

**Procedure 5-403H: Clinical Income Payment.**

Revision 0. Effective date: February 14, 2023

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**I. Purpose and Scope**

A. Purpose.

To document the procedure of payment to physicians and advanced practice clinicians for services that are not within the scope of the Employee’s normal working assignment.

B. Scope.

This procedure applies to physicians and advanced practice clinicians in the University of Utah Hospitals and Clinics (UUHC).

**II. Definitions**

The definitions provided in Policy 5-403 and Rule R5-403A and R5-403B apply for this procedure.

**III. Procedure**

A. Eligibility

1. Employee must be in an active status (non-terminated) at the time the clinical income payment is made.
  2. Only certain job codes qualify for clinical income payment.
  3. This payment applies to Faculty physicians and advanced practice clinicians. Payment is according to established departmental criteria.
- B. Additional Requirements
1. Departments shall enter CIP through the online portal.
  2. A Department is granted the access to the online portal by the Human Resource Information System director.
  3. The department shall maintain justification to support the CIP and should be complete and contain the required approval before payment is made.
  4. The department submitting payment shall retain any additional documentation required for payment.

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*Sections IV- VII are for user information and are not subject to the approval of the Academic Senate or the Board of Trustees. The Institutional Policy Committee, the Policy Owner, or the Policy Officer may update these sections at any time.*

#### **IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources**

A. Policies/ Rules.

1. Policy 5-403: Additional Compensation Policy
2. Rule 5-403A: Additional Compensation for Staff (Hourly/Exempt)
3. Rule 5-403B: Additional Compensation for Faculty

B. Procedures, Guidelines, and Forms.

1. [Clinical Income Payment Form](#)

C. Other Related Resources.

1. [ reserved ]

#### **V. References**

- A. [ reserved ]

## **VI. Contacts**

The designated contact officials for this Regulation are

- A. Policy Owner(s) (primary contact person for questions and advice): Human Resources Associate Director, Payroll and [UUHC Human Resources Associate Director, Payroll]
- B. Policy Officer(s): Chief Human Resource Officer

See Rule 1-001 for information about the roles and authority of policy owners and policy officers.

## **VII. History**

Revision History.

- A. Current version. Revision 0. Effective February 14, 2023