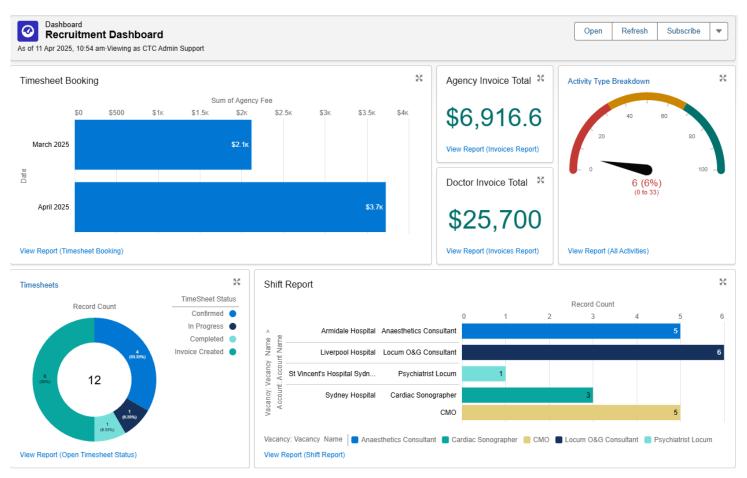# Medical system screen shots
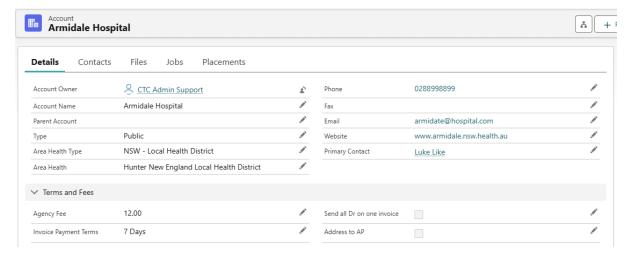
Home Page

- Reports can display any information in the system, Bookings, Invoices, track consultant's activity KPIs, Placements, Timesheets, etc and display the most required info on the homepage dashboard
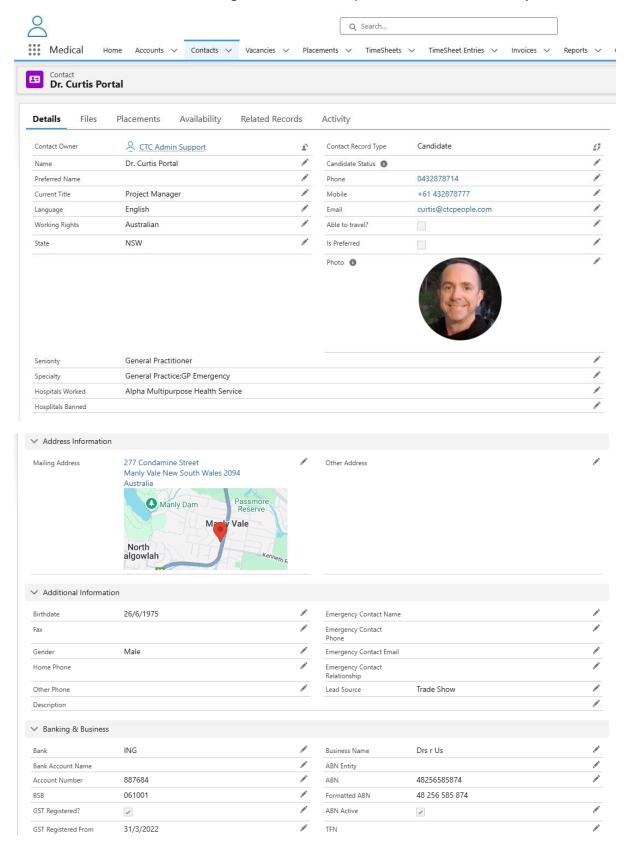- Each Team can have a different dashboard / view

Hospital / Client Records

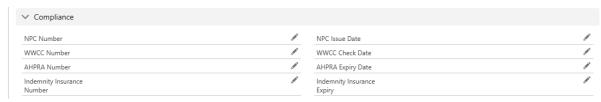- Keeping track of Clients/Clinics/Hospital contacts, Files, Jobs and Placements on the one record.

Candidates / Doctor records

- All the information is configurable, track files, placements and availability

CTC People Medical Solution

Compliance

NPC Number	✎	NPC Issue Date	✎
WWCC Number	✎	WWCC Check Date	✎
AHPRA Number	✎	AHPRA Expiry Date	✎
Indemnity Insurance Number	✎	Indemnity Insurance Expiry	✎

Track activities such as calls, meetings and emails from within the candidate record, with emails and calendar events sync'd to Gmail or outlook

Candidate compliance can be tracked on their record and files uploaded.

