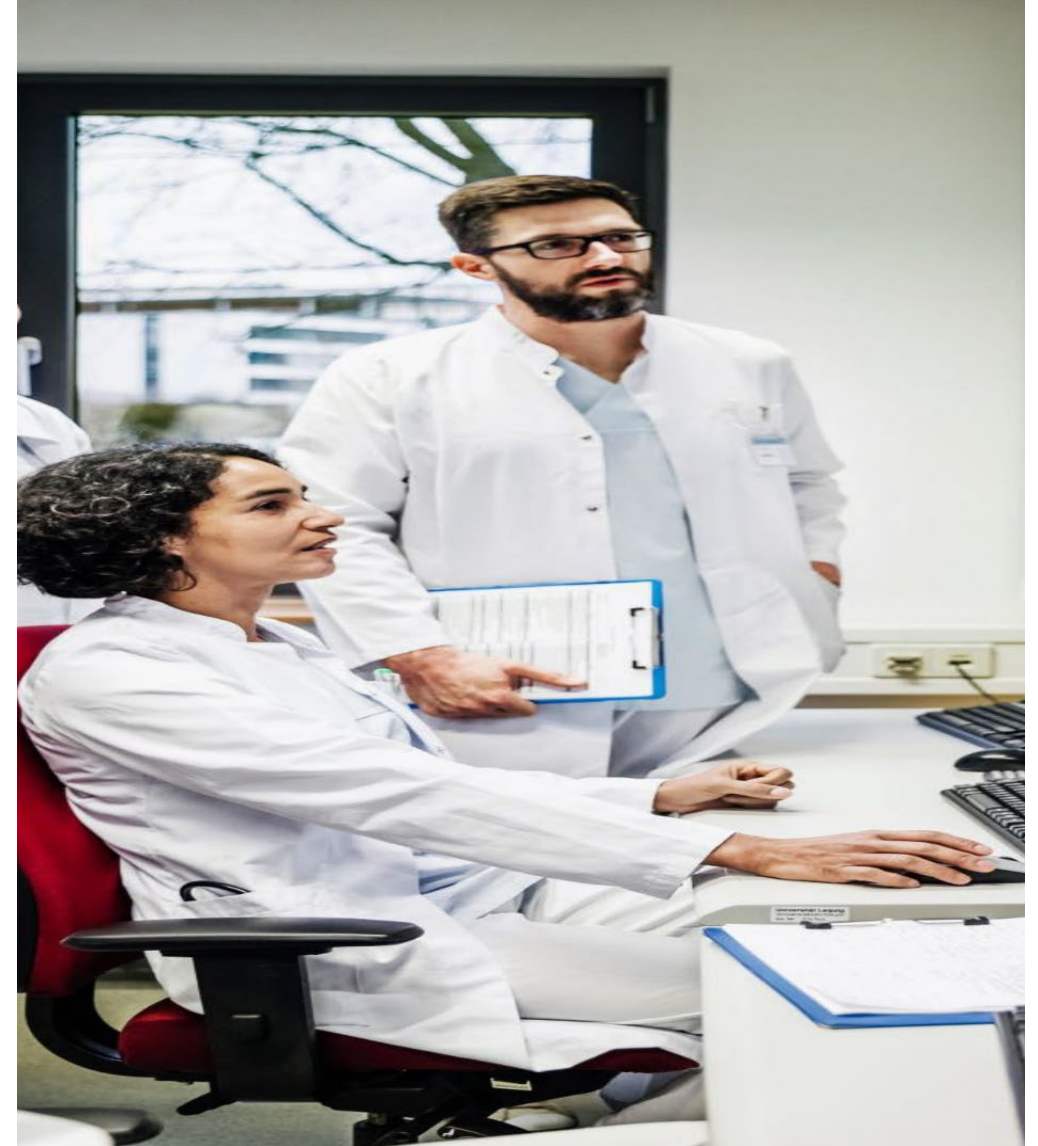


# Key Parts of the VA Invoicing processes and best practices



# NEW INNOVATIONS

Importance of tracking Blocks  
Rotations, Duty Hours, and Vacation/Sick  
Time.



Always update any rotation changes in the New Innovations block schedule as soon as you are aware of the change.

Person:  Academic Year:

[Access All Faculty](#)

Include Archived People  Include Archived Rotations in the List Below

**Create rotation intervals using one of these options:**

[Option One:](#) Add default intervals for the selected academic year.

or

[Option Two:](#) Add default intervals for the selected academic year one interval at a time.

or

[Option Three:](#) Add a new interval.

