

# Per Diem Credentialing Process

## START TO FINISH

Thanks for expressing interest in working with Aya! Our mission is to connect the right candidates to the right opportunities and help them build the career of their dreams. To ensure smooth sailing from here on out, here's a step-by-step overview of the process.

1

Connect with a recruiter and complete your application.  
*(1-2 business days)*

2

Your recruiter submits the application to the facility for approval.  
*(1-3 business days)*  
*Well done — you're approved!*

4

Prepare and submit your compliance documentation and complete lab work.  
*(10-14 business days)*

3

Your credentialing specialist reaches out to go over compliance items.  
*(1-2 business days)*

5

When all compliance forms are on file, your credentialing specialist schedules orientation.  
*(3-5 business days)*

*\*Please note that orientation shift availability varies by client, and some facilities do not require orientation. Check with your recruiter or credentialing specialist to make sure.*

*Woohoo — you're cleared!*

6

Your staffing specialist provides information about the Shifts app and other resources.  
*(1-2 business days)*



## CONGRATULATIONS!

You can now enjoy ultimate freedom and flexibility while working per diem shifts with Aya!

7

A payroll specialist is assigned to your profile to ensure correct pay every week.  
*(1-2 business days)*

## CONTACT

For all credentialing inquiries, please contact [rachael.burns@ayahealthcare.com](mailto:rachael.burns@ayahealthcare.com).

For all pay-related questions, please contact [payroll@ayahealthcare.com](mailto:payroll@ayahealthcare.com).