

Dear Locum,

This is an information letter in relation to your locum shift with Clear Pharmacy.

As a new locum we like to take the time to explain how our accounts department works and what processes your invoice must go through prior to payment.

Firstly, it is important that your invoice reaches the correct person, please see company contacts detailed below.

Clear Pharmacy – Lynne Pollitt – Lynnep@clearpharmacy.com

Clear Healthcare – Lynne Pollitt – Lynnep@clearpharmacy.com

Clear Pharmacy (GB) – Bogumila Sawicka – bogumila@clearpharmacy.com

Robert McMullans – Reece Cully – reece@clearpharmacy.com

Clear Pharmacy (IOM) – Joan McConkey – Joan@clearpharmacy.com

Clear Pharmacy (Crewe) – Bogumila Sawicka – bogumila@clearpharmacy.com

Clear Healthcare (Forres) – Bogumila Sawicka – bogumila@clearpharmacy.com

Don't worry if you do not know the correct company, we have included a sheet detailing the branches in each company.

When you have completed your shift, fill in the locum invoice template (also included) and send it through by email to the correct person as detailed above. We will get the invoice processed onto our accounts system, have it approved and send the payment out to you.

****We do our best to have payments in your bank account within 14 days of invoice submission, this will be subject to approval and correct details being supplied.**

***The details we require from you are:**

Full Name

Current Address

Contact Number

Bank Sort Code and Account Number

Email Address

*All details supplied are kept confidential and are not shared with any third parties. Your contact number will only be used if we need to contact you in relation to invoices submitted and we cannot reach you by email. **All payments will be made by BACs transfer. A remittance will be sent to your email when payment has been processed, please allow up to 3 working days for the funds to reach your account.

If you have any further questions, please feel free to contact the Support Office on 028 90 247 333 and we will be happy to answer them.

Let me take this opportunity to thank you for working with Clear and we hope you enjoy your time with us.

Kind Regards,

Accounts Department

Company / Branch List

Clear Pharmacy

- 16 Waterside
- Abbeycentre
- Portglenone
- Shankill
- Mount Merrion
- Belvoir
- Newtownards Road
- Clandeboye
- Thornleigh
- Conlig
- Portavogie
- 10 Church Street
- Ballyclare
- Antrim Health Centre
- Fountainhill
- Rosemount
- 5 Waterside
- Kilcooley
- Great James Street

Clear Healthcare

- Lurgan
- Banbridge
- Waringstown
- Donaghcloney

Clear Pharmacy (GB)

- Aberdeen (Alford Place)
- Forres (99 High St)
- Edinburgh
- Aberdeen (Holburn Street)

Robert McMullans

- Lisburn Road – Belfast

Clear Pharmacy (IOM)

- Cowley
- Douglas
- Michael St
- Port Erin
- Port St Mary

Clear Pharmacy (Crewe)

- Crewe

Clear Healthcare (Forres)

- Forres (83 High St)

*Updated Friday 27th Jan 2023