

IHS CASE CHECKLIST FOR TITLE 38 PHYSICIAN, DENTIST, AND PODIATRIST PAY REQUESTS

REVIEWED AT IHS HEADQUARTERS

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, board certifications, 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
- Any unique circumstances, qualifications or credentials, and the comparison of these circumstances to the equivalent compensation level of the non-HHS physicians in the local health care labor market

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. Regional HR Dir/designee must also concur.

HHS 691 Form:

VA pay table and tier based on specialty, or IHS leadership role (VA pay table 5), and IHS Tier definitions – supported by position description and justification

Current and proposed pay as determined by: GS base pay rate (no locality) + Market Pay = Total Annual Pay;

Annual Pay + 3Rs = Total Annual Compensation

Correct officials in section 6

- ✓ Recommending Official is the Area Director
- ✓ Compensation Panel Chair is the IHS Chief Medical Officer
- ✓ Approving Official is the IHS Deputy Director
- ✓ HR Review is the Director, Office of Human Resources, HQ.

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 NPDB report must be sent and 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 is required.

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****

