MGMA 2015 Cost Survey

**Charges**

**Revenue**

**Support Staff**

**Expenses**

**Providers**

**Income**

**Services**

**Performance**

**Production**

**Successful Groups**

**ACMPE**

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**CHARGES**

**Gross fee-for-service charges (do not include capitation charges) (4110, 4120)**

The full value, at the practice’s undiscounted rates, of all services provided to fee-for-service, discounted fee-for-service, and noncapitated patients for all payers.

**Include:**

1. Professional services provided by physicians, nonphysician providers, and other physician extenders such as Nurses and Medical Assistants;
2. Both the professional and technical components (TC) of laboratory, radiology, medical diagnostic, and surgical procedures;
3. Drug charges, including vaccinations, allergy injections, immunizations, and chemotherapy and anti-nausea drugs;
4. Charges for supplies consumed during a patient encounter inside the practice’s facilities. Charges for supplies sold to patients for consumption outside the practice’s facilities are reported as a subset of “Revenue from the sale of medical goods and services”;
5. Facility fees. Examples of facility fees include fees for the operation of an ambulatory surgery unit or fees for the operation of a medical practice owned by a hospital where split billing for professional and facility services is utilized;
6. Charges for fee-for-service services allowed under the terms of capitation contracts;
7. Charges for professional services provided on a case-rate reimbursement basis; and
8. Charges for purchased services for fee-for-service patients. Purchased services for fee-for-service patients are defined as services that are purchased by the practice from external providers and facilities on behalf of the practice’s fee-for-service patients.

*For purchased services, note the following:*

a. The revenue for such services should be included in “Total net fee-for-service collections/revenue”;
b. The cost for such services should be included, as appropriate, in "Clinical laboratory", "Radiology and imaging", "Other ancillary services"; and
c. The count of the number of purchased procedures for fee-for-service patients should be included in "Output Measures", Number of Procedures column.

Do not include:
1. Charges for services provided to capitation patients. Such charges are included in “Gross charges for patients covered by capitation contracts”;
2. Charges for pharmaceuticals, medical supplies and equipment sold to patients primarily for use outside the practice. Examples include prescription drugs, hearing aids, optical goods, orthopedic supplies, etc. The revenue generated by such charges is included in “Revenue from the sale of medical goods and services”; or
3. Charges for any other activities that generate the revenue reported in “Revenue from the sale of medical goods and services.”

Adjustments to fee-for-service charges (value of services performed for which payment is not expected) (4510, 4520, 4600-4700)99 / [4200-4290, 4500-4600]11
The difference between “Gross fee-for-service charges” and the amount expected to be paid by or back to patients or third-party payers. This represents the value of services performed for which payment is not expected.

Include:
1. Medicare/Medicaid charge restrictions (the difference between the practice’s full, undiscounted charge and the Medicare limiting charge);
2. Third-party payer contractual adjustments (commercial insurance and/or managed care organization);
3. Charitable, professional courtesy or employee adjustments; and
4. The difference between a gross charge and the Federally Qualified Health Center (FQHC) payment. This could be a positive or negative adjustment.

Adjusted fee-for-service charges
Subtract “Adjustments to fee-for-service charges” from “Gross fee-for-service charges.”

Bad debts due to fee-for-service activity (accounts assigned to collection agencies) (6710, 6720)99 / [6900-6920]11
The difference between “Adjusted fee-for-service charges” and the amount actually collected.

Include:
1. Losses on settlements for less than the billed amount;
2. Accounts written off as not collectible;
3. Accounts assigned to collection agencies; and
4. In the case of accrual accounting, the provision for bad debts.

Gross charges for patients covered by capitation contracts (4130)99 / [4170]11
Also known as fee-for-service equivalent gross charges. The full value, at a practice’s undiscounted rates, of all covered services provided to patients covered by all capitation contracts, regardless of payer.

Include:
Fee-for-service equivalent gross charges for all services covered under the terms of the practice’s capitation contracts, such as:
1. Professional services provided by physicians, nonphysician providers, and other physician extenders such as Nurses and Medical Assistants;
2. Both the professional and technical components (TC) of laboratory, radiology, medical diagnostic, and surgical procedures;
3. Drug charges, including vaccinations, allergy injections, immunizations, and chemotherapy and antinausea drugs;
4. Charges for supplies consumed during a patient encounter inside the practice’s facilities. Charges for supplies sold to patients for consumption outside the practice’s facilities are reported as a subset of “Revenue from the sale of medical goods and services”; and
5. Facility fees. Examples of facility fees include fees for the operation of an ambulatory surgery unit or fees for the operation of a medical practice owned by a hospital where split billing for professional and facility services is utilized.

Do not include:
1. Pharmaceuticals, medical supplies, and equipment sold to patients primarily for use outside the practice. Examples include prescription drugs, hearing aids, optical goods, orthopedic supplies, etc. If such goods are not covered under the capitation contract, the revenue from these charges is included in “Revenue from the sale of medical goods and services”;
2. The value of purchased services from external providers and facilities on behalf of the practice’s capitation patients. The cost of these purchased services is included in “Purchased services for capitation patients”;
3. Charges for fee-for-service activity allowed under the terms of capitation contracts. Such charges are reported as “Gross fee-for-service charges”; or
4. Capitation revenue. If capitation charges are not tracked, leave space blank.

**Total gross charges**
Add “Gross fee-for-service charges” and “Gross charges for patients covered by capitation contracts.”

**REVENUE**

**Total net fee-for-service collections/revenue [4300-4420]**
Report the total technical and professional net fee-for-service revenue.
If the practice used accrual basis accounting, “Total net fee-for-service collections/revenue” should equal “Gross fee-for-service charges” less “Adjustments to fee-for-service charges”, less “Bad debts due to fee-for-service activity.”

**Gross capitation revenue (per member per month capitation payments, capitation patient copayments) (4230-4283, 4530, 4291)**
Revenue received in a fixed per member payment, usually on a prospective and monthly basis, to pay for all covered goods and services due to capitation patients.

Include:
1. Per member per month capitation payments including those received from an HMO, Medicare AAPCC (average annual per capita cost) payments, state capitation payments for Medicaid beneficiaries, and capitation payments from other medical groups;
2. Portions of the capitation withholds returned to a practice as part of a risk-sharing arrangement;
3. Bonuses and incentive payments paid to a practice for good capitation contract performance;
4. Patient copayments or other direct payments made by capitation patients;
5. Payments received due to a coordination of benefits and/or reinsurance recovery situation for capitation patients; and
6. Payments made by other payers for care provided to capitation patients.

**Do not include:**

1. Payments paid to a practice by an HMO under the terms of a discounted fee-for-service managed care contract. Such payments are included in “Total net fee-for-service collections/revenue.”

**Purchased services for capitation patients** (7800) / [7810-7828]

Fees paid to health care providers and organizations external to the practice for services provided to capitation patients under the terms of capitation contracts.

**Include:**

1. Payments to providers outside the practice for physician professional, nonphysician professional, clinical laboratory, radiology and imaging, hospital inpatient and emergency, ambulance, out of area emergency and pharmacy services; and
2. Accrued expenses for “incurred but not reported” (IBNR) claims for purchased services for capitation patients for which invoices have not been received.

**Net capitation revenue**

Subtract “Purchased services for capitation patients” from “Gross capitation revenue.”

**Other medical revenue (research contract revenue, honoraria, teaching income)** (4140, 4150, 4421, 4430-4480, 4540, 4550) / [4810-4820, 4900-4910, 4930-4950, 4970]

Grants, honoraria, research contract revenues, government support payments, educational subsidies, meaningful use revenue, administrative payment for a Patient Centered Medical Home, and payments from an Accountable Care Organization for Shared Savings distribution.

**Include:**

1. Federal, state or local government or private foundation grants to provide indigent patient care or for case management of the frail and elderly;
2. Honoraria income for practice participation in educational programs;
3. Research contract revenues for activities such as pharmaceutical studies;
4. Educational subsidies used to train residents; and
5. Quality based bonuses (pay for performance).
6. Risk pool insurance.

**Do not include:**

1. Charges for the delivery of services made possible by subsidies or grants were included in “Gross fee-for-service charges” and/or “Gross charges for patients covered by capitation contracts”; or
2. The value of operating subsidies from parent organizations such as hospitals or integrated systems. Such subsidies should be included in “Financial support for operating costs.”

**Revenue from hospital (include hospital subsidies)** [4920, 4960]

Include all hospital subsidies and/or stipends paid to the practice which is part of a larger health system.

**Include:**

1. Payments received by the practice and not a specified individual for providing medical administration to hospitals, skilled nursing facilities, long-term care facilities, and other healthcare organizations.
2. Revenue for operational support provided to the practice from a parent organization such as a hospital, integrated delivery system, or other entity.

Revenue from the sale of medical goods and services (4140, 4410, 4420, 4540) / [4340-4349]

Include income from the sale of medical products and revenue paid to the practice for professional services provided by practice physicians and staff members.

Include:
1. Revenue from pharmaceuticals, medical supplies and equipment sold to patients primarily for use outside the practice. This amount should be net of write-offs and discounts. Examples include prescription drugs, hearing aids, optical goods, orthopedic supplies, etc.;
2. Compensation paid by a hospital, skilled nursing facility, or insurance company to a practice physician for services as a Medical Director;
3. The hourly wages of physicians working in a hospital emergency room;
4. Contract revenue from a hospital for physician services in staffing a hospital indigent care clinic or emergency room;
5. Contract revenue from a school district for physician services in conducting physical exams for high school athletes;
6. Revenue from the preparation of court depositions, expert testimony, postmortem reports, and other special reports; and
7. Fees received from patients for the photocopying of patient medical records.

Do not include:
1. Capitation revenue used to pay for covered goods and services for capitation patients. Such revenue is included in "Gross capitation revenue."

Gross revenue from other medical activities

Add "Other medical revenue", "Revenue from hospital" and "Revenue from the sale of medical goods and services."

