

IHS CASE CHECKLIST FOR TITLE 38 PHYSICIAN, DENTIST, AND PODIATRIST PAY REQUESTS REVIEWED IN THE IHS AREAS

Physician's Name: _____

HR contact: _____ Proposed Effective Date: _____

Justification Memorandum:

- Nature of action proposed (i.e. new appointment, reassignment, market pay adjustment)
- Discussion of Market Pay factors, including:
 - Position responsibilities and position's criticality to the IHS mission
 - Physician's qualifications, achievements and experience
 - Need for physician's specialty at the facility
 - The health care labor market for the specialty and rationale for proposed Market Pay amount based on salary surveys
- If the pay action also includes a recruitment, retention or relocation incentive (3R), the request must also address the 3Rs factors
- Supervisor's signature and any other internally mandated signatures

HHS 691 Form:

- VA pay table and tier based on specialty and IHS Tier definitions – supported by position description and justification
- Current and proposed pay as determined by: $GS \text{ base pay rate (no locality)} + \text{Market Pay} = \text{Total Annual Pay}$; $\text{Annual Pay} + 3Rs = \text{Total Annual Compensation}$
- Correct officials in section 6
 - ✓ Recommending Official is the physician's supervisor
 - ✓ Compensation Panel Chair is the Clinical Director
 - ✓ Approving Official is the Area Director
 - ✓ HR Review is the regional HR Director

Other Attachments:

- Excerpts of one or two pages from at least two salary surveys referencing appropriate specialty. Creditable surveys include the [Bureau of Labor Statistics](#) (free), AMGA, MGMA, HHCS, AAMC, and Merritt Hawkins. Salary survey information is available on the [IHS intranet](#) accessible via the OHR compensation web page.
- Resume, including information on licensure and board certification
- National Practitioner Databank (NPDB) findings or verification from the Clinical Director that the NPDB report has been reviewed and there are no significant findings. If there are NPDB findings, the Clinical Director must confirm that the findings do not pose an issue.
- Unrestricted licenses in every state the provider is licensed or written verification of license
- Latest SF-50 showing salary
- Latest completed PMAP rating coversheet (if current IHS employee). If the employee does not have a rated PMAP in the current position, the coversheet showing the mid-year review and any accompanying evaluative comments.
- Job Opportunity Announcement (if newly selected). Only initial page(s) required showing how advertised/qualifications
- Position Description, including signed OF-8 coversheet. Evaluation statement and other PD-related documents (PDR, BUE decision, FLSA) are not required.

******Personally Identifiable Information (PII) must be redacted on all documents******