

Productivity Adjustments

Please fill out the following information and forward to Finance/Payroll.

This form is to be used by exception only to adjust the productivity of per-visit employees under circumstances requiring extended travel to provide patient care.

All productivity adjustments must be approved by a VP.

Employee _____ Today's Date _____

Please Print

Pay Period _____ Pay Date _____

Service Line: IHC _____ Hospice _____

Community Office: _____

Reason: _____

Date: _____ Travel From: _____ Travel To: _____

Date: _____ Travel From: _____ Travel To: _____

Date: _____ Travel From: _____ Travel To: _____

Date: _____ Travel From: _____ Travel To: _____

Reimbursement: 1.0 routine visit per day (125 miles or greater)

Examples:

Bluffton to Beaufort

Hilton Head to Beaufort

Savannah to Pembroke

Savannah to Midway

NOTE: Productivity Adjustments are limited to once per day.

Scheduler Signature

Date

VP Signature

Date