



OVERVIEW

How to Register

Complete your Resume

The Tool Bar

FAQ

Benefits:

- Save time with all information sent automatically to a cell phone or email
- Have access to multiple orders at a time.
- Negotiate your wage and work for what you think you're worth
- Work according to your own schedule

Tell us what you think!



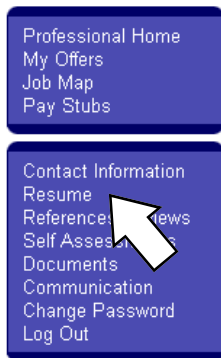
PROFESSIONAL REGISTRATION

- Enter PRNPool.com as a health-care professional.
- Click *Register*.
- Fill in the contact information.
- The username is the name you will use to login every time you visit PRNPool.com.
- If you have multiple skills you can hold the shift key and select more than one.
- Local Only means within a 50-mile radius. Contract is for a long-term need and travel assignments.
- Click Submit and login with the username and password you just created.
- Read and Accept the terms and the policies and procedures.

This should take you to your Communication Profile. This page is designed to allow you to choose your preferred methods of communication.

Select	Type	Address/Phone
<input type="checkbox"/>	Primary Phone	000 000 0000
<input type="checkbox"/>	Secondary Phone	
<input checked="" type="checkbox"/>	Cell /Text Msg	Phone (e.g. 5551112222)
<input type="checkbox"/>	Email	userguide@yahoo.com

STEP 1: GENERAL INFORMATION



- Select **Resume** on the left hand side of the screen in the tool bar.
- The *summary* is a place to provide your objective or a summary of your overall experience.
- Put the equipment and/or the systems you have used before.

Resume - Contact Information

**** Please note this resume will be seen directly by facilities, so be sure that it is accurate and complete. ****

General Info Skills Work History Education

Address:
User Guide
111 PRNPool
Dallas, Texas 75231

email: userguide@yahoo.com
home: (000) 000-0000
mobile: () -

Summary:

Equipment:

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STEP 2: SKILLS

Resume - Skills

**** Please note this resume will be seen directly by facilities, so be sure that it is accurate and complete. ****

General Info Skills Work History Education

Skill Xray Tech

For this specific skill/modality answer the following questions.

Years of Experience 10

How many different makes/models of Equipment used 2

How many months ago most recent procedure performed 1

How many total Procedures performed 7800

Submit Cancel

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- On the next tab, select a skill that you would be comfortable performing at a facility.
- For the specific modality answer the next four questions to the best of your knowledge.
- If you are currently performing a modality put *'0' months ago for your most recent procedure performed.*
- Click *Submit*
- You can add multiple skills if you are proficient in more than one modality.

STEP 3: WORK HISTORY AND EDUCATION

- Provide up to the last ten years of experience as a technologist.
- In the *Description* box, be sure to indicate any equipment or specific procedures you performed.
- On the *Education* tab, provide your completed degrees, programs, and certificates.

General Info Skills Work History Education

present - 1/2012

Prmpool
111 PRNPool St.
Dallas, Texas 75231

User Guide (Travel)

Contract assignment with Medical Contracting Services. Working on Siemens 16 slice and performing CT in the ER only.

Begin Date 1 2009

End Date 1 2012 *

* leave blank for a currently held position

Company Name PRNPool

Address 1 111 PRNPool St.

Address 2

City Dallas

State Texas

Zip 75231

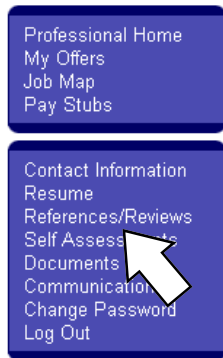
Position Held CT Technologists (Permanent)

Description In a high risk facility, performed CT exams in addition to X-ray.

Submit Cancel

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STEP 4: REFERENCES/REVIEWS



- In the blue tool bar on the left side of the page select **Reviews/References**.
- Provide contact information for three current or recent references in a leadership position.
- PRNPool will automatically send an email to the reference provided.
- PRNPool staff will also call to get a completed review.

References

Name:

Title: Xray Supervisor

Facility:

Phone:

Email:

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STEP 5: SKILLS ASSESSMENT

Standard	Experience				
	0	1	2	3	4
Abdomen	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chest	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bones-Long	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Joints	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hands	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ribs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Skull	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Select the **Self Assessment** link in the tool bar on the left side of the page.
- Select your modality and click **Add**.
- Choose the level of experience you have with each term.
- Click **Submit**
- You can add multiple self assessments for different modalities.