Contact
Dr. Curtis Portal

Details · **Files** · Placements · Availability · Related Records · Activity

Compliance Status

References · Other · ID Documents · Baseline · Vaccinations

Documents: ✕

🟢 Verified · 😐 Expired in 30 days · 🔴 No File/Expired

Background Check · Bank Card · Birth certificate · Drivers licence · Medicare card · Passport

Resume and Files (9)
9 items • Updated a few seconds ago

	Web Document Name	Document Type	Expiry Date	Link to File	Created Date	
1	Curtis Portal CV.docx	Resume		Curtis Portal CV.docx	24/3/2025, 5:10 pm	▾
2	Reference1.docx	Reference 1		Reference1.docx	24/3/2025, 6:22 pm	▾
3	Reference2.docx	Reference 2		Reference2.docx	24/3/2025, 6:22 pm	▾
4	Bank Card.docx	Bank Card		Bank Card.docx	24/3/2025, 6:25 pm	▾
5	Birth Certificate.docx	Birth certificate		Birth Certificate.docx	24/3/2025, 6:25 pm	▾
6	Backgroud Check.docx	Background Check		Backgroud Check.docx	24/3/2025, 6:25 pm	▾
7	Drivers License.docx	Drivers licence		Drivers License.docx	24/3/2025, 6:25 pm	▾
8	Medicare Card.docx	Medicare card		Medicare Card.docx	24/3/2025, 6:25 pm	▾
9	Passport.docx	Passport	01/05/2025	Passport.docx	24/3/2025, 6:26 pm	▾

Jobs / Vacancies

- Track Jobs available for Hospitals (Locum, part-time, permanent, etc)
- Manage Placements and shifts

Vacancy
Locum O&G Consultant

| Details | Advertise | Placements | Shifts | Timesheet |

Vacancy Name	Locum O&G Consultant		Owner	CTC Admin Support
Client	Liverpool Hospital		Stage	JobOn
Client Contact	Audrey Airy		Record Type	Temporary Vacancy
State	NSW		Start Date	24/2/2025
Seniority	Senior Practioner		End Date	
Specialty	Dermatologist		Rate Type	Daily
Grade	A		Candidate Pay Rate	$2,500.00

∨ Comments

Vacancy Description	
Job Details	
Inclusions	

Roster Management

- Add / assign shifts to Doctors

Auto Placements & Timesheets

- Automatically create placements and timesheets based on assignment of shifts

Vacancy
Locum O&G Consultant

Details   Advertise   **Placements**   Shifts   Timesheet

Placements (1)
1 item • Updated a few seconds ago

	Placement Name ∨	Company ∨	Start Date ∨	End Date ∨	Pay Rate ∨	Pay Type ∨	Placement ... ∨	
1	P-000010	Liverpool Hospital	17/03/2025	28/03/2025	$2,500.00	Daily	Placed	▾

View All

TimeSheets (2)
2 items • Sorted by TimeSheet # • Updated a few seconds ago

	TimeSheet # ↑ ∨	TimeSheet Status ∨	Candidate ∨	Start Date ∨	End Date ∨	
1	TS-000000013	Open	Curtis Portal	17/03/2025	23/03/2025	▾
2	TS-000000014	Open	Curtis Portal	24/03/2025	30/03/2025	▾