[Deleted Rotation History](#) | [Delete All](#)

<a href="#">New</a> Rotations															
	Edit	Start Date	End Date	Rotation	Department	Division	Status	PGY	Program	Rotation Pager	Personal Pager	Primary	Compensation Status	Notes	History
<a href="#">Delete</a>	<input type="checkbox"/>	7/5/2022	7/17/2022	DM:NEPH:FEL 2 NEPH Clinic	Department of Medicine	MED-Nephrology	FEL 2	5	MED-Nephrology	---	---	<input checked="" type="checkbox"/>	CS-6		<a href="#">History</a>
<a href="#">Delete</a>	<input type="checkbox"/>	7/18/2022	7/31/2022	DM:NEPH:FEL 2 Elective-Shands	Department of Medicine	MED-Nephrology	FEL 2	5	MED-Nephrology	---	---	<input checked="" type="checkbox"/>	CS-6		<a href="#">History</a>
<a href="#">Delete</a>	<input type="checkbox"/>	8/1/2022	8/14/2022	DM:NEPH:FEL 2 South Tower	Department of Medicine	MED-Nephrology	FEL 2	5	MED-Nephrology	---	---	<input checked="" type="checkbox"/>	CS-6		<a href="#">History</a>

Make sure the percentages for your NI Rotations Definitions are correct. Always account for Shand's Clinics.

for the "DM:NEPH:FEL 1 Inpatient VA 100%" rotation

**Which IRIS protocol?**

IRIS Protocol:  Percentage  Duty Hour  None

**Work takes place at how many locations?**

1

IRIS	General	Billing
Provider: VAMC <input checked="" type="checkbox"/> DGME <input checked="" type="checkbox"/> IME <input type="checkbox"/> IPF <input type="checkbox"/> IRF	Training Location: VAMC Percent: 100 Notes: <input type="text"/> Remaining Characters: 255	Bill From: University of Florida-COM/FCPA Bill To: Veterans Affairs Billing Rates Are: <input type="radio"/> Fixed Monthly <input checked="" type="radio"/> Fixed Daily

**Will assignments be used for this rotation?**

Yes, from Assignment Scheduling   Use hours  Use half days

# How to Work Hour Report:

Work hours>Reports>Hours Logged>Type in Dates>Pick Department>Skip Work Types, Status, Rotation, and Location > Uncheck exclude vacation hour from total>Display Columns, use Status, Work Type, End Rotation, and Training location>View Report

University of Florida College of Medicine

Administration Personnel Schedules Evaluations WorkHours Logger Conferences Portfolio Finance More

### Hours Logged

11/1/2023 to 11/30/2023 View Report

Select Departments

All None Invert Departments

- Department of Emergency Medicine/EM-CCM Non-ACGME
- Department of Emergency Medicine/EM-EMS
- Department of Emergency Medicine/EM-Global Health Non-ACGME
- Department of Emergency Medicine/EM-Pediatrics
- Department of Emergency Medicine/EM-Simulation Fellowship Non-ACGME
- Department of Emergency Medicine/EM-Ultrasound Non-ACGME (EUFAC)
- Department of Medicine
- Department of Medicine/MED- Internal Medicine

1 Selected

Work Types, Statuses, Rotations & Locations

Filter by Work Type

Filter by Status *(Incidents are displayed by default)*

Filter by Rotation

Filter by Training Location

Additional Options

Hours Logged Filter

Show only personnel that logged  hours  ▾

Approval Filters

Show All Hours

Show Approved Hours only

Show Unapproved Hours only

Include archived personnel  Include rotators  Exclude location hours from total

Display Columns

The Person, Start and Hours fields are included by default. Include additional columns as needed.

<input checked="" type="checkbox"/> Status	<input checked="" type="checkbox"/> End	<input checked="" type="checkbox"/> Last Checked
<input type="checkbox"/> Assignment	<input checked="" type="checkbox"/> Rotation	<input type="checkbox"/> Source
<input type="checkbox"/> Day of week	<input checked="" type="checkbox"/> Training Location	<input checked="" type="checkbox"/> Approved By
<input checked="" type="checkbox"/> Work Type		

Make sure Residents/Fellows are updating NI Work Hours. Including correct location, vacation, sick leave, and educational training. DO NOT include weekends when on Vacation