STEP 6: DOCUMENTS

Add/Edit Document

Document Details

Document Type: Certification/Registration

Description: ARRT (R)

Number:

Expiration: 12/30/2014

File to Upload: No file selected.

Document Details

Document Type: State License

Description: Texas

Number:

Expiration: 10/30/2015

File to Upload: No file selected.

It is recommended that you upload copies of the following documents that most facilities require:

- MMR
- Varicella
- TB Screen
- Hepatitis B
- BLS Card
- Registries
- Certifications
- Licenses

- Select **Documents** on the blue tool bar on the left side of the screen.
- Choose the *document type* you are uploading.
- Under *Description*, provide the type of license or registration you have.
- Put in the expiration date.
- Upload the PDF from your computer. You can only upload in PDF form.

THE TOOL BAR

Professional Home
My Offers
Search Orders
Job Map
Timesheets
Pay Stubs

Contact Information
Resume
References/Reviews
Self Assessments
Documents
Communication
Change Password
Log Out

Job Details

MY OFFERS

There are currently 7 opportunities available within our system.

Please complete your profile. Once your account has been activated, your profile will be checked for a match against these opportunities. If your account is activated and you are not being shown these opportunities, you do not meet the requirements.

Feel free to call PRNPool.com at (800)434-3005 to get more information about these opportunities.

If you receive a message like the one above, it means that the positions available are outside a fifty mile radius.

Order Code	Facility Zip	Skill	Status	Opened Date	Start Date	Status	Expires
1200	75093	MRI Tech	Filled	08/24/2013	08/30/2013	Closed/Filled	0D 09H 04M
1191	75235	MRI Tech	Filled	08/22/2013	08/30/2013	Accepted/Filled	0D 04H 04M

1

You have been offered this position at the rates listed below.
Please scroll down, review the information below and respond accordingly.

Order Information

Order Nbr	1206
Facility Zip	75201
Distance To	36 Miles
Skill/Modality	Testing
Size of Facility	50-149 beds
Registration	
State Certification	
Start Date	09/07/2013 View Schedule
Work Load	
Dress Code	
Equipment	
Job Type	Local Only
Description	

Order Rates

Client's Last Offer	Units	Subtotal
Base Rate \$35.00 per hr	8	\$280.00
On Call \$0.00 per hr	0	\$0.00
Per Scan \$0.00 per hr/scan	0	\$0.00
Total Estimated Earnings		\$280.00

Order Status

Client Response: **OFFERED**

You have been offered this position at the rates listed above.

[Accept](#) [Decline](#) [Make an Offer](#)

ACCEPTING AN OFFER

If you click one of your offers, you will see a summary of the order, along with the options to *Accept*, *Decline*, or *Make an Offer*. After accepting an offer, the client will review all the profiles of the candidates who have accepted and make a decision on who they will hire.

COUNTER OFFER

- To counter offer, you simply choose *Make an Offer*. This will take you to a screen with the rates.
- Enter your desired rate
- Click *Submit*.

The facility will take your counter offer into account and either accept the offer, counter back, or decline your offer.

Order Rates

Once a counter offer has been submitted, it CANNOT be changed. PLEASE be sure that you are willing to work at this facility for the amount you enter.

	Current Offer	New Offer
* Base Rate	\$35.00	<input type="text"/>
On Call	N/A	<input type="text"/>
Per Scan	N/A	<input type="text"/>

* indicates a required field

[Submit](#) [Cancel](#)

If you see the message below, the shift over laps with the time of another shift that you have already accepted.

Client Response: **N/A**

This order has a shift that conflicts with an order you have already accepted. You can not take any actions on this order.

If the facility accepts you, you will receive an email with contact information, the address, and order information.

CHECKING IN

Subject: PRNPool.com Opportunity

24 Hour Shift Reminder - - -

You accepted a position with the following details.

Facility Zip: 76201 (27 miles from your address)

Start Date: 09/20/2013
Work Load:
Dress Code: Scrubs

Please visit the PRNPool website to check in to verify arrival at facility!
You!

[Click Here](#)

Login for more details with tech code 5010648 and job code 1251

PRNPool.com
(800) 434-3005

Subject: PRNPool.com Job Details

PRNPool.com Electronic Labor Recruiter

Congratulations on your new opportunity!

You are expected to be at the following location:

Denton Clinic
123 University Drive
Denton, Texas 76201

Report to:
Fred Jones
Phone 9723256974

On 09/13/2013 at 7:00AM for your first shift (orders may be multiple shifts)

WE RECOMMEND YOU SHOW UP AT LEAST 15 MINUTES PRIOR TO YOUR SHIFT. BE ON TIME AND BE READY!

