

### General Guidelines

- On the date of your consulting service, you will receive an email specific for that service, noting the dates and name of the event.
- Once you have completed all hours related to the service, it's time for you to report your time and expenses.
  - Open the email you were sent (Work Report email will be sent the date the service begins) and follow **Steps 1– 8** beginning on page 2.
- Should you have any questions about the service, please do not hesitate to contact the **"Requestor"** identified in the email and Work Report you have been sent. Any questions related to payment may be directed to [hcp.consulting@advita.com](mailto:hcp.consulting@advita.com) and [accounting.team@advita.com](mailto:accounting.team@advita.com).

**Please note:** The form **cannot** be saved partially completed and submitted later.

- Once you hit the **Submit** button on the Work Report, your Work Report and any attachments you provided will be automatically sent to Advita Ortho. Should you wish to supplement your Work Report with any attachments or information that may have been overlooked at the time of submission, you may send the information via email to [hcp.consulting@advita.com](mailto:hcp.consulting@advita.com).
- In order for Advita Ortho to make payments, we must have your current financial forms on file (e.g. IRS W-9, Direct Deposit or Wire Transfer form). You may electronically complete these forms at the following [link](#). This link also appears below the certification in your Work Report.

1. After you have completed all work related to a consulting service, open the **“Service Notification & Work Report”** email you received, copy the passcode found in the email, and click the **Link to Work Report** to open the form. Note that the email could be in the spam folder of your account. The advice is to save the email in your contacts to avoid this issue in the future.

Dear Dr. \_\_\_\_\_,

Advita is pleased to have you provide consulting services for the event described below:

Service(s): test

Service Date: 2025-10-30

Location: test

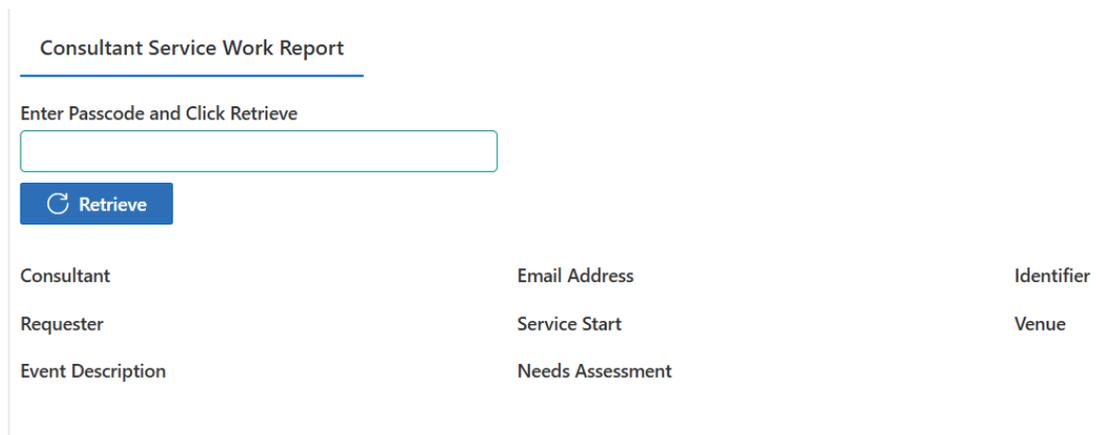
After the event, follow the link below to complete your Work Report and to report any expenses you may have related to this event. Please copy the Passcode below and after clicking the link, paste it into the first page of the Work Report. Should you have any questions about this service notification, please contact me directly. If you have any Work or Expense Report submissions questions, you can contact a member of the Compliance Team by replying to this email.

Passcode:21724537003406

[Link to Service](#)

Best Regards,  
Compliance Member  
Advita Ortho, LLC

2. Once you have clicked on the Work Report link you will be taken to the following page. Please paste the passcode from the email here. Then click the “Retrieve” button.



Consultant	Email Address	Identifier
Requester	Service Start	Venue
Event Description	Needs Assessment	

Upon clicking “Retrieve” you will see your personalized Work Report.

