

Clinician Process

1. Identify the need for Clinician
2. Is the rate Board approved?
 - a. No – Must be taken to Board for approval before work starts
 - b. Yes – Skip to Number 3
3. Is the Clinician a SLCSB employee?
 - a. APPLICATION PROCESS
 - i. YES – Apply thru Fast track (but less paperwork since they are already in system)
 - ii. NO – Apply thru Fast track
 - iii. Once application is complete – screener (Principal) has to hire Clinician
 1. Moves thru fingerprint and other processes
 2. Once completed – receive all clear to start (hopefully)
 3. Send a list of payment amounts to Barbara Audette & Ivette Burgos
4. Clinician works (must be an approved employee with an agreed payment amount)
 - a. Have employee complete and sign the work verification form
 - b. Principal must sign off on form
5. Send work verification form to Barbara Audette
 - a. Include sign timesheets/payment form
 - b. Payment will be charged to your 10100 account.
 - c. Send in internal account check to reimburse your 10100 account after payment has been made.
6. Payment schedule will follow payment schedule (i.e. stipends)