| ***How to use this template:****The purpose of this physician 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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**SCOPE**

This policy applies to all physicians employed by [organization Name], including salaried, contracted, part-time, and per diem physicians.

**PURPOSE**

The purpose of this policy is to establish the guidelines and procedures for physician timekeeping at [organization name]. Accurate timekeeping is essential for accurate payroll, billing, and compliance with applicable laws and regulations.

Also included in this policy are guidelines to physicians for the proper use of the [organization name] [timekeeping log / time tracking spreadsheet / timekeeping software] for clinician time and attendance, and to ensure that time records are accurately reported.

**POLICY**

Physicians are required to accurately record their time worked in the [organization name] timekeeping log (Microsoft Word or PDF document example should be provided) / time tracking spreadsheet (Microsoft Excel or Google Sheet example should be provided) / timekeeping software system (name of the clinician timekeeping solution here).

* Time must be recorded in increments of [15 minutes] and must accurately reflect the time worked by the physician.
* Time off, such as planned or unplanned absences must also be recorded in the [timekeeping log / timekeeping spreadsheet / timekeeping software system].
* Physicians must sign and certify their time records as accurate at the end of each pay period.
* Any discrepancies or errors in the physician's time records must be reported and corrected in a timely manner.
* Time recorded must be aligned with the physician contract obligations.

**PROCEDURE:** *[adjust based on the timekeeping system used by your healthcare organization]*

**Timekeeping log** *(use this section if your organization has a paper based timesheet that physicians are required to complete. The Microsoft Word or PDF document example or link to the document should also be provided here)*

* Complete all sections of the timekeeping log
* Ensure that timesheet details are aligned with your contract obligations
* Sign and date the document to certify time records are accurate
* Submit to the Medical Director by interoffice mail or by scanning and email

**Timekeeping spreadsheet** *[use this section if your organization has a spreadsheet template that is required to be completed by clinicians. The Microsoft Excel or Google Sheet example or link to document should be provided]*

* Complete all sections of the timekeeping spreadsheet
* Ensure that timesheet details are aligned with your contract obligations
* Sign and date the document to certify time records are accurate
* Submit to the Medical Director by interoffice mail or by scanning and email

**Timekeeping software system** [insert the name of the clinician timekeeping solution here].

Physicians will be provided with access to the hospital's timekeeping system.

1. Recording Time:
	1. As a best practice, it is suggested that physicians log in to the timekeeping system [name of the timekeeping system] once a week and complete all activity logs
	2. Physicians must ensure that the time and activity logged is aligned with their specific contractual obligations
	3. For time off, such as planned or unplanned absence requests, physicians must record the time off in the timekeeping system [name of the timekeeping system].
2. Signing and Certifying Time Records:
	1. At the end of each pay period [bi-weekly, monthly], physicians must review their time records in the timekeeping system [name of the timekeeping system] and ensure they are accurate and aligned with contract obligations.
	2. Physicians must then sign and certify their time records as accurate in the timekeeping system [name of the timekeeping system].
3. Reporting and Correcting Discrepancies:
	1. Any discrepancies or errors in the physician's time records must be reported to the hospital's compliance team and payroll department.
	2. The compliance team and payroll department will review the discrepancy and work with the physician to make any necessary corrections.
	3. If a resolution cannot be reached, the matter will be referred to the hospital's [Legal / Compliance / Human Resources] department for further review and resolution.

**Enforcement:**

* No payments shall be processed without sufficient documentation. The timekeeping logs must be aligned with contractual obligations for the physician, 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.