

## “Billing Paragraph”

Insert this template text into offer letter for MD fellows who will be providing billable services outside of their regular fellowship:

Begin here:

I am pleased to include the Offer Letter setting out the [ x % ] postdoc and [ y % ] staff physician appointment, which will allow you to volunteer for [ z ] hour shifts of work over and above your fellowship duties.

As mentioned in our discussion, the voluntary shifts must not present any conflict with your regular fellowship duties ( e.g., if you take call for another physician one evening, be sure you do not have fellowship responsibilities the following day).

End here:

Examples of percentages:

X = 90%

Y = 10 %

Z = 4 hours

X = 80%

Y = 20%

Z = 8 hours