

OCE – Preceptors: Preceptor Payments		SOP #: CE.004.00
Effective Date	07/01/18	
Last Revision/Review	11/29/18, 8/28/19	

1. Purpose

The purpose of this procedure is to provide guidelines to the OCE Staff for Internal process for paying the Preceptors.

2. Related Policy/Authority

3. Faculty/Staff Responsibilities

Regional Hub Coordinators

Director of Clinical Education

Administrative Assistant

Finance Office

4. Definitions/Abbreviations

- A. OCE – The Office of Clinical Education
- B. CAPRI – Clinical And Professional Resource Information System
- C. NI – New Innovations
- D. GP – Microsoft Dynamics Accounting System

5. Procedural Steps

5.1. The trigger for preceptor payment is the evaluation completed and submitted by the preceptor in NI.

The Director of Clinical Education:

5.1.1. Makes sure that the payment/vendor paperwork is completed in CAPRI, vendor is created in GP, and the preceptor payment can be processed.

5.1.1.a. The required payment paperwork includes: BCOM Vendor Form, W9, Payment Agreement.

5.1.2. Issues the invoices for all preceptors/vendors;

5.1.3. Submits the invoices to the Administrative Assistant to enter into GP;

5.1.4. Approves the purchase requisition in GP;

5.2. Administrative Assistant submits the approved invoices to the Finance Office for further processing of payment.

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STANDARD OPERATING PROCEDURES

6. Reports/Charts/Forms/Attachments/Cross References

[CAPRI](#)

[BCOM Vendor Form](#)

[W9](#)

[Preceptor Agreement](#)

7. Maintenance

The OCE will review this procedure as necessary.

8. Signature

Signature on File	8/28/19
Irina Zhorzholiani, MBA Director of Clinical Education	Date

9. Distribution List

Internal

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date