Do not include:
1. Interest income, which is reported as “Nonmedical revenue”;
2. Income from practice nonmedical property such as parking areas or commercial real estate, which is reported as “Nonmedical revenue”;
3. Income from business ventures such as a billing service or parking lot, which is reported as “Nonmedical revenue”;
4. One time gains from the sale of equipment or property, which is reported as “Nonmedical revenue”;
5. Cash received from loans, which is not reported anywhere in this survey.

Cost of sales and/or cost of other medical activities (7600) / [7900-7919]

Cost of activities that generate revenue included in “Revenue from the sale of medical goods and services”, as long as this cost is not also included in “Total operating cost” or “Nonmedical cost."

Include:
1. Cost of pharmaceuticals, medical supplies and equipment sold to patients primarily for use outside the practice. Examples include prescription drugs, hearing aids, optical goods, and orthopedic supplies.
2. Any provider consultant cost(s) within this question total.

Do not include:
1. Cost of drugs used in providing services including vaccinations, allergy injections, immunizations, chemotherapy, and anti-nausea drugs. Such cost is included in “Drug supply”; or
2. Cost of medical/surgical supplies and instruments used in providing medical/surgical services. Such cost is included in “Medical and surgical supply.”

**Net other medical revenue**
Subtract “Cost of sales and/or cost of other medical activities” from “Gross revenue from other medical activities.”

**Nonmedical revenue (investment and rental revenue) (9110-9160, 9300)** / [9100-9140, 9160-9170, 9190]11
*Include:*
1. Interest and investment revenue such as interest, dividends, and/or capital gains earned on savings accounts, certificates of deposit, securities, stocks, bonds, and other short-term or long-term investments;
2. Gross rental revenue such as rent or lease income earned from practice-owned property not used in practice operations;
3. Capital gains on the sale of practice real estate or equipment, etc.;
4. Interest paid by insurance companies for failure to pay claims on time;
5. Bounced check charges paid by patients; and
6. Gross revenue from business ventures such as a billing service or parking lot. The direct costs of such ventures should be reported as “Nonmedical cost”.

**Do not include:*
1. Cash received from loans, which is not reported anywhere in this survey.

**Extraordinary nonmedical revenue [9150]11**
Revenue that is unusual in nature and infrequent in occurrence.
*Include:*
1. Legal settlement receipts; and
2. Environmental disaster recovery funds.

**Do not include:*
1. Revenues included in “Nonmedical revenue”.

**Financial support for operating costs (from parent organization) (4490, 9170)** / [9180]11
Medical practices may receive operational support from a parent organization such as a hospital, IDS, or other entity.
*Include:*
1. Operating subsidies received from a parent organization such as a hospital, health system, PPMC, or MSO.

**Total medical revenue**
Add “Total net fee-for-service collections/revenue”, “Net capitation revenue”, and “Net other medical revenue.”

**How much of the ancillary service clinical laboratory revenue was recorded on the medical practice’s financial statement?**
**HOSPITAL/IDS PRACTICES ONLY**
Indicate how much of the ancillary service revenue was posted for clinical laboratory services for the medical practice’s patients.
All: Revenue for all services was posted to the medical practice.
Some: Some revenue for services was posted to the IDS/hospital/MSO and some revenue was posted to the medical practice.
None: Revenue for all services was posted to the IDS/hospital/MSO.

How much of the technical component for ancillary service radiology and imaging revenue was recorded on the medical practice's financial statement?
HOSPITAL/IDS PRACTICES ONLY
Indicate how much of the ancillary service revenue was posted for radiology and imaging services for the medical practice's patients.
All: Revenue for all services was posted to the medical practice.
Some: Some revenue for services was posted to the IDS/hospital/MSO and some revenue was posted to the medical practice.
None: Revenue for all services was posted to the IDS/hospital/MSO.

What best describes the structure of the medical practice's billing functions?
HOSPITAL/IDS PRACTICES ONLY
Decentralized: Charges were entered at each branch or clinic location and each branch or clinic location submitted claims to payers and invoices to patients.
Centralized: All charges were forwarded to a single location in the IDS/hospital where charge entry occurred along with all other billing functions.
Both/hybrid: the practice's billing functions were a combination of decentralized and centralized.
Other: Some other method was used. If your billing structure was other than the options provided, describe the structure in the "Other" box.

SUPPORT STAFF

Provide the total full-time equivalent (FTE) support staff (to the nearest tenth FTE) in the FTE column and the associated cost (to the nearest whole dollar) in the Cost column. For "Total business operations support staff", "Total front office support staff", "Total clinical support staff", "Total ancillary support staff", and "Total support staff", provide the total if the components are not available.
Include in FTE questions:
1. The full-time equivalent (FTE) for all support staff employed by all the legal entities working in support of the medical practice represented on this survey;
2. The FTE for both full-time and part-time support staff. To compute FTE, add the number of full-time (1.0 FTE) support staff to the FTE count for the part-time support staff. A full-time support staff employee works whatever number of hours the practice considers to be the minimum for a normal workweek, which could be 37.5, 40, 50 hours or some other standard. To compute the FTE of a part-time support staff employee, divide the total hours worked in an average week by the number of hours that your practice considered to be a normal workweek. An employee working 30 hours compared to a normal workweek of 40 hours would be 0.75 FTE (30 divided by 40 hours). An employee working full-time for three months during a year would be 0.25 FTE (3 divided by 12 months). A support staff employee cannot be counted as more than 1.0 FTE regardless of the number of hours worked; and
3. The allocated FTE where the practice consists of multiple legal entities. For example, an MSO managing two medical practices and employing one billing clerk who devotes an equal amount of time to each practice would add 0.5 FTE to the total FTE count in "Patient accounting", FTE column, for each managed practice.
Do not include:
1. The FTE of contracted support staff, which should be reported as “Total contracted support staff”, FTE column.

Include in Cost questions:
1. Salaries, bonuses, incentive payments, honoraria, and profit distributions;
2. Voluntary employee salary deductions used as contributions to 401(k), 403(b), or Section 125 plans;
3. Compensation paid to the total FTE count reported in the FTE column;
4. Compensation for all support staff employed by all of the legal entities working in support of the medical practice represented on this survey;
5. The allocated support staff cost where the practice consists of multiple legal entities. For example, an MSO managing two medical practices and employing one billing clerk who devotes an equal amount of time to each practice would add 50 percent of the one billing clerk’s compensation to the total cost of “Patient accounting”, Cost column, for each managed practice; and
6. Compensation for both full-time and part-time employed support staff.

Do not include:
1. Nonphysician provider cost, which is reported in the Provider Staffing and Cost section, Cost column;
2. Any benefits for employed support staff, which should be reported as “Total employed support staff benefit cost”, Cost column;
3. Expense reimbursements; and
4. Any benefits or the cost of contracted support staff who do not work for any of the legal entities that comprise the medical practice. These costs should be reported as “Total contracted support staff”, Cost column.

General administrative (5710, 8170, 8370)\textsuperscript{99} / \{5110-5111, 5117, 5210-5211, 5217\}\textsuperscript{11}
FTE and cost of general administrative and practice management staff, supporting secretaries, and administrative assistants.

Include:
1. FTE and cost of executive staff such as administrator, assistant administrator, chief financial officer, medical director, site/branch/office managers, human resources, marketing, credentialing, and purchasing department staff.

Do not include:
1. FTE and cost of directors of departments listed separately on this survey. Examples include information technology director, medical records director, laboratory director, and radiology director. Such FTE and cost should be reported in “Information technology”, “Medical records”, “Clinical laboratory”, or “Radiology and imaging”, as appropriate; or
2. Credentialing staff as they pertain to managed care departments, such FTE and cost should be reported in “Managed care administrative.”

Patient accounting (5715)\textsuperscript{99} / \{5112, 5212\}\textsuperscript{11}
FTE and cost of patient accounting (billing and collections) staff, such as department supervisor, billing/accounts receivable manager, coding, charge entry, insurance, billing, collections, payment posting, refund, adjustment, and cashiering staff.

General accounting (5715)\textsuperscript{99} / \{5113, 5213\}\textsuperscript{11}
FTE and cost of general accounting office staff, such as department supervisor, controller, financial accounting manager, accounts payable, payroll, bookkeeping, and financial accounting input staff.
Managed care administrative (5720) / [5114, 5214]¹¹
FTE and cost of managed care administrative staff, such as supporting secretaries, administrative assistants.

Include:
1. HMO/PPO contract administrators, case management staff, actuaries, managed care medical directors and managed care marketing, quality assurance, referral coordinators, utilization review, credentialing staff, patient care coordinators and case managers.

Information technology (5725) / [5115, 5215]¹¹
FTE and cost of information technology staff, such as data processing, computer programming, telecommunications staff, department director, or manager.

Housekeeping, maintenance, security (5730) / [5116, 5216]¹¹
FTE and cost of housekeeping, maintenance, and security staff.

Do not include:
1. FTE and cost of parking attendants if parking generates revenue, which is reported as "Nonmedical revenue" in the Nonmedical Revenue and Cost section. The cost of parking attendants should be included as "Nonmedical cost."

Total business operations support staff FTE and Cost
Total the FTE and Cost for 'General administrative', 'Patient accounting', 'General accounting', 'Managed care administrative', 'Information technology' and 'Housekeeping, maintenance, security'. Provide this total even if you are unable to provide all the values requested in previous questions.

Medical receptionists (5735) / [5121, 5221]¹¹
FTE and cost of medical receptionist staff, such as switchboard operators, schedulers, and appointment staff.

Do not include:
1. FTE and cost of medical receptionists who worked exclusively in the departments of clinical laboratory, radiology and imaging, or other ancillary departments. Such FTE and cost is included in "Clinical laboratory", "Radiology and imaging", and "Other medical support services."

Medical secretaries, transcribers (5740) / [5122, 5222]¹¹
FTE and cost of medical secretaries and transcribers.