3. Under the **“Service Details”** you will find information related to the service, such as the date, city where the event was held, and the name of the Advita Ortho Requestor for this service.

- a. Under this section you will enter the City, State (if applicable) and Country where the service took place. You will also insert the number of hours spent for preparation and service. Each entry will need a description of how those hours were spent.

Consultant Service  
Work Report

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Enter Passcode and Click Retrieve

88194444

**Retrieve**

Consultant	Email Address	Requester

Service Start	Venue	Event Description
	Dinner	Knee Discussion

**Service Details**

Please fill out City and Country

City \*  State  Country \*

Service Type ▾ Hours ▾ Date ▾ Brief Description ▾

*No items found in this view*

**+ New entry** ← Click "New Entry" to add preparation and service hours and  
↑ Click "+New entry" Above to Create Service Entries

Service	Preparation	Other

Below is what you will see when you select New Entry. Click SAVE once you input the date and hours.

**Save** × Cancel

**Service Details**

Type of Service \*  Date \*  Hours \*

Preparation

Service

Other

**Attention:** Convert hours and minutes to decimal hours. For example: 1 hour and 30 minutes = to 1.5 to be input in the work report. You can use this calculator: <https://www.ontheclock.com/convert-hours-minutes-to-decimal-hours.aspx>

- The next section is where you will enter detailed information regarding travel hours to and from the event. Limits apply as indicated in your contract.

**Travel Information**

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Departure City

<p>Travel To Event  <input style="width: 100%; height: 20px;" type="text"/></p> <p>Travel From Event  <input style="width: 100%; height: 20px;" type="text"/></p>	<p>Travel To Hours  <input style="width: 100%; height: 20px;" type="text"/></p> <p>Travel From Hours  <input style="width: 100%; height: 20px;" type="text"/></p> <p>Total Travel Time 0.00</p>	<p>Travel To Description  <input style="width: 100%; height: 20px;" type="text"/></p> <p>Travel From Description  <input style="width: 100%; height: 20px;" type="text"/></p>
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- Next, enter any personal expenses related to the consulting service that you are requesting Advita Ortho for reimbursement. Please be sure to **attach** copies of receipts for any expense included in this report that were personally paid by you. Additionally, only expenses allowed under **Consultant Travel Policy EN** in this link <https://advita.com/consultant-information/> should be submitted.
- Below is what you will see when you select “New Entry” under the Expenses section. You may enter all applicable expenses for the selected date (meals, transportation, parking, etc.) and the amounts. Please make sure to provide a description of each expense in the “Explanation” field. Once you have entered the details, click “Save”. You may make separate entries for each date where there are reportable expenses.

**Expenses**

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Date ▾ Breakfast ▾ Lunch ▾ Dinner ▾ Other ▾ Airfare ▾ Ground Transportation ▾ Lodging ▾ Parking and Tolls ▾ Mileage

No items found in this view

[+ New entry](#)

Expense Total Mileage\_Total

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Attach Receipts and Supporting Documents

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Attachments

  
 Drop here or click to select

- The final step is to certify and sign your Work Report by typing your name in the field provided under “Signature”, selecting the date of signature, and clicking “Submit Work Report”.

**Confirmation and Signoff**

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I certify that I, the undersigned, participated in services as described above, for which I provided the actual hours of service, preparation and travel as noted.

I further certify that I have not double billed for travel and preparation time, nor do any of the hours described above include operating room time. This request for compensation is solely to reasonably compensate me for my time, efforts and expenses in conducting the described service at the request of Advita. Finally, I certify that I have complied with all terms and conditions of my consulting agreement.

Please complete your Financial Documents to be reimbursed for this service. These forms only need to be completed one time or if your information has changed. [They can be found here.](#)

**Signature \*** **Signing Date**

11/4/2025 

- Your Work Report is now complete and has been automatically sent to Advita Ortho for review.