



Required Documentation (External Relief)

Last Modified on 06/02/2025 12:48 pm PDT

Required Documentation for Relief DVMs

For all Relief DVMs **not classified as internal employees**, including those contracted through third-party vendors, the following documentation must be collected **and submitted to WellHaven prior to any services being rendered**:

Required:

- State veterinary license
- Proof of liability insurance coverage
- Business license (LLC, sole proprietorship, etc.)
 - **Required for ONLY Washington State DVMs**
- **ACH Electronic Payment Form** 
 - The ACH form is only needed for Relief Rover DVMs and the new Independent External Relief DVMs. All other third-party vendors pay the DVM directly.
- **W9 Form** 
 - The W9 form is only needed for Relief Rover DVMs and the new Independent External Relief DVMs. All other third-party vendors pay the DVM directly.
- Invoice (See next tab for more information)

Even if the Relief DVM appears on the ClearCompany roster, please note:

- We may not have all their updated documentation on file.
- Documentation (e.g., licenses, insurance) **expires annually**, and it's best practice to request updated documents directly.

Always verify and collect current documents before their scheduled shift to ensure compliance and minimize delays in payment.

Optional but helpful items to request:

- 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)
 - What is your hourly rate?
 - Where are you located, and how far are you willing to travel to a hospital?
 - Do you primarily handle surgeries, medical appointments, or both?
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