Do not include:
1. FTE and cost of medical secretaries and transcribers who worked exclusively in the departments of clinical laboratory, radiology and imaging, or other ancillary departments. Such FTE and cost is included in "Clinical laboratory", "Radiology and imaging", and "Other medical support services."

Medical records (5745) / [5123, 5223]¹¹
FTE and cost of medical records staff such as medical records clerks and department director or manager.

Do not include:
1. FTE and cost of medical records and coding staff who worked exclusively in the departments of clinical laboratory, radiology and imaging or other ancillary departments. Such FTE and cost is included in “Clinical laboratory”, “Radiology and imaging”, and “Other medical support services”.

**Other administrative support (5750)** / [5124, 5224]

FTE and cost of other administrative staff such as shipping and receiving, cafeteria, mailroom, and laundry staff.

**Total front office support staff FTE and Cost [5120, 5220]**

Total the FTE and Cost of 'Medical receptionists', 'Medical secretaries, transcribers', 'Medical records' and 'Other administrative support'. Provide this total even if you are unable to provide all the values requested in previous questions.

**Registered nurses (5755)** / [5131, 5231]

FTE and cost of registered nurse staff and registered nurses working as frontline managers or lead nurses including home health nurses.

**Do not include:**

1. FTE and cost of nonphysician providers such as nurse practitioners, certified registered nurse anesthetists (CRNAs), or nurse midwives, who are included in “Total nonphysician provider” FTE and cost; or
2. FTE and cost of registered nurses who worked exclusively in the departments of clinical laboratory, radiology and imaging or other ancillary departments. Such FTE and cost is included in “Clinical laboratory”, “Radiology and imaging”, and “Other medical support services”.

**Licensed practical nurses (5760)** / [5132, 5232]

FTE and cost of licensed practical nurses.

**Do not include:**

1. FTE and cost of licensed practical nurses who worked exclusively in the departments of clinical laboratory, radiology and imaging, or other ancillary departments. Such FTE and cost is included in “Clinical laboratory”, “Radiology and imaging”, and “Other medical support services”.

**Medical assistants, nurse’s aides (5765)** / [5133, 5134, 5233, 5234]

FTE and cost of medical assistants and nurse's aides.

**Do not include:**

1. FTE and cost of medical assistants and nurse aides who worked exclusively in the departments of clinical laboratory, radiology and imaging, or other ancillary departments. Such FTE and cost is included in “Clinical laboratory”, “Radiology and imaging”, and “Other medical support services”.

**Total clinical support staff FTE and Cost [5130, 5230]**

Total the FTE and cost answers of 'Registered nurses', 'Licensed practical nurses' and 'Medical assistants, nurse’s aides'. Provide this total even if you are unable to provide all the values requested in the previous questions.
Clinical laboratory (5520) / [5142, 5242]

The clinical laboratory and pathology department conducts procedures for clinical laboratory and Pathology CPT codes 80047-89398, 36415, and 36416.

Include:
1. FTE and cost of support staff such as nurses, secretaries and technicians; and
2. FTE and cost of department director or manager.

Radiology and imaging (5510) / [5141, 5241]

Film library staff and the diagnostic radiology and imaging department conducts procedures for diagnostic radiology CPT codes 70010-76499, diagnostic ultrasound CPT codes 76506-76999, and diagnostic nuclear medicine CPT codes 78012-78999, echocardiography CPT codes are 93303-93352, noninvasive vascular diagnostic studies CPT codes 93880-93998, and electrocardiograph CPT codes 93303-93352.

Include:
1. FTE and cost of support staff such as nurses, secretaries, and technicians; and
2. FTE and cost of department director or manager.

Do not include:
1. FTE and staff cost for radiation oncology CPT codes 77261-77799 or therapeutic nuclear medicine CPT codes 79005-79999. Such FTE and cost is included as “Other medical support services”.

Other medical support services (5530-5550) / [5143, 5144, 5150, 5160, 5243, 5244, 5250, 5260]

FTE and cost of support staff in any ancillary services department other than 'Clinical laboratory' and 'Radiology and imaging'.

Include:
1. FTE and cost of support staff who provide assistance to patients, such as patient relations staff or lay counselors;
2. FTE and cost of support staff such as nurses, secretaries, technicians, physical therapy aides and assistants in ancillary services departments such as physical therapy, optical, ambulatory surgery, radiation oncology, therapeutic nuclear medicine, clinical research, pharmacists, and pharmacy support staff; and
3. FTE and cost of the department directors and managers in these ancillary services departments.

Do not include:
1. Nonphysician providers such as nurse practitioners, physician’s assistants and physical therapists. These providers should be reported in “Nonphysician provider compensation”, “Nonphysician provider benefit cost”, and “Total nonphysician providers”.

Total ancillary support staff FTE and Cost [5140, 5240]
Subtotal the FTE and Cost for 'Clinical laboratory', Radiology and imaging' and 'Other medical support services'. Provide this total even if you are unable to provide all the variables requested in previous questions.

Total employed support staff FTE and Cost [5100, 5200]
Add “Total business operations support staff”, “Total front office support staff”, “Total clinical support staff”, and “Total ancillary support staff” answers.
**Total employed support staff benefit cost (5610-5695, 5810-5895)**

The "Total employed support staff benefit cost" column should represent the total benefits for the FTE count of all employed support staff reported in “Total employed support staff” FTE column.

**Include:**
1. Employer’s share of Federal Insurance Contributions Act (FICA), payroll and unemployment insurance taxes;
2. Employer's share of health, disability, life, and workers’ compensation insurance;
3. Employer payments to defined benefit and contribution, 401(k), 403(b), and nonqualified retirement plans;
4. Deferred compensation paid or expensed during the year;
5. Dues and memberships in professional organizations, state, and local license fees;
6. Allowances for education, professional meetings, travel, and automobile; and
7. Entertainment, country/athletic club membership, travel for spouse.

**Do not include:**
1. Voluntary employee salary deductions used as contributions to 401(k) and 403(b) plans; or
2. Expense reimbursements.

**Total contracted support staff (temporary) (5903, 5904, 5913, 5914, 7710)**

Contracted support staff represents all the staff hired on a contract basis, not employed by any of the legal entities that comprise the medical practice. The utilization of contracted support staff occurs when the medical practice (including all the associated legal entities that comprise the medical practice) decides not to hire support staff as employees to conduct the ongoing support staff activities described in the “Support Staffing and Cost” section. Instead, the practice contracts to have these full-time and/or ongoing activities conducted by contracted staff.

A defining characteristic of contracted support staff is that the hours worked (hence the FTE) by the contracted support staff are easily identified and reported. If the hours worked are not easily identified and reported, then the FTE count cannot be accurately reported and the cost for such services should be reported on the appropriate line within the “General operating cost” section. One example of this type of cost would be purchased services for billing and collections activities. When a practice decides to hire a billing company to conduct billing activities that the practice decides not to fulfill with practice employees, it is often not possible to track the hours that the billing company devotes to the given practice. Such cost should be reported as “Billing and collections purchased services”.

**Include:**
1. Temporary staff working for temporary agencies.
2. Traveling nurses.

**Do not include:**
1. The FTE and cost of support staff employed directly by the practice or any of the legal entities comprising the medical practice. Such FTE counts and related costs are included in the “Support Staffing and Cost” section, FTE and Cost columns; and
2. The FTE and cost for legal, accounting, management, and/or other consultants for services performed on a one time or sporadic basis. The FTE counts for these types of consultants are not reported on this portion of the survey. The costs for these types of consultants are reported as “Legal fees, Consulting fees, and/or Outside professional fees.”

In the case where the exact FTE count is unknown, use your best judgment to estimate the FTE counts for “Total contracted support staff.” One method is to estimate the annual total hours worked by all the “contracted support staff” and divide that estimate by the total number of hours that the practice expects one full-time support staff employee to work during the course of one year.
**Total support staff**
For “Total support staff” FTE, add answers “Total employed support staff” and “Total contracted support staff”, FTE column.

For “Total support staff” cost, add answers “Total employed support staff”, “Total employed support staff benefit cost”, and “Total contracted support staff”, Cost column.

**Who employed the medical practice’s administrative staff? (Select all that apply)**
**HOSPITAL/IDS PRACTICES ONLY**
Administrative staff includes general administrative, patient accounting, general accounting, managed care administrative, information technology, housekeeping, maintenance, security, medical receptionists, medical secretaries, transcribers, medical records, and other administrative support. If the administrative staff were employed by more than one organization, indicate the organization that employed the most staff members.
- **IDS/hospital**: The IDS/hospital employed the staff.
- **Medical practice**: The medical practice employed the staff.
- **MSO/PPMC**: The MSO/PPMC employed the staff.
- **Other**: Some other organization employed the staff.

**Who employed the clinical support staff for the medical practice?**
**HOSPITAL/IDS PRACTICES ONLY**
Clinical support staff includes registered nurses, licensed practical nurses, medical assistants and nurse's aides. If the administrative staff were employed by more than one organization, indicate the organization that employed the most staff members.
- **IDS/hospital/MSO**: The IDS/hospital/MSO employed the staff.
- **Medical practice**: The medical practice employed the staff.
- **Both**: Both the IDS/hospital/MSO as well as the medical practice employed the staff.
- **Other**: Some other organization employed the staff.

**What percentage of clinical support staff was employed by the:**
**HOSPITAL/IDS PRACTICES ONLY**
Answer the percentage of staff that is employed by either the IDS/hospital or medical practice. The combined percentages for each employer should add up to 100%.

**Phone triage**
**OB/GYN PRACTICES ONLY**
FTE and cost for staff that work on phone triage duties.
- **Include**: 1. LPNs, RNs, MAs and any other clinical staff that are assigned phone triage duties.
- **Do not include**: 1. Administrative staff such as medical receptionists.

