

**APPLIES TO:**

HealthTrust Workforce Solutions (HWS) HT Locums and Interim Leadership

**PURPOSE:**

To establish (i) a consistent process for accepting referral candidates for employment or contracting (**Candidates**); and (ii) appropriate criteria for determining when payment of a referral bonus to HealthTrust Workforce Interim Leader and HT Locums Physician, Physician Assistant and Nurse Practitioner applicants submitting referral Candidates (**Applicants**) will be authorized.

**POLICY:**

This policy will be implemented at the direction of the management team. The management team retains discretionary rights to add or modify criteria as appropriate, and can withhold all or any portion of a referral bonus to any Applicant for any disciplinary or ethical matter, or for failure to provide all required information and/or documentation. This policy may be revised or cancelled at any time with or without notice. This policy does not amend or supersede any existing incentive program(s) for eligible HealthTrust employees or independent contractors.

**ELIGIBILITY:**

The following types of employees or independent contractors are eligible to receive referral bonus(es) pursuant to this policy: HealthTrust Workforce Interim Leaders and HT Locums Physicians, Physician Assistants and Nurse Practitioners. Eligible employees or independent contractors must be active, as defined in Section 4., at the time qualifying criteria have been met. The following types of employees of HealthTrust Workforce Solutions and HT Locums are not eligible to receive the referral bonus: infrastructure employees (i.e. Corporate support employees in Sunrise and Dallas, Recruiters, Physician Agents, Client Representatives, Account Managers, Marketers, other employees working in HealthTrust Workforce Solutions field offices, etc.).

**PROCEDURE:**

1. In order to be eligible for a referral bonus pursuant to this policy, an Applicant must submit complete, accurate Applicant and Candidate information via HWS Refer a Friend portal (**Portal**). Additionally, to be eligible to submit a Candidate, each physician or non-physician referral source Applicant must be a party to a written agreement with HealthTrust Workforce or HT Locums, as applicable, that contains the payment terms set forth in this policy and satisfies the requirements of General Statement of Agreements With Referral Sources; Approval Process (LL.001).
2. Each Applicant who refers a Candidate will be eligible to receive the applicable referral bonus set forth in Section 6, subject to the applicable exclusions and duration of employment by the Candidate.
3. The first Applicant to submit a Candidate via the Portal will be the only Applicant eligible to receive a referral bonus for such Candidate. Referral bonuses will not be divided between Applicants who have referred the same Candidate, and all decisions regarding Candidate ownership shall be made in HWS's sole discretion. In the event that a Candidate has not completed the requirements set forth in Section 6 within 6 months from date of Portal submission, the Applicant submitting such Candidate shall no longer be eligible to receive the applicable referral bonus.
4. Payment of a referral bonus to an Applicant who is an active HWS employee at the time of the expiration of the applicable period set forth in Section 6 shall occur promptly following the expiration of such period. Payment of a referral bonus to an Applicant who is an active independent contractor of HWS at the time of the expiration of the applicable period set forth in Section 6 shall occur following the expiration of such

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**Effective: 1/1/2020**

period and the completion by the Applicant of all vendor certification forms and/or other agreement(s) required by HWS at such time, provided that the Applicant shall have a maximum of 60 days from date of notice to complete all documentation required by HWS. The determination of active status for purposes of referral bonus payment shall be made at the time of the expiration of the applicable period set forth in Section 6. In order to be considered a HWS Employee for purposes of this policy, an Applicant must (i) be in compliance with the Corporate Code of Conduct Policy; (ii) be continually employed by HWS from the time of Candidate submission through the achievement of the criteria set forth in Section 6; and (iii) not be considered immediate family of the Candidate, not reside in the same domicile as the Candidate, nor violate any other corporate hiring policy or any provision set forth in the HR Limitations on Employment policy (HR.OP.019).

5. An Applicant who submits a Candidate who is an active or former HWS employee or independent contractor or an active or former employee or independent contractor of any other affiliate of HCA Holdings, Inc., shall not be eligible to receive a referral bonus.
6. For each Candidate properly submitted via the Portal, each Applicant shall be eligible to receive the referral bonus for each service line Candidate type set forth below, subject to the achievement by such Candidate of the minimum qualifying criteria and absence of exclusions.

Service Line	Bonus for Active HWS employee or Independent Contractor	Bonus for Non-Employee	Qualifying Criteria	Exclusion(s)
Interim Leaders	\$1,500	\$500	Minimum 65-day work requirement	Candidates must not be active employees or independent contractors of HWS, any of its clients, or any affiliate of HCA Holdings, Inc.
HT Locums Physicians	\$1,000	\$500	Minimum 20 work date requirement and will include on-call and/or and Productive hours*	
HT Locums mid-level; which includes Physician Assistants and Nurse Practitioners)	\$750	\$350	Minimum 20-day work requirement	

HWS employee or independent contractor must be active at the time qualifying criteria has been met.

\*Qualifying Criteria for Locums: 20 work dates represent any day the HT Locums Provider worked on-call hours and/or productive hours.

\*All HT Locums referral bonuses will be subject to a Fair Market Value evaluation.

**REFERENCE:**

- General Statement on Agreements with Referral Sources - Approval Process Policy, [LL.001](#)
- Reporting Compliance Issues and Occurrences to the Corporate Office Policy, [EC.025](#)
- Company Code of Conduct