

## QUICK TIPS FOR SHIFTWISE AND OHA SOLUTIONS

Call ShiftWise 24/7 for any question regarding the web-based application ----  
**866-399-2220**

Audit Criteria, Cancellation Cheat Sheet and helpful links viewable and printable at [www.ohasolutions.com](http://www.ohasolutions.com)

Staffing activity must be documented in ShiftWise, including confirmations and cancellations, time slips and invoicing.

Documents must be scanned into the Staff Profile and viewable for all. These include:

- State or national license, certification or registry
- BLS and other certifications
- Work history, annual skills checklist, competency exams, employee reviews
- HIPAA Acknowledgment
- BCI & I fingerprint report, and/or FBI fingerprint report - plus other background checks
- SSN Trace
- FCRA Acknowledgment
- OIG Sanction Report
- Urine Drug Screen – 10 panels repeated annually at minimum
- Pre-employment physical
- TB Test
- Proof of immunity for Measles, Mumps, Rubella, Varicella, Hepatitis B (declination also accepted for hepatitis)

Requirements, whether for clinical healthcare providers or non-clinical workers, are established by each HDO or facility and are viewable in their ShiftWise Profiles.

Time slips must be approved by hospitals at 8:00 p.m. Tuesdays for the previous week, but could be approved daily. All disputed time slips should be approved by agencies Thursdays at 8:00 p.m. The Final Invoice is to be approved by the hospital in ShiftWise on Fridays to then be processed for payment to US Bank.

Invoice Memos can charge or credit both hospitals and agencies to rectify late cancellations or other errors discovered post invoice date.

Staff Performance Evaluations should be documented in the ShiftWise application to accrue an accurate letter grade and for permanent archiving.

ShiftWise Reports are available for Order Status, Staff Schedule, Credentials, Time slip Summary, Unit Usage by Month or by Vendor, Requirements, MSV Performance, Revenue Projection, Missing Time slips, and more.

Non-Solicitation: Agency staff should work 520 hours (per diem or 13 week, 40 hours per week) or 468 hours (13 week, 36 hours per week) prior to being offered permanent employment.

Non-exclusivity: Hospitals are expected to enter the order into the ShiftWise application initially before discussing orders or assignments with non-OHA Solutions agencies.