Order Nbr	1226
Nickname	Testing DES
Facility	Denton
Skill/Modality	Testing
Size of Facility	0-49 beds
Registration	
State Certification	
Start Date	09/13/2013
Work Load	
Dress Code	
Equipment	Local Only
Job Type	
Description	

For directions click the following link:
[http://maps.google.com/maps?saddr=1000 Mockingbird Drive+Dallas%2C+Texas+75214&daddr=123 University Drive%2C+Denton%2C+Texas+76201](http://maps.google.com/maps?saddr=1000%20Mockingbird%20Drive+Dallas%2C+Texas+75214&daddr=123%20University%20Drive%2C+Denton%2C+Texas+76201)

Or copy and paste the following into your browser:
[http://maps.google.com/maps?saddr=1000 Mockingbird Drive+Dallas%2C+Texas+75214&daddr=123 University Drive%2C+Denton%2C+Texas+76201](http://maps.google.com/maps?saddr=1000%20Mockingbird%20Drive+Dallas%2C+Texas+75214&daddr=123%20University%20Drive%2C+Denton%2C+Texas+76201)

PRNPool.com
(800) 434-3005

This is a bulk email to inform people of job opportunities with PRNPool. If you wish to no longer receive these emails - [Click Here](#)

You will receive a reminder twenty-four hours prior to the shift. This reminder will link to the order web page and will have a check in box at the bottom of the order information. Once you reach the facility, click the check in link. This will allow PRNPool personnel to confirm your attendance.

Congratulations!

You have accepted this opportunity and the client has selected you to fill the position.

You are expected to be at the following location (contact information is included as well):

Denton Clinic
123 University Drive
Denton, Texas 76201

Fred Jones
9723256974

On 09/20/2013 at 7:00AM
(Time listed is when you are expected to be ready for your shift. We suggest arriving 15 minutes early. BE ON TIME AND BE READY!)

For directions click the following link:
[Google Maps Directions](#)

On the day of this first shift, please click the button below to let PRNPool.com that you have arrived at the client facility. You will be sent a reminder text 24 hours before the shift starts.

EMERGENCIES

(800)388-5581

To get a hold of a PRNPool representative after hours or on the weekend, you simply dial the company phone number, (800) 388-5581, then press 8. A representative will either answer or get back to you as soon as possible.

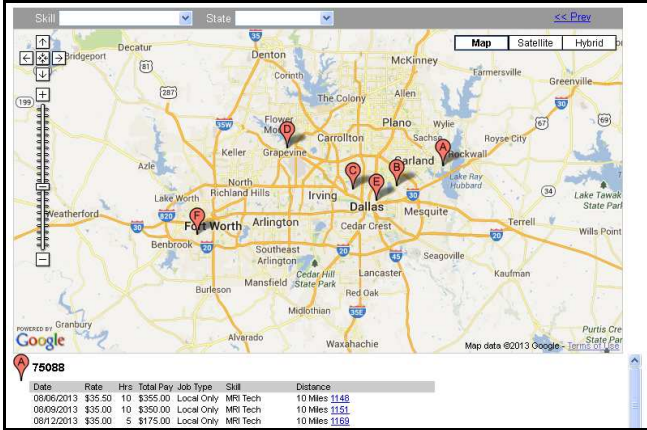
TEXT MESSAGING

(775)237-4422

Also a feature we just implemented, is to be able to text back and forth with the person who handles your account. If you text (775)237-4422 someone should text message you back shortly.

SEARCH ORDERS AND JOB MAP

Search Orders is an option, that allows you to see if there are any specific positions in another zip code. You can also select *All Jobs* and see the modality and location of recently placed orders.



The **Job Map** is another option to view the location of an order along with a short summary of the position.

Order Details	Timesheet	Week Ending Date	Client Name	Contact Name
1176	PDF	08/23/2013	Dallas Imaging	John Doe
1177	PDF	08/23/2013	Plano Clinic	Jane Doe
1178	PDF	08/23/2013	Dallas Imaging	John Doe
1178	PDF	08/30/2013	Plano Clinic	Jane Doe

- After you are accepted for an order, a PDF timesheet is generated.
- Click the **Time Sheet** link in the blue tool bar on the left side of the page.
- This will bring up the orders you have been accepted for with the order number, the client name, and the contact name.
- Open the PDF link
- Print this time sheet out and take it with you to the facility.
- Fill out the time sheet and have it signed by an employee of the facility.
- Fax the timesheet into (888)724-9537.
- Instructions are also listed on the time sheet.

