

Post Interview Process

Within 2 Business Days Send:

- IC Contract
- Doula Guidelines & Expectations
- Sick Policy
- Google Availability Form Link
- Invoice process - how to submit invoice and where payment will be sent

Include in email that within 7 days they need to send:

- Signed IC Contract
- Signed Doula G & E
- Signed Sick Policy
- Filled out availability and preferred schedule form
- Labor & PP Certifications
- Business Info with Tax ID
- CPR Certification
- Payment Information
- Proof of Insurance
- Background Check
- W9 Form

Backend Procedures:

- Create IC file in Google Drive with all documentation.
- Add Doula to shared Drive
- Add Doula to Availability Spreadsheet
- Set up Doula on google calendar.

Once everything is completed and received, send a welcome email that includes:

- A link to their google calendar.
- Video on how to use Google Calendar.
- Detailed instructions for submitting invoices through Website and Shared Drive