**Sonography**
**OB/GYN PRACTICES ONLY**
FTE and cost for staff that perform ultrasound/sonography procedures.
- **Include**: 


1. Registered technologists; and
2. Technicians that are not necessarily licensed but are trained and perform ultrasound procedures such as LPNs, RNs, or MAs.

**Mammography**

**OB/GYN PRACTICES ONLY**

FTE and cost for staff that perform mammography procedures. **Include:**

1. Registered technologists; and
2. Technicians that are not necessarily licensed but are trained and perform bone densitometry procedures such as LPNs, RNs, or MAs.

**Bone densitometry**

**OB/GYN PRACTICES ONLY**

FTE and cost for staff that perform bone densitometry procedures. **Include:**

1. Registered technologists; and
2. Technicians that are not necessarily licensed but are trained and perform bone densitometry procedures such as LPNs, RNs, or MAs.

**Audiologist**

**ENT PRACTICES ONLY**

FTE and number of total encounters for audiologist staff.

**Hearing instrument specialist**

**ENT PRACTICES ONLY**

FTE and number of total encounters for audiologist staff.

**Speech language pathologist**

**ENT PRACTICES ONLY**

FTE and number of total encounters for audiologist staff.

**EXPENSES**

Provide the operating cost (to the nearest whole dollar). **Do not include:**

1. “Cost of sales and/or cost of other medical activities”;
2. Support staff cost, which is included in the Business Support, Clinical Support and Total Staff sections;
3. Nonphysician provider cost, which is included in the Provider Staffing and Cost section;
4. Cost included in “Purchased services for capitation patients”; and
5. “Nonmedical cost.”

**Information technology (6120, 6220, 6304, 6420, 6430, 6530, 7120)⁹⁹ / [6800-6860]¹¹**

Cost of practice-wide data processing, computer, telephone, and telecommunications services.
Include:
1. Cost of local and long-distance telephone, radio paging, and answering services;
2. Rental and/or depreciation cost of major data processing, computer and telecommunications furniture, equipment, hardware, and software subject to capitalization;
3. Hardware and software repair and maintenance contract cost;
4. Cost of data processing services purchased from an outside service bureau; and
5. Cost of data processing supplies and minor software and equipment not subject to capitalization.
6. Cost of IT purchased services including maintaining of EHRs and patient portals.

Do not include:
1. Cost of specialized information services equipment dedicated for exclusive use in the departments of clinical laboratory, radiology, and imaging, or other ancillary services departments. Such cost is included in “Clinical laboratory”, “Radiology and imaging”, and “Other ancillary services”; and
2. Cost of contract programmers, which is included in “Total contracted support staff”, Cost column.

Drug supply (7010)\(^{99}\) / [7210-7213]\(^{11}\)
Cost of drugs purchased for general practice use.

Include:
1. Cost of chemotherapy drugs, allergy drugs, and vaccines used in providing medical/surgical services.

Do not include:
1. Cost of specialized supplies dedicated for exclusive use in the departments of clinical laboratory, radiology, and imaging, or other ancillary services departments. Such cost is included in “Clinical laboratory”, “Radiology and imaging”, and “Other ancillary services”; or
2. Cost of pharmaceuticals sold to patients primarily for use outside the practice and not used in providing medical/surgical services. Examples include prescription drugs. Such cost is included in “Cost of sales and/or cost of other medical activities.”

Medical and surgical supply (7020-7040)\(^{99}\) / [7200, 7220-7224]\(^{11}\)
Cost of supplies purchased for general practice use.

Include:
1. Cost of medical/surgical supplies and instruments used in providing medical/surgical services; and
2. Cost of laundry and linens.

Do not include:
1. Cost of specialized supplies dedicated for exclusive use in the departments of clinical laboratory, radiology and imaging, or other ancillary services departments. Such cost is included in “Clinical laboratory”, “Radiology and imaging”, and “Other ancillary services”; or
2. Cost of pharmaceuticals, medical supplies and equipment sold to patients primarily for use outside the practice and not used in providing medical/surgical services. Examples include prescription drugs, hearing aids, optical goods, and orthopedic supplies. Such cost is included in “Cost of sales and/or cost of other medical activities”; or
3. The cost of any equipment subject to depreciation. Such cost is reported as a subset in “Information technology”, “Furniture and equipment”, “Clinical laboratory”, “Radiology and imaging”, and “Other ancillary services.”

Building and occupancy (6150, 7070, 7510-7544, 7560, 7570, 7590, 7595)\(^{99}\) / [6100, 6120-6190]\(^{11}\)
Cost of general operation of buildings and grounds.
Include:
1. Rental, operating lease, and leasehold improvements for buildings and grounds;
2. Interest paid on loans for real estate used in practice operations;
3. Cost of utilities such as water, electric power, space heating fuels, etc.;
4. Cost of supplies and materials used in housekeeping and maintenance; and
5. Other costs such as building repairs and security systems.

Do not include:
1. Interest paid on short-term loans, which is included in "Miscellaneous operating cost";
2. Interest paid on loans for real estate not used in practice operations, such as nonmedical office space in practice-owned properties. Such interest is included in "Nonmedical cost"; or
3. Cost of utilities such as water, electric power, and space heating fuels;
4. Cost of supplies and materials used in housekeeping and maintenance; or
5. Other costs such as building repairs and security systems.

Building depreciation [6110-6113]\(^\text{11}\)
Depreciation cost for buildings and grounds.

Do not include:
1. Interest paid on short-term loans, which is included in "Miscellaneous operating cost";
2. Interest paid on loans for real estate not used in operations such as nonmedical office space in practice-owned properties;
3. Rental, operating lease, and leasehold improvements for buildings and grounds;
4. Interest paid on loans for real estate used in ASC operations;
5. Cost of producing revenue from sources such as parking lots or leased office space from practice-owned properties. Such cost is included in "Nonmedical cost.";
4. Depreciation Costs.

Furniture and equipment (6110, 6115, 6301-6303, 6305-6307, 6510, 6515, 6580, 7100, 7110, 7161)\(^\text{99}\) / [6200, 6220-6230, 7100, 7120, 7130]\(^\text{11}\)
Cost of furniture and equipment in general use in the practice.

Include:
1. Rental cost of furniture and equipment used in reception areas, patient treatment/exam rooms, physician offices, and administrative areas; and
2. Other costs related to clinic furniture and equipment, such as maintenance cost.

Do not include:
1. Cost of specialized furniture and equipment dedicated for exclusive use in the information technology, clinical laboratory, radiology and imaging, or other ancillary services departments. Such cost is reported as a subset in "Information technology", "Clinical laboratory", "Radiology and imaging", and "Other ancillary services".
2. Depreciation Cost

Furniture and equipment depreciation [6210, 7110]\(^\text{11}\)
Depreciation cost of furniture and equipment in general use in the practice.

Include:
1. Depreciation cost of furniture and equipment used in reception areas, patient treatment/exam rooms, physician offices, and administrative areas.

Do not include:
1. Cost of specialized furniture and equipment dedicated for exclusive use in the information technology, clinical laboratory, radiology and imaging, or other ancillary services departments. Such cost is included in "Information technology", "Clinical laboratory", "Radiology and imaging", and "Other ancillary services"; or
2. Other costs related to clinic furniture and equipment such as maintenance cost.

Administrative supplies and services (6130, 6140, 6160, 6190-6210, 6370, 6380, 6400, 6540-6570, 6600, 6650, 6730, 7130, 7140, 7720)99 / [6300-6336, 6350-6351, 6353-6354, 6357, 6359, 6361, 6363-6524, 7230-7240]11
Cost of printing, postage, books, subscriptions, administrative and medical forms, stationery, bank charges, bank processing fees, credit card fees, and other administrative supplies and services.

Include:
1. Purchased medical transcription services.

Professional liability insurance premiums (6185-6189)99 / [6720-6726]11
Premiums paid or self-insurance cost for malpractice and professional liability insurance for practice physicians, nonphysician providers, and employees.

Other insurance premiums (6180-6184, 7580)99 / [6700-6718]11
Cost of other policies such as fire, flood, theft, casualty, general liability, officers’ and directors’ liability, and reinsurance.

Legal Fees (6320)99 / [6342]11
Fees for professional legal services performed on a one-time or sporadic basis, and are not employees of the organization.

Include:
1. Fees related to legal services paid to attorneys who are not employees of the organization.

Consulting Fees (6350)99 / [6345]11
Fees for professional consulting services performed on a one-time or sporadic basis.

Include:
1. Fees for management, financial, and other outside consulting services.

Outside professional fees (6310, 6330, 6340, 6360)99 / [6340-6344, 7830-7839]11
Fees for professional services performed on a one time or sporadic basis.

Include:
1. Fees for accounting services; and
2. Fees for actuarial consultants, and other professional fees not listed.

Do not include:
1. Information services, architectural and public relations consultant fees. Such costs are included in “Information technology”, “Building and occupancy”, and “Promotion and marketing”; or
2. Cost for contracted support staff, which is reported as “Total contracted support staff”, Cost column.

Promotion and marketing (6170, 7050)99 / [6600]11
Cost of promotion, advertising and marketing activities, including patient newsletters, information booklets, flyers, brochures, yellow page listings, and public relations consultants.
Clinical laboratory (7022, 7163) / [7400-7440]
Cost of clinical laboratory and pathology procedures defined by CPT codes 80047-89398, 36415, and 36416.

Include:
1. Rental and/or depreciation cost of major furniture and equipment subject to capitalization;
2. Repair and maintenance contract cost;
3. Cost of supplies and minor equipment not subject to capitalization;
4. Other costs unique to the clinical laboratory; and
5. Cost of purchased laboratory technical services for fee-for-service patients.

Do not include:
1. Cost of purchased laboratory technical services for capitation patients. Such cost should be reported as “Purchased services for capitation patients.”