Rotation Hours	12:00 PM	5:30 PM	Agarwal	Hours	Rotation	Shands at UF	Last Checked On	Approved By
Work Type	Start	End	Hrs : 78.5					
Ahmed, Abdillahi								
Rotation Hours *	11/1/2023 8:00 AM	11/1/2023 5:00 PM		9	DM:IM:AMBULATORYVA25%/Shands75%adjust(7/1/23)	VAMC -Gainesville, FL	11/26/2023 9:45 PM	Res
Rotation OutPt Continuity Clinic-VA/External Site	11/2/2023 7:00 AM	11/2/2023 9:00 PM		14	DM:IM:AMBULATORYVA25%/Shands75%adjust(7/1/23)	VAMC -Gainesville, FL	Unknown	Res
Rotation Hours *	11/3/2023 8:00 AM	11/3/2023 1:00 PM		5	DM:IM:AMBULATORYVA25%/Shands75%adjust(7/1/23)	VAMC -Gainesville, FL	11/26/2023 9:45 PM	Res
Rotation OutPt Continuity Clinic-VA/External Site	11/6/2023 1:00 PM	11/6/2023 7:00 PM		6	DM:IM:AMBULATORYVA25%/Shands75%adjust(7/1/23)	VAMC -Gainesville, FL	Unknown	Res
Rotation Hours *	11/7/2023 8:00 AM	11/7/2023 1:00 PM		5	DM:IM:AMBULATORYVA25%/Shands75%adjust(7/1/23)	Shands at UF	11/26/2023 9:45 PM	Res
Rotation Hours *	11/8/2023	11/8/2023		9	DM:IM:AMBULATORYVA25%/Shands75%adjust(7/1/23)	VAMC -Gainesville, FL	11/26/2023	Res

# Keys parts of the VA Invoicing Process

# VA 23/24 Daily Rates

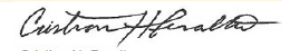
## Department of Veterans Affairs Office of Academic Affiliations

Gainesville VAMC	University of Florida College of Medicine				University of Florida College of Medicine				
		Medical Residents		Disbursement Agreement		07/01/23 - 06/30/24			Days: 366
Item	%	PG1	PG2	PG3	PG4	PG5	PG6	PG7	PG8
Salary	0.00%	\$61,548.00	\$63,607.00	\$65,789.00	\$68,452.00	\$71,307.00	\$74,264.00	\$77,043.00	\$77,043.00
Disability Ins.	0.50%	\$307.74	\$318.04	\$328.95	\$342.26	\$356.54	\$371.32	\$385.22	\$385.22
Health Insurance	19.05%	\$11,724.89	\$12,117.13	\$12,532.80	\$13,040.11	\$13,583.98	\$14,147.29	\$14,676.69	\$14,676.69
Life Ins.	0.10%	\$61.55	\$63.61	\$65.79	\$68.45	\$71.31	\$74.26	\$77.04	\$77.04
Medicare (1.45%)	1.45%	\$892.45	\$922.30	\$953.94	\$992.55	\$1,033.95	\$1,076.83	\$1,117.12	\$1,117.12
Workers Compensation	0.40%	\$246.19	\$254.43	\$263.16	\$273.81	\$285.23	\$297.06	\$308.17	\$308.17
<b>Work Sheet Total:</b>		<b>\$74,780.82</b>	<b>\$77,282.51</b>	<b>\$79,933.64</b>	<b>\$83,169.18</b>	<b>\$86,638.01</b>	<b>\$90,230.76</b>	<b>\$93,607.24</b>	<b>\$93,607.24</b>
Taxable Income		\$61,548.00	\$63,607.00	\$65,789.00	\$68,452.00	\$71,307.00	\$74,264.00	\$77,043.00	\$77,043.00
Benefits		\$13,232.82	\$13,675.51	\$14,144.64	\$14,717.18	\$15,331.01	\$15,966.76	\$16,564.24	\$16,564.24
Daily Rate		\$204.32	\$211.15	\$218.40	\$227.24	\$236.72	\$246.53	\$255.76	\$255.76
J1 Rate		\$201.88	\$208.63	\$215.79	\$224.53	\$233.89	\$243.59	\$252.71	\$252.71

**Notes:**

- 1 Assignment of residents above the PG5 level should be reviewed for consistency with VA policy (but does not require OAA review or approval).
- 2 FICA rates must be reduced for residents who are ineligible for FICA, e.g. with J1 visas. An average or pro-rated FICA (taking into account the proportion of non-citizen residents with J1 visas) should be used.

