

## Call Out Policies and Procedures

***By contracting with US Medical Staffing, Inc. all Independent Contractor's agree to follow the below policies and procedures. Refusing to comply with these policies and procedures could result in breach of your Independent Contractor Agreement and possible removal from current and future assignments.***

- All call outs **MUST** be made with at least 4 hours' notice. We ask that you try and resolve any scheduling conflicts at least 24-48 hours in advance.
- If you do not communicate your call out to a representative of U.S. Medical Staffing, Inc., you will be considered a "No call/No Show" and you could be in breach of your Independent Contractor Agreement and removed from current and future assignments.
- All call outs or calls regarding being late before 8:30am or after 5pm, must be made to the on-call coordinator at [215-439-8559](tel:215-439-8559). You must speak with the on-call coordinator. **Voicemails will not be accepted.**
- If your assignment location requests you to contact them for call outs or being late to your assignment you must do this **AFTER calling U.S. Medical.**
- In emergency situations we will take each incident into account. If you called about being late and something changes you **MUST** call U.S. Medical to report the change.
- Excessive lateness and call outs are monitored and reviewed.
- **Call outs via email are UNACCEPTABLE, WILL NOT BE ANSWERED AND COULD BE LISTED AS A "NO CALL NO SHOW".**

**On-Call # - 215-439-8559**