Radiology and imaging (7021, 7162) / [7300-7340]
Cost of diagnostic radiology and imaging procedures defined by diagnostic radiology CPT codes 70010-76499, diagnostic ultrasound CPT codes 76506-76999, diagnostic nuclear medicine CPT codes 78012-78999, echocardiography CPT codes 93303-93352, noninvasive vascular diagnostic studies CPT codes 93880-93998, and electrocardiography CPT codes 93303-93352.

Include:
1. Rental and/or depreciation cost of major furniture and equipment subject to capitalization;
2. Repair and maintenance contract cost;
3. Cost of radiological diagnostics (isotopes);
4. Cost of supplies and minor equipment not subject to capitalization. This amount is the net after subtracting the revenue from silver recovery from X-ray film and processing fixer;
5. Other costs unique to the radiology and imaging department; and
6. Cost of purchased radiology technical services for fee-for-service patients.

Do not include:
1. Cost of purchased radiology technical services for capitation patients. Such cost should be reported as "Purchased services for capitation patients"; or
2. Cost of procedures for radiation oncology CPT codes 77261-77799 or therapeutic nuclear medicine CPT codes 79005-79999. Such costs are included in "Other ancillary services" in this section.

Other ancillary services (7023) / [7500-7800]
Operating costs for all ancillary services departments except clinical laboratory and radiology and imaging.

Include:
1. Operating costs for departments such as physical therapy, optical, ambulatory surgery, radiation oncology, therapeutic nuclear medicine, etc.;
2. Rental and/or depreciation cost of major furniture and equipment subject to capitalization;
3. Repair and maintenance cost;
4. Cost of supplies and minor equipment not subject to capitalization;
5. Other costs unique to the ancillary services departments; and
6. Cost of purchased “other ancillary” technical services for fee-for-service patients.

Do not include:
1. Cost of purchased “other ancillary” technical services for capitation patients. Such cost should be reported as “Purchased services for capitation patients;”
2. Cost of physical therapy and orthopedic items, such as crutches and braces, sold to patients. Such cost is included in “Cost of sales and/or cost of other medical activities;” or
3. Cost of optical items, such as eyeglasses and contact lenses, sold to patients. Such cost is included in “Cost of sales and/or cost of other medical activities.”

Billing and collections purchased services (6520)⁹⁹ / [6354-6355, 6357, 6930]¹¹
When a medical practice decides to purchase billing and collections services from an outside organization as opposed to hiring and developing its own employed staff to conduct billing and collections activities, the cost for such purchased services should be considered “Billing and collections purchased services”.

Include:
1. Claims clearinghouse cost.

Management fees paid to an MSO or PPMC (7730-7740)⁹⁹ / [6360, 6362]¹¹
Medical practices may receive management or other services from an MSO, PPMC, hospital or other parent organization in return for a fee. The fee could be a contracted fixed amount, a percentage of collections or any other mutually agreed upon arrangement. Whatever the methodology, report the amount here.

Include:
1. Fees paid to an MSO/PPMC, hospital or parent organization for management services including management, administrative, and/or related support services; and
2. The cost of support staff employed by the MSO/PPMC, if these costs were not reported separately in the “Support staff and cost” section. The decision of whether to report these support staff costs in the “Support staff and cost” section, or in the “Management fees paid to an MSO or PPMC” depends on the quality of the FTE data. If FTE data for the MSO/PPMC support staff is accurate and easily obtainable, it is preferable to report the MSO/PPMC support staff FTE and cost in the “Support staff and cost” section. If the FTE counts are not known, it is suggested that the support staff cost be treated as a purchased service and be reported in “Management fees paid to an MSO or PPMC.”

Do not include:
1. The cost of support staff employed by the MSO/PPMC, if these costs were reported in the “Support staff and cost” section.

Miscellaneous operating cost (6230-6270, 6390, 6410, 6440, 7150, 7550)⁹⁹
Operating cost not stated above, such as charitable contributions, employee relations dinners, picnics, entertainment, practice uniforms, business transportation, interest on loans, health, business and property taxes, recruiting cost, job position classified advertising, moving cost, and payouts to retired physicians from accounts receivable.

Do not include:
1. Federal or state income taxes, which are included in “Nonmedical cost;” or
2. Principal paid on loans, which is not reported anywhere in this survey.

Cost allocated to medical practice from parent organization
When a medical practice is owned by a hospital, integrated delivery system, or other entity, the parent organization often allocates indirect costs to the medical practice. These indirect costs may have different names depending on the situation. Examples of alternative names are “shared services costs” or “uncontrollable costs.” These costs may be arbitrarily assigned to the medical practice, may be the result of negotiations between the practice and the parent organization, or the result of some sort of cost accounting system. Often, these indirect costs include a portion of the salaries of the senior management team of the parent organization, a portion of corporate human resources costs, or a portion of corporate marketing costs.
Depending on the type of cost, the cost may be allocated to the medical practice as a function of the ratio of medical practice FTE to total system FTE, the ratio of medical practice square footage to total system square footage, or the ratio of medical practice gross charges to total system gross charges. Depending on the culture of the integrated system, these indirect costs may or may not even show up on the financial statements of the medical practice.

Regardless of the cost’s name, the reporting culture or the cost allocation method, please try to identify these costs and report them.

**Do not include:**
1. Cash loans made to subsidiaries. Cash for loans does not appear anywhere on this survey.

**Total general operating cost**
Add “Information technology” through “Cost allocated to medical practice from parent organization.”

**Total operating cost**
Add “Total support staff” cost column and “Total general operating cost”.

**Parent organization contribution to total general operating cost**
HOSPITAL/IDS PRACTICES ONLY
Enter the amount of parent contribution to general operating cost.

**PROVIDERS**

To compute the FTE numbers for the FTE column, add the number of full-time (1.0 FTE) providers to the FTE count for the part-time providers. A full-time provider works whatever number of hours the practice considers to be the minimum for a normal workweek, which could be 37.5, 40, 50 hours, or some other standard. To compute the FTE of a part-time provider, divide the total hours worked by the number of hours that your practice considered to be a normal workweek. A provider working 30 hours compared to a normal workweek of 40 hours would be 0.75 FTE (30 hours divided by 40 hours). A provider working full-time for three months during a year would be 0.25 FTE (3 months divided by 12 months). A medical director devoting 50 percent effort to clinical activity would be 0.5 FTE. A provider cannot be counted as more than 1.0 FTE regardless of the number of hours worked.

**Include:**
1. Practice physicians such as shareholders/partners, salaried associates, employed and contracted physicians, and locum tenens;
2. Residents and fellows working at the practice; and

**Do not include:**
1. Full-time physician administrators or the time that a physician devotes to medical director activities. The FTE and cost for such activities should be included as “General administrative”, FTE column and Cost column.

**Occupational therapist**
ORTHOPEDIC PRACTICES ONLY
FTE of occupational therapists who are licensed health professionals trained to evaluate patients with joint conditions such as arthritis, to determine the impact the disease has on activities of daily living.

**Physical therapist**
**ORTHOPEDIC PRACTICES ONLY**
FTE of physical therapists who are individuals trained and certified by a state or accrediting body to design and implement physical therapy programs.

**Nurse practitioners**
**OB/GYN PRACTICES ONLY**
FTE of nurse practitioners.

**Physician assistants**
**OB/GYN PRACTICES ONLY**
FTE of physician assistants.

**Certified nurse midwives**
**OB/GYN PRACTICES ONLY**
FTE of certified nurse midwives.

**Nurse practitioners**
**PRIMARY CARE PRACTICES ONLY**
FTE and cost of nurse practitioners.

**Physician assistants**
**PRIMARY CARE PRACTICES ONLY**
FTE and cost of physician assistants.

**Midwives**
**PRIMARY CARE PRACTICES ONLY**
FTE and cost of midwives.

**Psychologists**
**PRIMARY CARE PRACTICES ONLY**
FTE and cost of psychologists.

**Dieticians/nutritionists**
**PRIMARY CARE PRACTICES ONLY**
FTE and cost of dieticians/nutritionists.

**Other nonphysician providers**
**PRIMARY CARE PRACTICES ONLY**
FTE and cost of other nonphysician providers.

**Nonphysician provider compensation (8310-8360, 8380)**

Nonphysician providers are specially trained and licensed providers who can provide medical care and billable services. Examples of nonphysician providers include audiologists, certified registered nurse anesthetists (CRNAs), dieticians/nutritionists, midwives, nurse practitioners, occupational therapists, optometrists, physical therapists, physician assistants, psychologists, social workers, speech therapists, and surgeon’s assistants. Report the total compensation paid to nonphysician providers who comprise the count of “Total nonphysician provider”, Cost column.

**Include:**
1. Compensation for both employed and contracted nonphysician providers;
2. Compensation for full-time and part-time nonphysician providers;
3. Provider wages reported as direct compensation in Box on a W2, 1099 or K1 (for partnerships);
4. Bonus and/or incentive payments, research stipends, honoraria, distribution of profits; and
5. Voluntary employee salary deductions used as contributions to 401(k), 403(b), or Section 125 plans.

**Do not include:**
1. Amounts included in “Nonphysician provider benefit cost”, Cost column; or
2. Expense reimbursements.
3. Fringe benefits paid by the medical practice (such as retirement plan contributions, life and health insurance, automobile allowances); and/or
4. Any employer contributions to a 401(k), 403(b), or Keogh Plan.

**Nonphysician provider benefit cost (8410-8495)**

Include:
1. Employer’s share of FICA, payroll, and unemployment insurance taxes;
2. Employer’s share of health, disability, life, and workers’ compensation insurance;
3. Employer payments to defined benefit and contribution, 401(k), 403(b), and nonqualified retirement plans;
4. Deferred compensation paid or expensed during the year;
5. Dues and memberships in professional organizations, state, and local license fees;
6. Allowances for education, professional meetings, travel, automobile; and
7. Entertainment, country/athletic club membership, travel for spouse, etc.

**Do not include:**
1. Voluntary employee salary deductions used as contributions to 401(k) and 403(b) plans; or
2. Expense reimbursements.

