**THE EYE INSTITUTE FOR MEDICINE & SURGERY**

**POLICY/PROTOCOL**

**CLINIC SCHEDULES – COMPLIANCE WITH TIMES**

12102014

**----------------------------------------------------------------------------------------------**

Applies to: Clinical, Front Office Leads, HR

Regarding clinical schedules, please be aware that the start times noted on the schedules are to be closely followed (you may clock in no more than 5 minutes earlier than your scheduled time).

While it is understood that at times there may be other tasks that may require your attention and efforts, any changes in times from your scheduled time must be approved in advance by management in writing (by email).  If you do not have approval in advance for any additional hours that differ from the schedule (earlier, later, other) you will not be paid for this time.

If you are scheduled as a work up technician, we are aware that there are times when the physician schedule changes (earlier or later).  While our Clinical Supervisors do their best to keep you informed of such changes, it is your individual responsibility to check your doctor’s start time at the end of the day the day prior so that you are aware of what time to arrive (for example, if the first patient is scheduled at 745, please arrive and clock in no later than 740 am).  With regard to assistant staff, if start times for the doctor you are assigned to change, the Clinical Supervisors will update your start times and send this to you in writing.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature/Date