

MICHIANA ANESTHESIA CARE, P.C.

PROCEDURE MANUAL

PROCEDURE: Time Off Requests
MANAGED BY: Administrator

- I. Physicians must complete a “Request for Time Off” form for all requests and/or changes to the vacation schedule. These blue forms can be found in the following locations:

Anesthesia Office at Memorial
Pain Control Center at Memorial
Dr. Thompson’s Office at Allied
MAC office in the Physicians’ Office
- II. The forms should be placed in the anesthesia office at Memorial Hospital or sent to the MAC office for approval.
- III. The Department Chief will review all requests and approve or deny them. Requests, which have been approved by the Chief, for single days off, are still tentative until the physician scheduler officially approves it approximately one week before the requested day off.
- IV. Once the requests have been approved, the Chief should return them to the MAC office secretary by Thursday morning.
- V. The secretary will update the vacation schedule, which is saved on the shared drive (G:) and notify Memorial Hospital Scheduling of the changes via email and hard copy. The date of when MH Scheduling was notified will be documented on the form.
- VI. A copy of the approved form will be returned to the doctor and Memorial Scheduling, and a copy will be kept on file in the MAC office.
- VII. The updated schedule will be forwarded on to the Executive Secretary, who then uploads it to the website on a weekly basis by Friday afternoon.

Approved by Board: September 20, 2005