**Total nonphysician providers**

To compute “Total nonphysician providers,” FTE column, add the number of full-time (1.0 FTE) nonphysician providers to the FTE count for part-time nonphysician providers. A full-time nonphysician provider works whatever number of hours the practice considers to be the minimum for a normal workweek, which could be 37.5, 40, 50 hours, or some other standard. To compute the FTE of a part-time nonphysician provider, divide the total hours worked by the number of hours that your practice considered to be a normal workweek. A nonphysician provider working 30 hours compared to a normal workweek of 40 hours would be 0.75 FTE (30 hours divided by 40 hours). A nonphysician provider working full-time for three months during a year would be 0.25 FTE (3 months
divided by 12 months). A nonphysician provider cannot be counted as more than 1.0 FTE regardless of the number of hours worked.

To compute “Total nonphysician provider”, Cost column, add “Nonphysician provider compensation” and “Nonphysician provider benefit cost”, Cost column.

**OB/GYN: general physicians**  
**OB/GYN PRACTICES ONLY**  
FTE of OB/GYN general physicians.

**OB/GYN: gynecology only physicians**  
**OB/GYN PRACTICES ONLY**  
FTE of OB/GYN gynecology only physicians.

**OB/GYN: gynecology oncology physicians**  
**OB/GYN PRACTICES ONLY**  
FTE of OB/GYN gynecology oncology physicians.

**OB/GYN: maternal & fetal medicine physicians**  
**OB/GYN PRACTICES ONLY**  
FTE of OB/GYN maternal & fetal medicine physicians.

**OB/GYN: reproductive endocrinology physicians**  
**OB/GYN PRACTICES ONLY**  
FTE of OB/GYN reproductive endocrinology physicians.

**Primary care physicians**  
Include:  
- Family Medicine: Sports Medicine  
- Family Medicine: Urgent Care  
- Family Medicine: with Obstetrics  
- Family Medicine: without Obstetrics  
- Geriatrics  
- Internal Medicine: General  
- Internal Medicine: Pediatrics  
- Pediatrics: Adolescent Medicine  
- Pediatrics: General  
- Pediatrics: Sports Medicine  
- Urgent Care

**Nonsurgical specialty physicians**  
Include:  
- Allergy/immunology  
- Cardiology: Electrophysiology  
- Cardiology: Invasive  
- Cardiology: Invasive/Interventional
Cardiology: Noninvasive
Critical Care: Intensivist
Dentistry
Dermatology
Emergency Medicine
Endocrinology/Metabolism
Gastroenterology
Gastroenterology: Hepatology
Genetics
Hematology/Oncology
Hematology/Oncology: Oncology (only)
Infectious Disease
Internal Medicine: Hospitalist
Nephrology
Neurology
OB/GYN: Maternal and Fetal Medicine
OB/GYN: Reproductive Endocrinology
Occupational Medicine
Orthopedics: Nonsurgical
Pathology: Anatomic
Pathology: Anatomic and Clinical
Pathology: Clinical
Pediatrics: Allergy/Immunology
Pediatrics: Cardiology
Pediatrics: Child Development
Pediatrics: Clinical and Lab Immunology
Pediatrics: Critical Care Intensivist
Pediatrics: Emergency Medicine
Pediatrics: Endocrinology
Pediatrics: Gastroenterology
Pediatrics: Genetics
Pediatrics: Hematology/Oncology
Pediatrics: Hospitalist
Pediatrics: Infectious Disease
Pediatrics: Neonatal Medicine
Pediatrics: Nephrology
Pediatrics: Neurology
Pediatrics: Pulmonology
Pediatrics: Rheumatology
Physiatry (Physical Medicine and Rehabilitation)
Podiatry: General
Psychiatry: Child and Adolescent
Psychiatry: Forensic
Psychiatry: General
Psychiatry: Geriatric
Pulmonary Medicine: General
Pulmonary Medicine: Critical Care
Radiation Oncology
Radiology: Diagnostic-Invasive
Radiology: Diagnostic-Noninvasive
Radiology: Nuclear Medicine
Rheumatology
Sleep Medicine
Surgical specialty physicians

Include:

- Anesthesiology
- Anesthesiology: Pain Management
- Anesthesiology: Pediatric
- Dermatology: Mohs Surgery
- OB/GYN: Gynecology (Only)
- OB/GYN: Gynecological Oncology
- Obstetrics/Gynecology: General
- Ophthalmology
- Ophthalmology: Pediatric
- Ophthalmology: Retina
- Orthopedic Surgery: General
- Orthopedic Surgery: Foot and Ankle
- Orthopedic Surgery: Hand
- Orthopedic Surgery: Hip and Joint
- Orthopedic Surgery: Oncology
- Orthopedic Surgery: Pediatric
- Orthopedic Surgery: Spine
- Orthopedic Surgery: Sports Medicine
- Orthopedic Surgery: Trauma
- Otorhinolaryngology
- Otorhinolaryngology: Pediatric
- Podiatry: Surgical Foot and Ankle
- Podiatry: Surgical Forefoot only
- Surgery: Cardiovascular
- Surgery: Cardiovascular Pediatric
- Surgery: Colon and Rectal
- Surgery: Endovascular (Primary)
- Surgery: General
- Surgery: Neurological
- Surgery: Oncology
- Surgery: Oral
- Surgery: Pediatric
- Surgery: Plastic and Reconstruction
- Surgery: Plastic and Reconstruction - Hand
- Surgery: Plastic and Reconstruction - Pediatric
- Surgery: Thoracic (Primary)
- Surgery: Transplant
- Surgery: Trauma
- Surgery: Trauma - Burn
- Surgery: Vascular (Primary)
- Urology
- Urology: Pediatric

Total physician compensation (8110-8160, 8180) / [8110-8116, 8119, 8210-8216, 8219, 8310-8316, 8319, 8610-8616, 8619]

The total compensation paid to physicians who comprise “Total physicians”, FTE column.

Include:
1. Compensation for shareholders/partners, associates on salary, employed physicians, contract physicians, locum tenens, residents, and fellows;
2. Compensation for full-time and part-time physicians;
3. Provider wages reported as direct compensation in Box on a W2, 1099 or K1 (for partnerships);
4. Bonus and/or incentive payments, research stipends, honoraria, distribution of profits;
5. Voluntary employee salary deductions used as contributions to 401(k), 403(b), or Section 125 plans; and
6. Compensation attributable to activities related to revenue in “Nonmedical revenue”.

Do not include:
1. Amounts included in “Total physician benefit cost”, Cost column; or
2. Provider consultant cost;
3. Expense reimbursements;
4. Fringe benefits paid by the medical practice (such as retirement plan contributions, life and health insurance, automobile allowances); and/or
4. Any employer contributions to a 401(k), 403(b), or Keogh Plan.

Total physician benefit cost (8210-8295)\[8210-8295\] / [8117-8118, 8120-8180, 8217-8218, 8220-8280, 8317-8318, 8320-8380, 8413, 8513, 8617-8618, 8620-8680]\[8617-8680\]11
The total benefits paid to physicians who comprise “Total physicians”, FTE column.

Include:
1. Employer's share of Federal Insurance Contributions Act (FICA), payroll, and unemployment insurance taxes;
2. Employer's share of health, disability, life, and workers’ compensation insurance;
3. Employer payments to defined benefit and contribution, 401(k), 403(b), and nonqualified retirement plans;
4. Deferred compensation paid or expensed during the year;
5. Dues and memberships in professional organizations, state, and local license fees;
6. Allowances for education, professional meetings, travel, and automobile; and
7. Entertainment, country/athletic club membership, and travel for spouse.

Do not include:
1. Voluntary employee salary deductions used as contributions to 401(k) and 403(b) plans; or
2. Expense reimbursements.

Total physicians
For “Total physicians” FTE, add “Primary care physicians”, “Nonsurgical specialty physicians”, and “Surgical specialty physicians”, FTE column. For “Total physicians” cost, add “Total physician compensation” and “Total physician benefit cost”, Cost column.

Total providers
For “Total providers” FTE, add “Total nonphysician providers” and “Total physicians”, FTE column. For “Total providers” cost, add “Total nonphysician providers” and “Total physicians”, Cost column.

Did your practice have a dedicated staffing model?
CARDIOLOGY AND PRIMARY CARE PRACTICES ONLY
Please indicate 'yes' if your practice has a dedicated staff model. An example of a medical practice with a dedicated staffing model is one in which each physician has an individual nurse that he/she works with on a daily basis.
Faculty anesthesiologists
ANESTHESIOLOGY PRACTICES ONLY
Report the FTE and cost of all department faculty with an MD degree (or equivalent) and a minimum
rank of instructor. Include all clinical activities performed in a department, faculty practice plan,
medical school, hospital, or Veteran’s Administration setting. The minimum number of weekly work
hours for 1.0 FTE is the number of hours that your department considers being a normal workweek.
The normal workweek could be 37.5, 40, or 50 hours per week, depending on your department.
Regardless of the number of hours worked, a faculty member cannot be counted as more than 1.0
FTE.

Nonfaculty anesthesiologists
ANESTHESIOLOGY PRACTICES ONLY
Report the FTE and cost for all nonfaculty anesthesiologists.

Employed versus contracted:
Anyone who is employed by your group should be listed in the non-faculty category (whether or not
they are an owner). If the person is a W-2 employee of your group, they should be listed as “non-
faculty” and “group paid”. If an individual is a 1099 employee paid by your group, that person should
be listed as “contracted” and “group paid”. If you work with CRNA’s or physicians who are employed
by the facility or some other entity, those individuals should be listed as “employed” and “nongroup
paid.” Locums who are paid by the facility should be listed as “contracted” and “nongroup paid”.

In the “Total Group Cost” column list the total cost for those individuals by category if you pay for
CRNA’s and/or physicians (whether they are employed or contracted). Total cost would include
salary, overtime, call pay, bonuses, fringe benefits and payroll taxes. If you pay for a group of
employees (for example CRNA’s or residents) but receive a subsidy from the hospital or medical
school to do so, only list what your medical group paid them. List any net subsidy (money received
from the facility less revenue paid back) you receive to assist with these costs in the Financial
Remuneration section of this survey.

