1. **CURRENT MACRO FUNCTIONS**
   1. Series recognition on booked times (overlap, wait times [scheduled wait times]
   2. Calculates booked units with rules (look at start and end times, overlap, wait time) and actual units based on formulas
2. **GOALS FOR NEW MACRO**
3. Column order - modify macro to reflect new format of scheduling/billing file
4. Add interpreter rates, verify interpreter names, add a note for interpreter who require a 2-hr min based on existing list of interpreters (incl. name, rate, language, min2 yes/no)
5. Add “Arrival time”
6. Add SCCA client rate, currently $48 regular hours, and $55 for after-hours
7. Detect after hours and weekend
8. Compute actual units based on actual times reported
9. Run through all rules/notes, and decide if they apply when looking at actual times and booked times
10. Compute billable units
    * The only missing part from our current process is that we are not recording the actual arrival time of the interpreter in the billing file, therefore we cannot implement the LA (late arrival) penalty rule. We will look at implementing this once the rest of the macro is functional.
11. **Input validation**
12. **CURRENT PAYMENT RULES/POLICIES**

**Missing Timesheets (no effect on Macro)**

If interpreters have not submitted their timesheets by the end of the pay period, they will only be entitled to the minimum payment.

**Minimum payment**

1. If scheduled for a single appointment for less than 1 hr, interpreters get paid for 1 hr (this rule is superseded by the 2-hr min rule defined below).
2. If scheduled for back to back appointments with the same patient on the same day (=series) for less than 4 hrs combined, interpreters get paid for the combined scheduled duration or actual length of series, whichever is greater.
3. If scheduled for a series for more than 4 hrs combined, interpreters get paid for the combined actual length of the appointments or a minimum of 4 hrs, whichever is greater.
4. Wait time at the beginning of an appointment or series (Late Start = LS) counts as time worked and is added to actual length for calculating billable units.

Notes:

* for status LCL at the beginning of an appt/series, 4-hr max does apply (wait time is not added/paid)
* for status PT or CL (on-site late cancellation) 4-hr max does not apply (wait time is added/paid)

**Interpreters with 2-hr minimums (MIN2)**

Some interpreters require a 2-hr minimum payment. The 2-hr minimum applies to each patient seen on any given day, but is waived when an interpreter is scheduled to work with different patients on the same day and the block of appointments are back to back with less than 60 minutes of wait time between patients. If a single appointment or a series not followed by any other is less than 2 hrs (scheduled or actual time), the interpreter gets paid 2 hrs. See details under MIN2 Note below.

**Late Arrival - LA (NEW, ON HOLD FOR IMPLEMENTATION)**

1. Deductions to payment due will be made for any appointment where the interpreter arrives late and the appointment still proceeds. The deduction will be based on minimum payment (previously calculated billed units) due. We will deduct one quarter of a unit for each 15-minute of late arrival, rounding up (e.g. a 5-minute late arrival will trigger a 15-minute or ¼ unit deduction, a 25-minute late arrival will trigger a 30-minute or ½ unit deduction, etc.).
2. If an appointment has to be cancelled due to the interpreter’s late arrival, the interpreter will not be entitled to any payment for that appointment.

**Wait time - WT**

Interpreters can bill for up to 1 hr of wait time between appointments on the same day with the same patient. If the wait time is scheduled for more than 1 hr, or is between different patients, interpreters cannot bill for wait time.

(Note about series recognition, the current billing macro already does this for booked times: we first apply the minimum rule, then the 1-hr wait time rule, e.g. . 9:00-9:15 and then 11:00-12:00 would still be a series, since 1 hr min 9-10 and then 1 hr wait time 10-11)

**Late Start -LS (NEW)**

Wait time at the beginning of an appointment (actual times) or series counts as time worked and is added to actual length for calculating billable units.

**Early Start**

Interpreters get paid in addition to booked time if an appointment starts earlier than scheduled.

1. Appt starts earlier than scheduled. Interpreter gets paid additional time in 15 minutes increments (on top of total units based on comparison of actual vs booked).
2. Early start is added to the 1-hr minimum, LB and MAX4 rules

**After-hours Appointments**

Interpreters will be paid at the after-hours rate ($5 above their normal interpreting rate) for all appointments scheduled after 5 pm, before 8 am or on a weekend or official holiday.

**Late Cancellations**

A LCL charge applies to all cancellations made with less than 24-hour notice from business day to business day (Monday through Friday). Saturday and Sunday are not business days, so notifications of changes/cancellations for a Monday made on Friday are subject to the LCL policy. The same goes for changes/cancellations made right before or on a holiday. We must receive cancellation notice for any weekend appointments prior to Friday, or LCL will be charged.

1. If an appointment or a series is scheduled to last less than 4 hours, the interpreter will be entitled to bill for the combined length of all appointments.
2. If an assignment is scheduled to last more than 4 hours, the interpreter will be entitled to bill a maximum of 4 hours.

**Partial Late Cancellations**

When an appointment that is part of a series of back-to-back appointments is LCL, the maximum of 4 hours is applied to the combination of hours worked and hours late cancelled.

**Exception for on-site LCL**: If the LCL is at the beginning of a series of appointments (e.g. the interpreter is scheduled at 9am, but the appointments do not begin until 10) and the interpreter is on-site (i.e. was not notified of the LCL the day before), the LCL portion of the series counts as time worked, so the maximum of 4 hours is not applied in this case). We will soon be tracking these on-site LCL as PT [patient] or CL [clinic] to differentiate them from standard LCL

If an appointment that is split between after hours and regular hours is late-cancelled, we will split the billable units between after hours and regular rates, regardless of when the late cancellation notice was received.