TIME SHEETS

MEDICAL CONTRACTING SERVICES, INC.

WEEKLY FACTORING REPORT

WEEK ENDING: 5 / 31 / 13 DIRECTIONS: 1. Enter the week ending date.
 2. Enter all hours in military time and round to nearest quarter hour.
 3. Have the supervisor sign and keep a copy of the time sheet.
 4. Fax this timesheet to MCSI at 888-724-9537
 5. Timesheets must be received by Monday at Noon (CST).

TECH: _____
 SIGNATURE: _____

OFFICE USE ONLY:

07C001608/00200W
 10B001718/00100W
 113000000/00100W
 13TE00700/001500
 09B000000/00000E
 03C000000/00000E

ALL TIME MUST BE ENTERED IN MILITARY FORMAT AND ROUNDED TO NEAREST QUARTER HOUR

DATE:	FACTORED WORKING HOURS							FACTORED ON CALL HOURS							Call Backs	Call Bank	Sum
	IN	LUNCH	OUT	TIME	TOTAL	On-Call	On-Call	On-Call	On-Call	On-Call	On-Call	On-Call	On-Call	On-Call			
4013	EX	4013	EX	4013	EX	4013	EX	4013	EX	4013	EX	4013	EX	4013	EX	4013	EX
Sat																	
Sun																	
Mon																	
Tue																	
Wed																	
Thu																	
Fri																	
Total Hours				Total Units/Hours													

Authorized Signature: _____ Date: _____

SPECIAL REQUESTS & ADDRESS INFORMATION:
 Facility: _____
 Address: _____

We agree that in the event the above named independent contractor becomes unemployed, disabled, or unable to be contacted by us within one year from the date, we will pay Medical Contracting Services in accordance with the published agreement fee schedule in effect at Medical Contracting Services.

All Pay Checks will be sent to your home address, unless stated otherwise.
 (1) Check here for Fax Ex. delivery (\$30 charge)

FACTORING REPORTS ARE DUE EVERY MONDAY BY 12:00 NOON CST.

Client	Week Ending	Amount Processed	Order #	View
Plano Clinic	07/05/2013	\$196.00	07/10/2013 1004	Detail
Dallas Imaging	07/12/2013	\$202.13	07/17/2013 1065	Detail
Plano Clinic	08/09/2013	\$110.00	08/14/2013 1145	Detail
Dallas Imaging	08/23/2013	\$228.94	08/28/2013 1176	Detail
Plano Clinic	08/23/2013	\$204.19	08/28/2013 1177	Detail
Dallas Imaging	08/23/2013	\$222.75	08/28/2013 1178	Detail

PAY STUBS

Pay Stubs is another option in the blue tool bar on the left side of the page. This allows you to see a receipt of all the assignments you have completed.



RATING AND PROFILE PICTURE

This is a 4A scale. You start at AAA. If you receive a good review you move up an A. If you receive three bad reviews you move down an A. Reviews are done by the facilities you work at through PRNPool.

To upload a profile picture, click the **Documents** link in the blue tool bar, and select *professional photo* in the *Document Type* box. This photo will be automatically added to your tool bar as your profile picture. This photo will be seen by facilities who view your profile, so it is recommend this be a professional photo.

FAQ

Q: I have completed everything I can and my profile is still not at 100%, what else do I need?

A: This is a weighted scale for PRNPool staff. This number will not be seen by a facility. If you have completed all the above steps and are activated, you should be receiving job orders. If you are still not receiving job orders, it simply means there are no orders with your specifications.

Q: What do I put in the E-I-N number?

A: This number is not needed in order to complete your profile, .

Q: I am going out of town, or I am now working too many hours at a permanent job, how do I disable my account?

A: Click the Communication link in the blue tool bar on the left side of the page. There is a check box at the bottom that says *I wish to no longer receive communication from PRNPool.com*. Check this box and click submit. You may login at anytime and uncheck the box to receive communication again.

Q: I worked a shift, when do I get paid?

A: Our work week runs Saturday through Friday. Payroll is processed on the following Wednesday, so a direct deposit should be in your account by the following Friday.

Saturday	Sunday	Monday Worked 8hr Shift	Tuesday	Wednesday Worked 8hr Shift	Thursday	Friday Worked 8hr Shift
Saturday Worked 8hr Shift	Sunday	Monday	Tuesday	Wednesday Payroll Processed	Thursday	Friday Paid for three 8hr Shifts
Saturday	Sunday	Monday	Tuesday	Wednesday Payroll Processed	Thursday	Friday Paid for one 8hr Shift