Contracted anesthesiologists
ANESTHESIOLOGY PRACTICES ONLY
Report the FTE and cost for all contracted anesthesiologists.

Employed versus contracted:
Anyone who is employed by your group should be listed in the non-faculty category (whether or not
they are an owner). If the person is a W-2 employee of your group, they should be listed as “non-
faculty” and “group paid”. If an individual is a 1099 employee paid by your group, that person should
be listed as “contracted” and “group paid”. If you work with CRNA’s or physicians who are employed
by the facility or some other entity, those individuals should be listed as “employed” and “nongroup
paid.” Locums who are paid by the facility should be listed as “contracted” and “nongroup paid”.

In the “Total Group Cost” column list the total cost for those individuals by category if you pay for
CRNA’s and/or physicians (whether they are employed or contracted). Total cost would include
salary, overtime, call pay, bonuses, fringe benefits and payroll taxes. If you pay for a group of
employees (for example CRNA’s or residents) but receive a subsidy from the hospital or medical
school to do so, only list what your medical group paid them. List any net subsidy (money received
from the facility less revenue paid back) you receive to assist with these costs in the Financial
Remuneration section of this survey.
Employed CRNAs
ANESTHESIOLOGY PRACTICES ONLY
Report the FTE and cost for all employed CRNAs.

Contracted CRNAs
ANESTHESIOLOGY PRACTICES ONLY
Report the FTE and cost for all contracted CRNAs.

SRNAs
ANESTHESIOLOGY PRACTICES ONLY
Report the FTE and cost for all SRNAs.

Anesthesiology assistants
ANESTHESIOLOGY PRACTICES ONLY
Report the FTE and cost for all anesthesiology assistants.

Residents/fellows
ANESTHESIOLOGY PRACTICES ONLY
Report the FTE and cost for all residents/fellows.

INCOME

Goodwill Amortization
When an IDS, hospital, or PPMC purchases a medical practice, the purchase price can be thought of as having two components - the value of the tangible assets and the value of the goodwill. Goodwill is the premium paid in excess of the value of the tangible and identifiable intangible assets. If financial statements are maintained in accordance with the income tax basis of accounting, goodwill may be amortized over a period of time. If financial statements are reported in accordance with generally accepted accounting principles, goodwill is periodically reviewed for impairment. The tangible and identifiable intangible assets are typically depreciated/amortized over a period of time. For this question, report the annual amortization or impairment cost of goodwill.

Do not include:
1. Depreciation of tangible or identifiable intangible assets such as the building or equipment. These depreciation costs are reported as a component of “Information technology” cost, “Building depreciation” cost, “Furniture and equipment depreciation” cost, “Clinical laboratory” cost, “Radiology and imaging” cost, and “Other ancillary services” cost.

Nonmedical cost (income taxes) (9200-9243, 9300)99 / [9200-9210, 9230-9240, 9260, 9300-9530]11
Include:
1. Income taxes based on net profit that is paid to federal, state, or local government. For cash basis accounting, income taxes equal the cash payment or refund for the 2013 tax year paid or received in 2013 plus periodic withholding paid for 2013 taxes during 2013. For
accrual accounting, the income tax equals the total tax liability for 2013 regardless of when the tax was paid or refunds were received;  
2. All costs required to maintain the productivity of income producing rental property and parking lots;  
3. Losses on the sale of real estate or equipment and losses from the sale of marketable securities;  
4. Other nonmedical cost;  
5. All direct costs related to business ventures such as rental property, parking lots, or billing services, for which gross revenue is reported as “Nonmedical revenue”, as long as these costs are not also included in “Total operating cost”; and  
6. State taxes on medical revenue.

Extraordinary nonmedical cost [9220, 9600]11  
Cost that is unusual in nature and infrequent in occurrence.  
Include:  
1. Legal settlement cost; and 
2. Environmental disaster recovery cost.  
Do not include:  
1. Cost included in “Nonmedical cost.”

Net nonmedical income or loss  
Add (“Nonmedical revenue”, “Extraordinary nonmedical revenue”, and “Financial support for operating costs”), then subtract (“Goodwill amortization”, “Nonmedical cost”, and “Extraordinary nonmedical cost”).

Total medical revenue after operating cost  
Subtract ‘Total operating cost’ from ‘Total medical revenue’.

Net practice income or loss  
Subtract ‘Total provider’s cost’ from ‘Total medical revenue after operating cost’, and add ‘Net nonmedical income or loss’.

SERVICES

What types of ancillary / supplementary services did your practice provide? Such services are those that are provided as part of, or are wholly owned by the practice. (Select all that apply)

Ancillary services are those services that supplement the routine (professional) services personally performed by the practice's provider staff. Such services are billed under separate CPT codes and reimbursed separately, either by third-party payers and/or patients.

Advanced radiology: Examples of such services include but are not limited to mammography, CT, MRI, nuclear medicine, ultrasound, bone densitometry, cardiac catheterization lab, ECP, MRA, EMG, and EEG.

Aesthetics and cosmetic services: Examples of such services include but are not limited to Botox, laser hair removal, skin care, and vein removal.

Allergy/Asthma/Immunology: Examples of such services include allergy injections, pulmonary function tests, and vaccinations.
Ambulatory surgery center: An ambulatory surgery center (ASC) is specifically licensed to provide surgery services performed on a same-day outpatient basis, including endoscopy centers. Select if your practice or physicians owned or had financial interest in an ASC as part of, or wholly owned by the practice. Do not select if the ASC is a separate legal entity.  

Audiology/Hearing Aid(s)/Center: Examples of such services include hearing aids and centers where audiology tests take place.  

Clinical laboratory services: (tests of high complexity under CLIA): Check if your practice provided lab tests of high complexity as determined under CLIA. Do not check if your practice performed only tests of waived or moderate level complexity under CLIA. For further guidance on CLIA complexity categorization refer to the US FDA Website: http://www.fda.gov/cdrh/clia/cliawaived.html  

Clinical research / drug studies: Select if your practice participated and provided services under a clinical/drug trial study or research program.  

Complementary alternative medicine: Examples of such services include but are not limited to massage therapy, acupuncture, and acupressure.  

Drug administration: Examples of such services include, but are not limited to, chemotherapy.  

Durable Medical Equipment (DME): Examples of such products include but are not limited to hearing aids, orthotics, diabetic meters and supplies, aids to daily living, and orthopedic supplies.  

General radiology: Examples of such services include general and routine X-rays.  

Health education / counseling services: Select if your practice provided billable services for health education and guidance to patients related to diet, weight control, diabetes, physiological, and/or genetic counseling.  

Optical shop: Select if your practice or physicians owned or had financial interest in an optical service shop. Do not select if that optical shop is a separate legal entity.  

PT/OT/Cardiac rehabilitation: Examples of therapies and testing that pertain to these lines of services include biofeedback and phase II cardiac rehabilitation.  

Radiation therapy: Examples of such services include but are not limited to radiotherapy and X-ray therapy.  

Sleeping lab/center: Examples include sleep studies or polysomnogram.  

Other: Indicate any other ancillary services provided by your practice in the space provided.  

Specify the number of trauma centers serviced at each level.  

ANESTHESIOLOGY PRACTICES ONLY  
If your group provides services to a level one, two, or three trauma center, specify the number of trauma centers serviced at each level in the boxes provided.  

Number of facilities staffed  
ANESTHESIOLOGY PRACTICES ONLY  
Indicate the number of facilities you covered in each facility type category. Please count as separate facilities any which are not physically in the same location. For example, if you provide services (inpatient and outpatient) at one hospital in the same block of operating rooms, please count this as one facility. If the outpatient department is sufficiently removed that a separate staff is assigned to cover that “facility” on any given day, please count that as a separate facility (hospital or same day surgery center, as appropriate).  

Number of anesthetizing locations  
ANESTHESIOLOGY PRACTICES ONLY  
Indicate the number of anesthetizing locations including cath lab, ESWL, MRI, or OB suite, you cover at 7:30 AM (or another time that represents your typical first case of the day) in each facility type category. If one person “floats” to multiple places during the day such as MRI in the morning and cath lab in the afternoon within the same facility, please count this as one anesthetizing location.
If some anesthetizing locations are not staffed daily, use partial numbers. For example, if you provide services at two hospitals and Hospital A has eight operating rooms (OR) and a cath lab where you provide services two days per week (0.4 anesthetizing locations) and Hospital B has 16 OR, an OB suite, an ESWL truck that comes twice per week (0.4 anesthetizing locations) and an MRI lab that you cover once per week (0.2 anesthetizing locations), you would list “2” as the number of facilities under “hospitals”. For hospital anesthetizing locations you would add the 8.4 (8 OR + 0.4 cath lab) at Hospital A and the 17.6 (16 OR + 1 OB + 0.4 ESWL + 0.2 MRI) at Hospital B to list a total of “26”. Recognizing that some facilities may have eight OR’s but only run six or seven on some days, include only those OR’s that you are committed to cover on a daily basis and exclude or use partial numbers for rooms that you only cover on a “staff available” basis.

What was the average utilization percentage for the operating rooms that you covered at your largest hospital?
ANESTHESIOLOGY PRACTICES ONLY
Indicate the percentage for operating rooms that you covered at your largest hospital.

Utilization percentage reflects the percentage of time that billable cases are occurring in the operating room(s). List the utilization percentage between the peak hours of 7:00 a.m. - 3:00 p.m., Monday-Friday.

To calculate utilization, take the total number of billable minutes and divide by the possible number of minutes in the time period. For example, if operating room three had cases going from 7:30 a.m. until 1:00 p.m., with a 30 minute break for turnover, that room would have been utilized for 300 minutes out of a possible 480 minutes (7:00 a.m. – 3:00 p.m.), or 62.5 percent of the time. To calculate this statistic in the aggregate, take the total number of minutes billed between these hours at the facility in question and divide by the available minutes in the month (480 minutes x 23 days x number of operating rooms staffed).

