



HNI Policy & Procedure

Friends of HNI External Referral Program

Effective Date: 2/1/2021 | Revision Dates: 10/1/2022

Purpose:

To recruit high-quality talent for clinical positions in support of the overall growth and success of HNI. HNI will reward those who formally submit a clinical provider referral to HNI's Clinical Recruitment team in the manner set forth below.

Scope:

This policy and procedure outlines the eligibility and payout for a person who is not affiliated with HNI ("Friends of HNI Healthcare" or "Referral Friend") in any capacity to receive a referral fee for submitting a clinical provider referral to HNI.

Policy:

To be eligible to receive a clinical provider ("Clinical Provider") referral fee ("Referral Fee"), Friends of HNI Healthcare must adhere to the following procedure:

- The referral must be submitted in writing by email to a member of the HNI Clinical Recruiting team. The referral must include a written recommendation and a copy of the Clinical Provider's CV.
- Clinical Providers referred must not:
 - have been previously sourced by HNI;
 - have an existing relationship with HNI.
 - currently be in the process of being hired by HNI; and
 - must not come from or with the assistance of a recruitment firm/agency.
- The Clinical Provider must meet the basic qualifications of the open position and follow the procedures for applying for the position. The Clinical Provider must be cleared and accepted by the HNI Recruitment team member ("Recruiter") in writing signed by the EVP of Operations.
- Tracking for referral credit will be maintained in Modio, HNI's Credentialing Software. The Recruiter will complete a new provider notification form, which will then be entered into MODIO by a credentialer.
- The Referral Friend will be alerted via an e-mail notification that their referral and recommendation was received.
- If hired, the Referral Friend will be notified via e-mail that the referred Clinical Provider has been hired and the potential commencement date.
- If there is a change in the Clinical Provider's commencement date, the Referral Friend will be notified via e-mail with the updated commencement date.
- If the same Clinical Provider is referred by more than one Referral Friend, the Referral Friend who submitted the referral recommendation and documentation first will receive the full Referral Fee.



Payout Compensation:

- Referral Fees are paid for the following Clinical Providers (Physicians or Advanced Practice Providers):
 - Full-Time Contract signed (182 shifts or more per contract year) .
 - Part-Time Contract signed (less than 182 shifts per contract year)
 - PRN Contract signed (less than 10 shifts per month)
- The Referral Fee will be paid as follows:
 - **First payout:** 50% of the total Referral Fee will be paid 90 days after the Clinical Provider commences work with HNI and meets the below shift requirement:
 - Part-Time Clinical Provider - minimum of 15 shifts; or
 - Full-Time Clinical Provider minimum of 40 shifts;
 - **Second payout:** 50% of the total Referral Fee 180 days after the Clinical Provider commences work with HNI and meets the below shift requirement:
 - Part-Time Clinical Provider - minimum of 30 shifts; or
 - Full-Time Clinical Provider - minimum of 90 shifts

For the sake of clarity, the referred Clinical Provider must be an active employee or independent contract at any time at the time of the Referral Fee is paid to the Referral Friend.

Category	Bonus for a Physician Referral	Bonus for a Mid-Level Referral
<i>Tier 1</i> Hospital Medicine and Emergency Medicine Full-Time	\$2,000.00	\$500.00
<i>Tier 2</i> Post-Acute and Specialty Full-Time (ICU, Psych, Neuro, Other Specialties)	\$3,000.00	\$500.00
<i>Tier 3</i> Non-Standard Acute Care Full-Time	\$10,000.00	\$2,500.00
<i>Tier 4</i> Special Full-Time	\$20,000.00	\$5,000.00
<i>Tier 5</i> Part Time or 1099 Independent Contractor	\$500.00	\$300.00

- **Tiers 3 & 4- Referral Fees.** These fees are applicable to difficult to recruit to locations and immediate staffing needs. The Chief Operating Officer must provide written approval prior to advertising a position as Non-Standard or Special. A formal request must be submitted to the Chief Operating Officer and Chief Financial Officer for approval of higher referral bonus payout. Request must include start and end date of non-standard/special Referral Fee, clinical specialty eligible, locations, and details on marketing plan.

**Payment of referral bonus is at the sole discretion of the Chief Operating Officer and Chief Financial Officer.
HNI reserves the right to modify or terminate this program at any time.*