



Empowered Therapy Inc.  
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# SOPs:

## Clinician steps to request Coverage for caseload or Supervisee's caseload

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### Summary:

These are processes to follow when requesting either sick time, paid time off, or unpaid vacation time. Please be sure to use these SOPs in conjunction with consultation with your supervisor, if applicable, and your on-site clinical director.

### Resources:

[lgarski@empoweredtherapy.org](mailto:lgarski@empoweredtherapy.org)

[kschad@empoweredtherapy.org](mailto:kschad@empoweredtherapy.org)

Empowered Supervisor

[Coverage Tracking Sheet](#)

[Supervisor Coverage Sheet](#)

### Fully-licensed Clinician requesting caseload coverage

1. If you will be out for 1 clinical work day or more and will be totally unavailable to clients, then you can request caseload coverage using the [Coverage Tracking Sheet](#)

- a. The Coverage Tracking Sheet is for coverage only. Communicate vacation days to Previous via Gusto.
2. Please review the clinician who has most recently provided coverage to determine who is next in the rotation list
  - a. For example, if you see that Kanika most recently asked JaShawn for coverage, then you would find JaShawn's name in the coverage list and move to the next person in line.
3. Once you have determined the appropriate clinician to ask for coverage, email them at least 4 weeks in advance to confirm that they can cover for you.
  - a. You will also want to share with them any specifics related to high-needs or at-risk cases.
  - b. You can meet with your coverage clinician in advance of your vacation but you do not have to do so.
4. Once you have confirmed coverage, please list the person who will be covering your cases on your Therapy Notes calendar:

The screenshot shows a calendar interface for the week of March 27, 2023. The navigation bar includes 'Therapy Notes' and menu items: 'To-Do', 'Scheduling', 'Patients', 'Staff', 'Billing', 'Payers', 'Library'. The calendar view is for 'Emily Buettner' and shows the following events:

Day	Mon 3/27	Tue 3/28	Wed 3/29	Thu 3/30	Fri 3/31	Sat 4/1	Sun 4/2
All Day	Email KF if 6 pm op	Email Erin onboardi	Vacation; Kanika clinical coverage; Lizzie supervisor coverage				
8 AM					time card & missed		
9 AM			9a-SiFo (Canceled) Starts at Main Office	Starts at Main Office			
10 AM	10a-CoVa (Canceled)				10a-Admin Meeting (Canceled)	Create Appt. on 4/1/23 at	

5. The day before your vacation or scheduled time away, email your coverage clinician, the chief of clinical staff, and the intake team to confirm that the coverage clinician will be covering your cases in your absence.

### **Provisionally licensed clinician currently working under supervision**

1. During vacations or scheduled time off, your caseload will always be covered by your supervisor.
2. In cases where both you and your supervisor are out-of-office at the same time, you and your supervisor will need to work with your clinical director to coordinate coverage.

### **Supervisor requesting supervisee coverage**

1. If you will be out for 1 clinical work day or more and will be totally unavailable to your supervisee, then you can request caseload coverage using the [Supervisor Coverage sheet](#).
2. The coverage follows a rotation, moving to the next clinician in cases of time overlap, etc.