

External Relief DVM Invoicing


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External Relief DVM Invoice Submission Guidelines

Relief DVMs must submit invoices directly to **Accounts Payable** at accountspayable@wellhaven.com for timely payment. **PMs or PDs** must review and verify hours and pay rates before processing—please watch for approval requests.

Relief Vet Invoice 

Key Reminders:

- **Be sure to note which hospital they worked for on the invoice.**
- **Remind the Relief DVM to supply an ACH form if they haven't already.** [ACH.Electronic Payment Form](#) 
- **Do not split time between months** on invoices. Keep all work within the same month on a single invoice to streamline processing and ensure accurate payment.
- **Submission & Payment Schedule:**
 - Invoices are accepted weekly from **Monday to early Friday morning**.
 - Payments are issued on **Friday or Monday of the following week**.

If you have any questions, contact **360-768-1849** or email accountspayable@wellhaven.com within **48 hours of service completion**.