View All

TimeSheetEntries (12)
12 items • Sorted by Entry # • Updated a few seconds ago

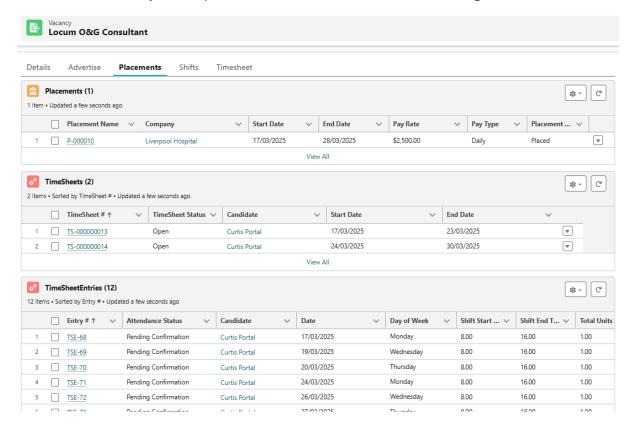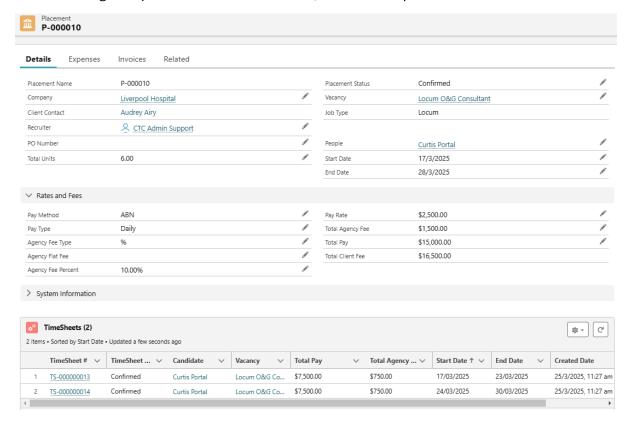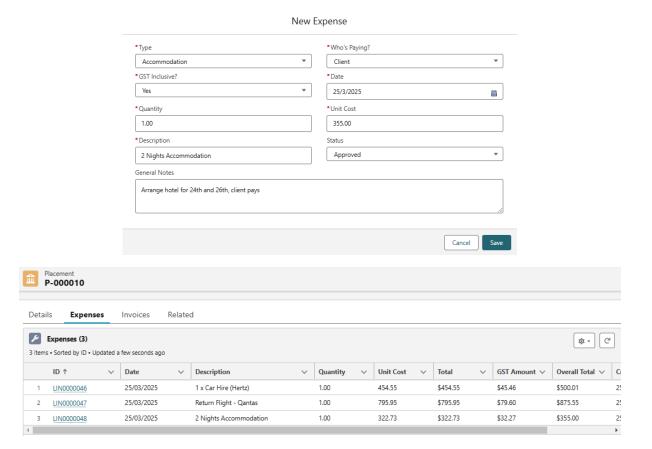|	Entry # ↑ ∨	Attendance Status ∨	Candidate ∨	Date ∨	Day of Week ∨	Shift Start ... ∨	Shift End T... ∨	Total Units
1	TSE-68	Pending Confirmation	Curtis Portal	17/03/2025	Monday	8.00	16.00	1.00
2	TSE-69	Pending Confirmation	Curtis Portal	19/03/2025	Wednesday	8.00	16.00	1.00
3	TSE-70	Pending Confirmation	Curtis Portal	20/03/2025	Thursday	8.00	16.00	1.00
4	TSE-71	Pending Confirmation	Curtis Portal	24/03/2025	Monday	8.00	16.00	1.00
5	TSE-72	Pending Confirmation	Curtis Portal	26/03/2025	Wednesday	8.00	16.00	1.00
6	TSE-73	Pending Confirmation	Curtis Portal	27/03/2025	Thursday	8.00	16.00	1.00

Placement

- Manage the placement's confirmations, totals and expenses

Placement
P-000010

Details   Expenses   Invoices   Related

Placement Name	P-000010
Company	Liverpool Hospital
Client Contact	Audrey Airy
Recruiter	CTC Admin Support
PO Number	
Total Units	6.00

Placement Status	Confirmed
Vacancy	Locum O&G Consultant
Job Type	Locum
People	Curtis Portal
Start Date	17/3/2025
End Date	28/3/2025

∨ Rates and Fees

Pay Method	ABN
Pay Type	Daily
Agency Fee Type	%
Agency Flat Fee	
Agency Fee Percent	10.00%

Pay Rate	$2,500.00
Total Agency Fee	$1,500.00
Total Pay	$15,000.00
Total Client Fee	$16,500.00

> System Information

TimeSheets (2)
2 items • Sorted by Start Date • Updated a few seconds ago

	TimeSheet # ∨	TimeSheet ... ∨	Candidate ∨	Vacancy ∨	Total Pay ∨	Total Agency ... ∨	Start Date ↑ ∨	End Date ∨	Created Date
1	TS-000000013	Confirmed	Curtis Portal	Locum O&G Co...	$7,500.00	$750.00	17/03/2025	23/03/2025	25/3/2025, 11:27 am
2	TS-000000014	Confirmed	Curtis Portal	Locum O&G Co...	$7,500.00	$750.00	24/03/2025	30/03/2025	25/3/2025, 11:27 am

