

FREQUENTLY ASKED QUESTIONS





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Whatever your reasons, there is much to learn when starting locums. Independent Practitioners enjoy more freedom and flexibility because they can choose when, where, and how much they work. This control results in a more balanced life, a high income that can be scaled up or down depending on how much one chooses to work, and a fulfilling career that cares more about patients than dealing with hospital politics.

What is my Employee status?

As an independent Practitioner with Edgeford Healthcare, you will be doing business as a 1099 contractor. This means you will be your own business (and your own boss). You must decide whether to establish your business as a sole-proprietorship, LLC, or corporate entity. There are different tax advantages and business reasons associated with each type. We recommend consulting your accountant or an attorney to obtain the best information and advice given your situation.

When will I receive my contract?

Within 72 hours of accepting your offer, you will receive the Contract with the details of your assignment via DocuSign.

PAYMENTS:

When and how do I get paid? We pay every two Fridays via direct deposit. If you have any questions regarding your payment, please email payroll@edgeford.com

How do I submit my time? One week before your assignment starts: You will receive a welcome email from the payroll department with instructions to set up your ADP profile and step-by-step tutorials to enter your time and submit expenses.

Where can I obtain my pay stubs and tax documents: 1099 forms and Paystubs are available in your ADP profile under Pay & Tax Documents

How do I reset my ADP password if I've forgotten it? To reset your ADP password, send an email to payroll@edgeford.com

What is the deadline for submitting my hours? Our work week is Sunday-Saturday. You must submit all hours and expenses by the Sunday after the week ends. Failure to do so will result in delayed payment.

Do I still get benefits? Since you are entering into a business contract as your own entity, you will be responsible for tax withholding, health insurance, retirement (401K), long-term and short-term disability, workers' compensation and paid time off, and any other benefits you would typically receive as a W2 employee.

WHAT ARE THE TAX ADVANTAGES OF HAVING MY OWN BUSINESS?

Business federal tax information: <https://www.irs.gov/businesses>

Small business federal tax information:
<https://www.irs.gov/businesses/small-businesses-selfemployed>

Business state tax information: <https://www.sba.gov/business-guide/manage/pay-taxesbusiness-state-federal>



CREDENTIALING:

How long will my credentialing process take?

Credentialing can take 60-90 days, depending on the facility. Returning requested paperwork or other materials as quickly as possible is the key to getting credentialed and licensed on time, so be prepared and have them ready. This will help you to get on the schedule when you desire.

Are Credentialing & Licensing fees reimbursed?

Unless otherwise stated, credentialing and licensing fees, such as fingerprints, license applications, and licensing, are not reimbursed.

Am I required to submit to a drug test?

Yes. We arrange the drug screen at a Lab nearest you at no cost.

Will I need to submit a background check?

Yes, at no cost to you.

Who covers my Malpractice?

Edgeford Healthcare will cover your malpractice insurance through an A-rated company. Our policy limits are \$1-3 million.



SCHEDULING:

When will I receive my schedule?

Depending on the site, you will receive your official schedule as early as one week before you start your assignment. In most cases, you will receive the schedule on the day of your arrival.

When will I receive orientation Instructions?

Orientation Instructions will be sent to you by a member of our credentialing department 3-5 days before your first day.

Is orientation paid?

Yes, In-person Orientation is paid. Log your hours in ADP for payment.





LODGING:

Who will arrange my housing?

You will have the freedom and flexibility to choose where you want to stay, as you will be responsible for arranging your lodging for your assignment. You can select a fully furnished corporate apartment, Airbnb, VRBO, Extended Stay, or Hotel.

The choice is yours. Our support team will assist you if you need help finding lodging accommodations.

Email support@edgeford.com with the city, dates, and specifics you're looking for, and we will propose options. Depending on the assignment, the receipt may be a requirement for reimbursement.

Who will arrange my Transportation?

You can elect to drive your personal vehicle and receive mileage reimbursement or You can book a rental car through any reputable car agency as early as two days before the assignment starts. Once you turn in the vehicle and receive a receipt, you will email it to payroll@edgeford.com for reimbursement.



YOUR SUPPORT TEAM:

OUR RECRUITMENT TEAM

Our Recruitment Team will be your first source of information as you dip your toes into becoming an independent practitioner. From pay rate to placement location and schedule, our Recruitment Team will guide you every step of the way.

OUR SCHEDULING TEAM

The Scheduling Team will be your long-term partner and manage all details around your placement(s). Your designated scheduler will answer any questions as you take your first assignment and throughout your time with Edgeford Healthcare.

Vandana Khanna vkhanna@edgeford.com

DEPARTMENT CONTACT

Riya Gupta
Operations Manager
rgupta@myfhsusa.com
561-406-4144

CREDENTIALING TEAM

After you execute the contract, you will receive a welcome email within 48 hours. You work with our Credentialing Team to obtain the facility privileges needed to add you to the schedule. We will fill out the hospital applications and even help you apply for state licenses. We ask you to be responsive during the process, and we will help do the rest.

Cisney Hanna channa@edgeford.com

DEPARTMENT CONTACT

Cisney Hanna
Credentialing Manager
channa@myfhsusa.com
561-406-4122

PAYROLL TEAM

Our payroll team will be here to answer any questions you may have and ensure you are paid accurately and promptly. Their usual response time is 24 business hours. Please submit any expense receipts to their general inbox, payroll@edgeford.com

DEPARTMENT CONTACT

Rachel Singh
Payroll Manager
rsingh@edgeford.com
561-922-9411





THANK YOU

Choosing to be a locum isn't easy, so we are grateful for your trust in us. We are here to support you on and off assignments. Your well-being and success are our utmost priority.

Thank you!