VACO Approval Status: **Approved**



Cristian H. Peralta  
Chief Financial Officer



# VA Reimbursable Codes

CODES		***APPROVAL/NOTIFICATION REQUIRED?	APPROVED BY?
P	PRESENT ON-SITE (IN ACCORDANCE WITH SCHEDULED EDUCATIONAL ACTIVITY)		
D	DIDACTIC (FOR 1/2 DAY OR MORE)	Yes, if not part of a regularly scheduled series of didactics	SD or DEO, if not regularly scheduled
ODD	OFF-DUTY DAY (FEDERAL HOLIDAY, POST CALL OR ACGME MANDATED DAY OFF)		
AL	ANNUAL LEAVE	YES	SD or DEO
SL	SICK LEAVE	YES	SD or DEO
JD	JURY DUTY	YES, notification	
MC	MEETING/CONFERENCE	YES	SD or DEO
EL	EXAMINATION LEAVE (IN-SERVICE, LICENSING, BOARD CERTIFICATION)	YES	SD or DEO
OA	OFF-SITE ACTIVITIES	YES	<b>DEO and OAA</b>
R	REIMBURSABLE NOT OTHERWISE SPECIFIED (UN-SCHEDULED EDUCATIONAL ACTIVITY)	YES	SD or DEO
AT	AFFILIATE TIME (CONTINUITY CLINIC, OTHER)		
ML	MILITARY LEAVE	YES, notification	
NR	NON-REIMBURSABLE NOT OTHERWISE SPECIFIED		
<b>R examples:</b> Leave replacement coverage, excess workload coverage, duty hour violation coverage, off-duty day coverage, unscheduled shift, ad-hoc or consult shift, unscheduled orientation to the clinical setting or service, clinic closure.			
<b>NR examples:</b> Affiliate pulls from scheduled educational activity, leave without pay, absent without leave (AWOL), leave balance depleted			
<b>***APPROVAL/NOTIFICATION MAY BE VERIFIED BY A COMMENT/NOTE IN THE MONTHLY EAR TOOL OR BY HAVING ANOTHER EDUCATIONAL ACTIVITY RECORD ON FILE (i.e. leave slip, etc.)</b>			
<i>For questions regarding the EARs Tracking tool, please contact your local DEO Office Staff. Local DEO Office Staff will relay your questions to the OAA GME section when indicated.</i>			

Always turn in VA  
VACATION to Robert  
Chinnis by the  
deadline.

Hint: Show any VAC  
that has been taken  
on a portion of a  
rotation that  
includes the VA.  
Example: SPLIT  
VA/Shands

**ANNUAL LEAVE REPORT**

Quarter: 3rd quarter (January 1 2022 to March 31 2022)

Department: Endocrinology Division:

Department Contact:

Please Return to [robert.chinnis@ufl.edu](mailto:robert.chinnis@ufl.edu) and [sally@ufl.edu](mailto:sally@ufl.edu)

Resident's Last Name, First Name	Department / Division	PGY Level	Dates on Vacation	Total Days (ONLY REPORT MONDAY - FRIDAY)	Notes (Dean's Office Use)
Patel		4	02/28/22 - 03/11/22	10	added
Jani Patel		5	03/21/22 - 03/25/22	5	already in
Thompson		5	3/21/2022 - 3/25/2022	5	added
Morales Hernandez		5	3/28/2022 - 4/1/2022	4	already in 4/1 not included in quarter

# Housestaff Disbursement Invoice Reconciliation

## Housestaff Disbursement Invoice Reconciliation

North Florida/South Georgia VHS & University of Florida

April - June 2023

Otolaryngology (ENT)

Resident Name	Affiliate Invoice	VA EAR	Final Decision (completed by ACOS/E)
Garner, Joseph Paloma, Christina		OEA codes utilized for educational detail, but not preapproved by DEO	OEA codes removed from VA EAR,
Paloma, Christina	AL 5/5, 5/25	OEA 5/5 removed from EAR, SL 5/25	
Koochakzadeh, Sina	No work indicated	Worked half day on 5/25	
Paloma, Christina	AL 6/23	Worked 6/23	
	<b>TOTAL: \$ 38,443.50</b>	<b>TOTAL: \$ 37,836.69</b>	





# Reconciliation Process

Compare Disbursement reconciliation to the schedules you submitted to the VA, NI Block Schedule, and NI Work Hours.

Check the Monthly EAR against the schedule that your program submitted originally. I find it easier to also quickly check the Detail EAR, which contains the total days worked and the overall rate for the month.

Check to make sure that if you had schedule changes during the quarter that shows up on the EAR.

Check PGY levels to make sure they are correct.

Check the Codes the VA is using, If a resident is on Educational Leave, it should not be a vacation or sick leave.

Discrepancies should be noted on the Housestaff Disbursement Reconciliation Statement.

IF resident is missing from EAR and Reconciliation Statement add to statement and include dates.

Turn in discrepancies to my office, do not send them directly to VA or your timekeeper. We had issues with it going directly to the timekeeper, but the VA office and my office never got the corrected version.

# CONTACTS

UF HR Graduate Program  
Sally Harvin-352-273-9903  
Robert Chinnis-352-273-9915

VA Contact  
Kevin Herndon-352-548-6000 ext 103656