Create and manage Expenses at the Placement or Timesheet level, upload reciepts

New Expense

* Type
Accommodation

* GST Inclusive?
Yes

* Quantity
1.00

* Description
2 Nights Accommodation

General Notes
Arrange hotel for 24th and 26th, client pays

* Who's Paying?
Client

* Date
25/3/2025

* Unit Cost
355.00

Status
Approved

Cancel   Save

Placement
P-000010

Details   **Expenses**   Invoices   Related

Expenses (3)
3 items • Sorted by ID • Updated a few seconds ago

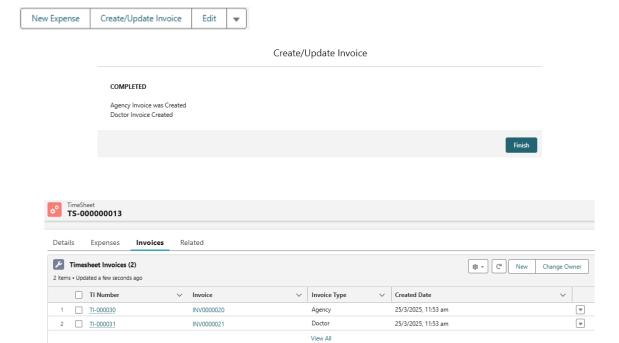|	ID ↑	Date	Description	Quantity	Unit Cost	Total	GST Amount	Overall Total	C
1	LIN0000046	25/03/2025	1 x Car Hire (Hertz)	1.00	454.55	$454.55	$45.46	$500.01	25
2	LIN0000047	25/03/2025	Return Flight - Qantas	1.00	795.95	$795.95	$79.60	$875.55	25
3	LIN0000048	25/03/2025	2 Nights Accommodation	1.00	322.73	$322.73	$32.27	$355.00	25

Timesheets and Invoices

- Manage weekly timesheets
- Create Invoices based on 1 or more Timesheets
- Send PDF Timesheets to client for approval
- Automations allow for auto status setting (In-Progress, Completed)
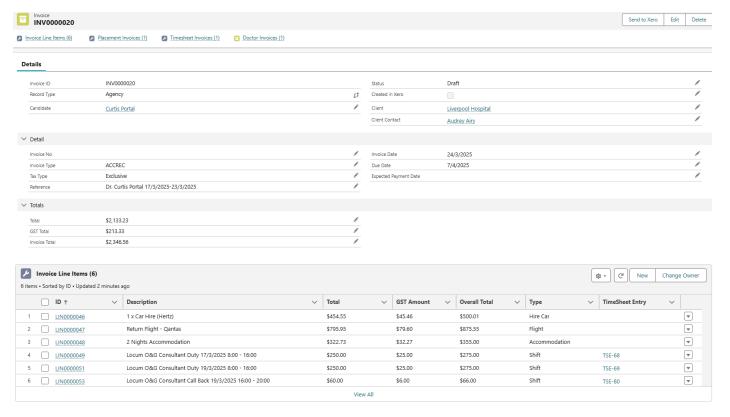- Confirm Days, Times, call backs

CTC People Medical Solution

TimeSheet
TS-000000013

Details Expenses Invoices Related

∨ Details

TimeSheet #	TS-000000013	TimeSheet Status	Completed
Placement	P-000010	Candidate	Curtis Portal
Vacancy	Locum O&G Consultant	Start Date	17/3/2025
Vacancy Name	Locum O&G Consultant	End Date	23/3/2025
Company Name	Liverpool Hospital		
Total Units	5.00		

∨ Information

Pay Method	ABN	Total Agency Fee	$810.00
Pay Type	Daily	Total Pay	$8,100.00
Agency Fee Type	%	Total Client Fee	$8,910.00
Attended TSE	4		
Created By	CTC Admin Support, 25/3/2025, 11:27 am	Last Modified By	CTC Admin Support, 25/3/2025, 11:49 am

TimeSheet Entries (4)
4 items • Sorted by Date • Updated a few seconds ago

		Entry #	Attendance Status	Day of Week	Date ↑	Shift End T...	Shift Start ...	Shift Type	Pay Rate
1		TSE-68	Attended	Monday	17/03/2025	16.00	8.00	Duty	$2,500.00
2		TSE-69	Attended	Wednesday	19/03/2025	16.00	8.00	Duty	$2,500.00
3		TSE-80	Attended	Wednesday	19/03/2025	20.00	16.00	Call Back	$300.00
4		TSE-76	Not - Attended	Thursday	20/03/2025	16.00	8.00	Duty	$2,500.00

Create Invoices from Timesheets

- Both Agency and Doctor
- Auto include Expenses where the client pays to the Invoice

New Expense	Create/Update Invoice	Edit	▼

Create/Update Invoice

COMPLETED

Agency Invoice was Created
Doctor Invoice Created

[Finish]

TimeSheet
TS-000000013

Details Expenses **Invoices** Related

Timesheet Invoices (2)
2 items • Updated a few seconds ago   New | Change Owner

		TI Number	Invoice	Invoice Type	Created Date	
1		TI-000030	INV0000020	Agency	25/3/2025, 11:53 am	▼
2		TI-000031	INV0000021	Doctor	25/3/2025, 11:53 am	▼

View All

Invoice

- Ready to process to your financial system

Option to send PDF generated Invoices directly to the client from the system.

Store or send copies of Doctor invoices for convenience

Xero - Once we configure the system with the Xero account the system will create an Invoice in Xero waiting for payments/reconciliation.

Astute Payroll – Invoice can be pushed to send to client

System can accommodate other financial systems

Find out more, get in touch for a demo

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