1. **CURRENT NOTES**

We currently include notes in the billing file to explain why units may be different than a straight conversion from time booked or worked, this helps the processor, auditor and client understand the relationship between units billed and time booked/worked. We’d like to keep including the notes in the billing file, especially if the macro can easily add them automatically. Some of them are more helpful than others, so the list might be shortened if some are too difficult to implement.

We would want the Macro to consider all rules, look at booked and actual times, and keep/add the note that is relevant for calculating the billable unit.

**MIN2 = MINIMUM 2 HOURS**

Interpreter charges 2 hours minimum. Currently, we add this note manually before processing starts. We would like macro to 1) add this note in billing file automatically using an interpreter list (name, rate, min2 yes/no), and 2) add the interpreter rate. Macro should look at locations and languages. Min2 applies differently for some interpreters based on those criteria

1. If a single appointment not followed by any other is scheduled for less than 2 hrs, and the appointment takes less than 2 hrs (actual), we will increase the units paid to 2.
2. The 2-hr minimum applies to each patient seen on any given day, but is waived when an interpreter is scheduled to work with different patients and the block of appointments are back to back with less than 1 hour of wait time between patients.
   1. Waived for both appointments/patients for wait time **less** **than** 60 minutes
   2. Waived for only the second appointment/patient, if the wait time becomes less than 60 minutes after we apply the 2 hour min to the first appt.

For example S: 10-11 (2 hour min: 10-12) and A: 12:30-1:00 (2hr min waived pay 1 h min only 12:30-1:30)

1. It would be helpful to have the note struck through **~~MIN2~~** when the 2-hr min is waived, due to other apt that day.
2. If the 2-hr min applies and the actual start time is earlier than scheduled, the additional early start units will only be added if the actual length is longer than 2 hours (this is different from how we treat 1-hr min. interpreters).

**WT = WAIT TIME**

1. At the beginning of an appointment, see **LS** below
2. Between appoitnments: Interpreter had to wait 1 hour or less between appointments on the same day with the same patient => interpreter gets paid the wait time. If wait time is more than 60 minutes, they don’t get paid.

**LS = LATE START**

The interpreter arrives on time, but appointment started later than scheduled => interpreter gets paid from the scheduled start time (wait time at the beginning of an appt counts as time worked)

**OL = OVERLAP**

Time not charged due to overlapping appointments in a series (interpreters cannot double bill time spent with the same patient during different appointments scheduled/happening in the same timeframe)

**MAX4 = MAXIMUM HOURS**

1. If there is a partial late cancelation for an appointment or a series scheduled for more than 4 hours, any cancelled time beyond the 4 hours max will not be paid (but if an interpreter actually works more than 4 hours and in addition still has some appointments cancelled late, they get paid the actual time worked , i.e. more than 4 hours).
2. If there is a break longer than 1 hr between 2 long series of appointments (same interpreter, same patient), the 4-hr max rule is applied to each series.
3. If a series started late and is subject to the 4-hr max rule, the late start is paid as wait time and added to the 4-hr max (i.e. the 4-hr max is applied based on actual start time, not booked start time and interpreter gets paid combination of wait time + 4-hr max)
4. If a series started early and is subject to the 4-hr max rule, the early start is paid in addition to the 4-hr max (i.e. the 4-hr max is applied based on booked time, not actual start time and interpreter gets paid combination of early start + 4-hr max)

**LB = LONGER BOOKING**

This is a different way to think of partial late cancellations, but the logic is the same.

If actual end time of an appointment or a series is earlier than scheduled end time, the interpreter gets paid for all booked hours (subject to the 4-hr max rule, so LB only applies if appointment or series is scheduled for less than 4 hours). This applies if units based on actual time are less than units based on booked time. Interpreter gets whichever is higher.

**SPLIT – SPLIT ROW between Reg and A.Hours**

Macro needs to be able to split a row between regular and after hours when a single appointment starts in regular hours but ends after hours, whether based on actual or booked time. Note should be added in both split rows

**AA = ADDED APPOINTMENT** [manual comment only, no implementation required]

Any last minute appointments added to a patient's existing schedule. We currently add this note manually. We are moving towards having the interpreters add the extra time on the last appointment instead of creating another row for the add-on appt.

**[LA = LATE ARRIVAL – ON HOLD, CANNOT BE IMPLEMENTED AT THIS TIME]**

1. Applies if interpreter arrives on site after scheduled start time.
2. If LA, then, we deduct .25 unit from minimum payment due for each 15 minutes of late arrival (rounding up). (e.g. a 5-minute LA will trigger a ¼ unit deduction, a 25-minute LA will trigger a ½ unit deduction, etc.). The minimum payment is the most the interpreter can get paid for that appt or series (e.g. 1 hr min [or 2-hr min for some interpreters), actual time worked/booked up to 4 hrs if they worked less than 4 hrs, or actual time if they worked more than 4 hrs).
   * (If interpreter reports an LA due to a previous appointment running longer (LA CLINIC), we will still apply the deduction since the interpreter gets paid more for the 1st appt that took longer)

1. **OTHER FACTORS THAT AFFECT PAYMENT**

A.Hours = After-Hours (Type of Pay column)

Macro will recognize weekends too.

We don’t need to recognize holidays – too hard for the macro.