



POLICIES FOR DENTAL MEDICAL STAFFING, INC.

Please try not to cancel: Many times we do not have a replacement and we run the risk of losing a Client. If you absolutely have no other choice, and have to cancel, you must contact us immediately, **DO NOT CALL THE CLIENT**. If you are canceling the night before or morning of a scheduled assignment please call **503-618-8367** and we will be paged.

If cancellations are frequent we will have to terminate our working relationship.

Failure to report to an assignment will result in the immediate termination of your employment with Dental Medical Staffing, Inc.

Scheduling: All scheduling for temporaries shall be done directly through Dental Medical Staffing, Inc. No temporary is to be contacted directly by the Client or Client's staff. If an office asks you back for additional days that have not been scheduled through DMSI you must call us immediately and let us know the days. Many times the office will not call us so it will be your responsibility to let us know.

Daily minimum: We understand that scheduled hours may change. Patients cancelling, schedules falling apart, in these situations, our temporaries are guaranteed a minimum of 4 hours pay. However, if a temporary is sent home for failure to perform expected job duties they will be paid for their hours worked only, the 4 hour minimum will not apply.

Confirming your assignment: When we schedule you for an assignment we will call the office and let them know who we have scheduled. You must also call the office to confirm. Do not wait to confirm. When confirming with the office, identify yourself and let them know that you are with DMSI. Confirm the hours, ask for any special instructions and get directions to the office.

Always be on time: Arrive at least fifteen minutes before the first patient is scheduled.

Complete the assignment: When you are scheduled for several days or weeks, such as a maternity leave or vacation, you are obligated to work the scheduled days and hours. It is very important that you keep your commitment to DMSI and the Client. Personal activities should not conflict with the assignment. If this becomes an issue we will have to replace you.

Making a lasting impression: Always keep busy. If you have free time ask if there is anything you can do, such as filing or confirming patients. Please do your best to represent DMSI and yourself. If we send you to an office and it is not a good fit for any reason we ask that you please finish the day. Then call and let us know of the problem or situation and we will make a note in your file not to send you back. Please do not express your concerns or opinions with the staff or patients. Remember to turn your cell phone off, do not make or receive personal phone calls and please do not gossip or read magazines.

Call weekly with your availability: Keeping your availability current is very important. We ask that you call in at least once per week. We also ask that if there are any changes to your days available that you let us know, for example, you have an appointment, sick child, working or formal interview, or just want to take a personal day. If you do not call in weekly and keep your availability current we will assume you have voluntarily quit.

Name badges: We do require that our temporary employees wear name badges for every assignment. If you have your own name badge with your name and title, (no school or office name) you may wear that. If not, we do have them available to purchase.

Time cards: You must use a Dental Medical Staffing, Inc. time card each time you work in an office through Dental Medical Staffing, Inc. Time cards must be signed by someone who is authorized to do so, Dentist, Office or Practice Manger. A paycheck can not be issued with out a signed time card. It is the responsibility of each employee, not the office, to make sure we receive a copy of your time card.

Permanent Placement Policy: We will call you with any job referrals that match your request for a permanent position. Dental Medical Staffing, Inc. will refer your resume and set up all formal and working interviews. Not all offices will place an order for a permanent position they have open in their office. Offices will often hire a temporary employee that we have referred to their office. Any referral from Dental Medical Staffing, Inc., whether it be for a temporary or permanent position, continues to be a referral for twelve months from the date the referral was made or from the last day worked in that office through Dental Medical Staffing, Inc.. It is your responsibility to notify us if an office has offered you a position or hired you.

Healthcare Provider card (CPR): It is mandatory that all temporaries have a current Healthcare Provider card and we must have a copy of your current card on file in order to send you out on assignments. Please indicate the status of your Healthcare Provider card.

I have a current Healthcare Provider card and will send a copy

I do not have a current Healthcare Provider card

Name Badges: It is mandatory that all temporaries wear a name badge. If you do not have a name badge we can make one for you. The cost is \$5.00 and includes a Dental Medical Staffing, Inc. lanyard.

I have my own name badge (name & title only, no school or office affiliation please)

I do not have a name badge, I am sending \$5.00 to purchase a name badge from DMSI

This is a free service to you and your loyalty is appreciated. Please let us know if an office we have sent you to requests you back or refers you to any other office for temporary or permanent employment. If an office wants to hire you permanently please let us know.

We look forward to working with you. If at any time you have any questions regarding the policies of Dental Medical Staffing, Inc. please do not hesitate to give us a call.

Please sign both copies and keep one for your records.

SIGNATURE

DATE

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