization name]. This policy outlines the procedures for documenting and reporting time worked by medical directors in order to ensure accurate and timely payment for their services.

**SCOPE**

This policy applies to Medical Directors at [organization name] who perform administrative tasks in addition to providing clinical care are required to keep timesheets.

These timesheets should document that the Medical Directors are carrying out the necessary administrative tasks and the clinical obligations for which they are being paid. Both employed and contracted Medical Directors who meet this requirement are subject to this practice.

Employed Medical Directors that are administrative may be exempt from using specific timesheets.

Contracted Medical Directors that are administrative must fill out timesheets as part of the contract monitoring procedure.

**POLICY**

All [organization name] facilities with Medical Directors meeting the criteria above (clinical and administrative duties) should ensure that timesheets are developed for each applicable Medical Director, distributed, collected, and monitored regularly for compliance.

**PROCEDURE**

Timesheet Preparation

Medical Directors are required to complete timesheets for all hours worked. The time logs must be completed on a [weekly/monthly] basis and submitted to the appropriate department or individual for approval.

[If your organization is using a timesheet document for Medical Directors, include a link to the Microsoft Word or PDF document here]

[If your organization is using a timesheet software for Medical Directors, include a link to the software and training guidelines here.]

Time Recording

Medical Directors must accurately record the time they spend providing services to [organization name]. This includes time spent on clinical care and administrative tasks.

Approval Process

Timesheets must be approved by the appropriate Department Head or Supervisor. The approval must include verification that the hours recorded on the timesheet are accurate, aligned with contractual obligations of the Medical Director, and that the services provided were necessary and appropriate.

Timeliness of Submission

Timesheets must be submitted by the Medical Director within [specify time period] of the end of the week/month being reported. Failure to submit timesheets on time may result in delayed payment for services provided.

Corrections and Re-submission

If errors are identified on a timesheet after it has been submitted, the Medical Director must promptly notify the appropriate department or individual responsible for approving the timesheets. Corrections must be made and the timesheet resubmitted within [specify time period].

Dispute Resolution

In the event of a dispute regarding the accuracy of a timesheet or payment for services provided, the medical director must promptly bring the matter to the attention of the appropriate department or individual responsible for resolving the dispute.

**RESPONSIBILITIES**

Medical Directors

Medical Directors are responsible for accurately recording their time and submitting timesheets on a timely basis.

Department Heads / Supervisors

Department heads and supervisors are responsible for reviewing and approving timesheets submitted by medical directors under their supervision.

Human Resources / Finance

Human Resources / Finance is responsible for processing timesheets and ensuring accurate and timely payment for services provided by medical directors.

Compliance / Privacy

If have any questions, please contact the Chief Compliance Officer or Privacy Officer

**Enforcement:**

* No payments shall be processed without sufficient documentation. The timekeeping logs must be aligned with contractual obligations for the medical director, and contain sufficient detail to support the activity claimed.
* Late timesheet submissions must be reviewed by the Compliance Department
* Altering, falsifying, tampering with time records may result in disciplinary action, up to and including termination of employment.
* Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.