

Relief Doctor/Independent Contractor Guide & Forms

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OVERVIEW

The purpose of this document is to outline what is required for an independent contractor to provide services to WellHaven.

If you have questions about this document or independent contractor guidelines, contact Accounts Payable at accountspayable@wellhaven.com.

GUIDELINES

WellHaven is to determine if the independent contractor meets IRS guidelines by reviewing the IRS 11 point factors at <https://www.irs.gov/publications/p15a>.

If the relief doctor does *not* have a business entity setup in their name (i.e., LLC, sole proprietorship, etc.), WellHaven will hire them as an hourly employee.

LINKS TO FORMS OUTLINED BELOW

[W9 Form](#) 

[ACH \(Electronic Payment\) Form](#) 

[Relief Vet/Independent Contractor Invoice Template](#) 

[WellHaven Relief Doctor Agreement Form](#) 

[Internal Relief Day Program](#) 

REQUIREMENTS

Independent Contractor Checklist

All contractors are required to submit the following to WellHaven *before* services are provided:

- State veterinary license
- Proof of liability insurance coverage
- W9 (IRS form)
- Business license (LLC, sole proprietorship, etc.) (Required for ONLY Washington State)

Optional

- DEA license (if applicable)
- Resume/CV or documentation of qualifications

- Invoice (at the time services are provided)
- Contact information (including phone number and email address)
- ACH/Direct Deposit Form

PROCEDURE

DVM Database & Document Submission Process

Below is a link to a Database of eligible relief DVMs who have submitted all necessary documents and are ready to work at WellHaven hospitals. **Please do not download this list, always access it directly from the Knowledge Base**, as it is continuously updated when we collect the required documents from each DVM.

DVM Relief List: [DVM Relief list.xlsx](#)

If you find a new relief DVM through any external source, please make sure you collect the necessary documents (W9, PLIT insurance, and veterinary license). Once collected, send them to both HR (HR@wellhaven.com) and Accounts Payable (accountspayable@wellhaven.com), and we will add them to the list.

Invoicing

Please have the relief vet submit their invoices to you for review and approval before leaving the hospital, and not to Accounts Payable. (They can "cc" us if they would like to track the status, but we cannot do anything with the invoices before they are approved.) Invoices need to be reviewed by PM and/or the DVM to verify the hours and rate of pay before we make the entry.

When a relief vet is submitting an invoice, please tell them to not split time between months if possible. Keep time worked in the same month on one invoice, not multiple months. This will keep it easier for us to enter and for them to know if they have been paid for everything, because we will have to make 2 entries if they submit only one invoice.

Invoices are accepted on a weekly basis from Monday through first thing Friday morning and are paid out on Friday or Monday of the following week.

For any further questions regarding this process please feel free to call 360-768-1849 or email accountspayable@wellhaven.com within 48 hours of services being provided.

Download a PDF of document requirements and procedure: [Relief Vet Guide](#) 

****RELIEF DVM BONUS INVOICING INSTRUCTIONS**** To claim their relief bonus, relief DVMs will send proof of their 15 shifts (between 05/01/2024 and 12/31/2024) worked to accountpayable@wellhaven.com along with their \$1,000 bonus invoice, with a line item stating, "Relief Bonus Invoice." Please note, this is for 1099 external relief DVMs only. The relief DVMs do the paperwork, as they are the 1099 contractors.

REFERENCES

- Federal IRS Regulations - Publication 15-A (2020), Employer's Supplemental Tax Guide (<https://www.irs.gov/publications/p15a>)
- State IRS Regulations - contact your state's IRS department
- Worker's Compensation Laws and Regulations - contact your state's department of industrial relations or the state labor department
- Independent Contractor Laws and Regulations - contact your state's labor department

- Attached Relief Veterinarian Invoice
 - Attached ACH/Electronic Payment Form
 - Attached WellHaven Relief Doctor Agreement
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