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Shift Scheduling and Cancellation Policy

This Shift Scheduling and Cancellation Policy ("Policy") is to inform hospitals, groups, and other health care facilities (collectively referred to as "Facility") and Indiana Anesthesia Solutions, LLC ("IAS") independent contractors ("Provider") of the procedure for scheduling and accepting shifts via the IAS website, available at <https://www.indianaanesthesiasolutions.com/> ("Site"). This Policy also includes IAS' terms regarding shift cancellations.

Process for Posting and Accepting Shifts

1. Facility posts an open shift with a start and end time
2. Provider accepts a posted shift (the Provider must be credentialed and have privileges at the Facility as a prerequisite to the Facility confirming the Provider for the shift)
3. Facility receives notification that a Provider has accepted a shift
4. Facility confirms Provider for the selected shift
5. System will notify the Provider and Facility of confirmation for the scheduled shift
6. Provider is guaranteed eight (8) hours of pay for the scheduled shift, subject to Provider working the shift and not cancelling the shift

Facility Cancellation of a Confirmed Shift

If a Facility submits an available shift to the Site and that shift is not yet booked with any Provider, the Facility may remove that shift from the IAS portal. However, once a shift is booked and confirmed with a Provider, it is deemed a confirmed, guaranteed shift for eight (8) hours of pay and may not be cancelled by the Facility.

If a Facility cancels a confirmed shift that has been booked and confirmed with a Provider, the Facility shall be required to pay IAS the amount that the Facility would have otherwise paid to IAS had the Facility not cancelled the confirmed shift. Such payment shall be made by the Facility to IAS within ten (10) days of receipt of invoice. IAS may deliver such invoice electronically or by mail.

Provider Cancellation of a Confirmed Shift

No Provider may cancel any confirmed shift. If a Provider does not show up for a shift or cancels a shift, the Provider shall be required to pay IAS the amount that IAS would have been otherwise paid to Provider had the Provider not cancelled the confirmed shift. Such payment shall be made by the Provider to IAS within ten (10) days of receipt of invoice. IAS may deliver such invoice electronically or by mail.

Further, if a Provider cancels a confirmed shift, the Provider may be ineligible to accept further shifts through the Site, at the sole discretion of IAS.

Policy Modifications and IAS Contact Information

IAS reserves the right to modify this Policy at any time. If IAS modifies this Policy, IAS will either provide email notice to Facilities and Providers who utilize the Site, or post notice of any modifications directly to the Site. We recommend users periodically review this Policy.

Should you have any questions or concerns about this Policy, please call us at **(317) 207-6112** (Office) or send an email to one of the email addresses provided below:

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