If possible, use data that represents a twelve month period (for example, January 1, 2013 to December 31, 2013). List what you would consider a reasonable utilization for opening an operating room without requesting subsidies from a facility.

If you require assistance in calculating the utilization percentage, you may want to refer to the American Society of Anesthesiologists Web site at http://www.asahq.org.

What was the average utilization percentage for the operating rooms you covered at your largest surgery center?
ANESTHESIOLOGY PRACTICES ONLY
Indicate the percentage for operating rooms that you covered at your largest surgery center.

What would your group consider a reasonable utilization percentage to expect for a new operating room?
ANESTHESIOLOGY PRACTICES ONLY
Indicate the percentage for new operating rooms.

Were the average utilization percentages provided actual or estimated?
ANESTHESIOLOGY PRACTICES ONLY
Indicate whether the average utilization percentages reported were based on an actual measure by selecting “Actual”, or if they are an educated estimate by selecting “Estimated”.
What was the total number of hospitals covered that paid a stipend?

**ANESTHESIOLOGY PRACTICES ONLY**
Report the total number of hospitals staffed by the practices physicians and nonphysician providers that received a stipend.

**Total stipend amount**

**ANESTHESIOLOGY PRACTICES ONLY**
List up to three entities’ stipends. If you receive stipends from more than three entities, provide data for your three entities that have been allotted the largest stipends.

Net stipend = the amount of the stipend – any money you must refund the facility under the arrangement. For example, if you receive $1,000,000 for CRNA salaries but have an arrangement whereby any revenue you collect on CRNA services must be turned over to the facility and the amount of that revenue for last year was $400,000, the net stipend you received for CRNA salaries should be listed as $600,000.

**Entity 1 Amount**
Indicate the net stipend amount for the entity with the largest total stipends.

**Entity 2 Amount**
Indicate the net stipend amount for the entity with the second largest total stipends.

**Entity 3 Amount**
Indicate the net stipend amount for the entity with the third largest total stipends.

**Number of Beds**

**ANESTHESIOLOGY PRACTICES ONLY**
Provide the number of licensed beds for the entity listed in "Total stipend amount", columns Entity 1, Entity 2, Entity 3, and total.

**Entity 1 Amount**
Provide the number of licensed beds for the entity with the largest total stipends, use the same entity reported in "Total stipend amount".

**Entity 2 Amount**
Provide the number of licensed beds for the entity with the second largest total stipends, use the same entity reported in "Total stipend amount".

**Entity 3 Amount**
Provide the number of licensed beds for the entity with the third largest total stipends, use the same entity reported in "Total stipend amount".

**Number of Anesthetizing Locations**

**ANESTHESIOLOGY PRACTICES ONLY**
Provide the number of anesthetizing locations for the hospitals listed in columns Entity 1, Entity 2, and Entity 3. Indicate the number of anesthetizing locations such as cath lab, ESWL, MRI, or OB suite you cover at 7:30 a.m. (or other time which represents your typical first case of the day) in each facility type category. If one person “floats” to multiple places during the day such as MRI in the morning and cath lab in the afternoon within the same facility, count this as one anesthetizing location. If some anesthetizing locations are not staffed daily, use partial numbers. For example, if you provide services at two hospitals and Hospital A has eight operating rooms (OR) and a cath lab where you provide services two days per week (0.4 anesthetizing locations) and Hospital B has 16 ORs, an OB suite, an ESWL truck that comes twice per week (0.4 anesthetizing locations) and an
MRI lab that you cover once per week (0.2 anesthetizing locations), you would list “2” as the number of facilities under “hospitals”.

For hospital anesthetizing locations you would add the 8.4 (8 OR + 0.4 cath lab) at Hospital A and the 17.6 (16 OR + 1 OB + 0.4 ESWL + 0.2 MRI) at Hospital B to list a total. Recognizing that some facilities may have eight ORs but only run six or seven on some days, include only those ORs that you are committed to cover on a daily basis and exclude or use partial numbers for rooms that you only cover on a “staff available” basis.

**Did your practice have an ownership interest in an outpatient cath lab?**
CARDIOLOGY PRACTICES ONLY
A laboratory facility in which comprehensive diagnostic invasive procedures are performed on the heart. The questions in this section should be answered only if your practice had sole ownership or joint venture/partnership in an outpatient catheterization lab during the fiscal year reported.

If your practice did not have an ownership interest in an outpatient catheterization lab, answer "No ownership interest."

If your practice did have sole ownership or joint venture/partnership in an outpatient cath lab, answer "Sole ownership" or "Joint venture/partnership."

**Did your practice offer office-based nuclear imaging?**
CARDIOLOGY PRACTICES ONLY
Nuclear imaging is the use of a radioactive substance to produce images of the heart muscle.

If your practice did not offer office-based nuclear imaging, answer "No." If your practice does offer office-based nuclear imaging, answer "Yes."

**Did your practice offer office-based ultrasound imaging?**
CARDIOLOGY PRACTICES ONLY
Ultrasound imaging is the use of high-frequency sound waves to detect heart damage and other cardiac related diagnoses.

If your practice did not offer office-based ultrasound imaging, answer "No". If your practice did offer office-based ultrasound imaging, answer "Yes".

**Did your practice have an ownership interest in an ambulatory surgery center (ASC) where your physicians perform outpatient procedures?**
GASTROENTEROLOGY PRACTICES ONLY
An ambulatory surgery center (ASC) is a freestanding entity that is specifically licensed to provide surgery services that are performed on a same-day outpatient basis.

If your practice did not have an ownership interest in an ambulatory surgery center, answer "No ownership interest."

If your practice did have sole ownership or joint venture/partnership in an ambulatory surgery center, answer "Sole ownership" or "Joint venture/partnership."
Did your group provide anesthesia services to your patients?
GASTROENTEROLOGY PRACTICES ONLY
Answer "Yes" if your group provides anesthesia services to your patients. Answer "No" if your group does not provide anesthesia services. Anesthesia services may include procedure codes 00100-01999.

Did your group provide pathology services to your patients?
GASTROENTEROLOGY PRACTICES ONLY
Answer "Yes" if your group provides pathology services to your patients. Answer "No" if your group does not provide pathology services. Pathology services may include procedure codes 88047-89398.

Did you infuse patients in the office?
GASTROENTEROLOGY PRACTICES ONLY
Answer "Yes" if you group performs patient infusions in the office. Answer "No" if your group does not perform patient infusions in the office. Patient infusion services may include procedure codes 96360-96549.

How many hospitals comprised the IDS?
HOSPITAL/IDS PRACTICES ONLY
Report the number of separately licensed hospitals that comprised the IDS. If there was a single hospital, indicate this by stating "one".

How many total licensed beds were in the IDS or hospital?
HOSPITAL/IDS PRACTICES ONLY
Report the number of acute care inpatient beds that the parent IDS or hospital was licensed to maintain for all the hospitals in the system. The number of actual beds in use may have been less than the number of licensed beds.

How many separate medical practices did the IDS/hospital/MSO own or manage?
HOSPITAL/IDS PRACTICES ONLY
Report the number of separate medical practices that the IDS/hospital/MSO owned or managed. If the respondent is the only medical practice in the system, indicate this by stating "one".

How many total full-time-equivalent (FTE) physicians were employed by all the medical practices reported in the previous question?
HOSPITAL/IDS PRACTICES ONLY
Report the total number of FTE physicians that were employed by all medical practices owned by the IDS/hospital/MSO. If the respondent is the only medical practice in the system, indicate your practice's total number of FTE physicians.

Were the following centralized services provided by the IDS/hospital/MSO? (Select all that apply)
HOSPITAL/IDS PRACTICES ONLY
Indicate which services were provided by the IDS/hospital/MSO and not the medical practice.
Did your practice, or the physicians in the practice, have an ownership interest in an ASC?  
ORTHOPEDIC PRACTICES ONLY
Answer “Yes”, if either the practice or the physicians in the practice, had an equity position in an ASC. Answer “No”, if no equity position existed for either the practice or its physicians.

Magnetic resonance imaging (MRI) service provided  
ORTHOPEDIC PRACTICES ONLY
Noninvasive radiology technique that uses magnetism, radio waves, and a computer to produce images of body structures.

Bone densitometry (DEXA) service provided  
ORTHOPEDIC PRACTICES ONLY
Noninvasive technology that is used to measure bone mass using Dual Energy X-Ray Absorptiometry (DEXA).

Diagnostic radiology (Film, Digital CR, Digital DR, and C-arm) service provided  
ORTHOPEDIC PRACTICES ONLY
Noninvasive technology that is used to measure Diagnostic radiology for X-ray.

Diagnostic radiology (X-ray) service provided  
ORTHOPEDIC PRACTICES ONLY
Total for Diagnostic radiology (Film, Digital CR, Digital DR and C-arm).

Electromyography service provided  
ORTHOPEDIC PRACTICES ONLY
A test that measures the response of muscle fibers to electrical activity.

Occupational therapy service provided  
ORTHOPEDIC PRACTICES ONLY
A therapy based on engagement in meaningful activities of daily life especially to enable or encourage participation in such activities despite impairments or limitations in physical or mental functioning.

Physical therapy service provided  
ORTHOPEDIC PRACTICES ONLY
The treatment of disease by physical and mechanical means.

Physical and occupational therapy (combined) service provided  
ORTHOPEDIC PRACTICES ONLY
Complete ONLY if physical and occupational therapy cannot be reported separately.

Other ancillary services service provided  
ORTHOPEDIC PRACTICES ONLY
Provide the name and information requested for any other ancillary services not listed above.

**Bone densitometry (DEXA) service provided**  
**OB/GYN PRACTICES ONLY**  
Noninvasive technology that is used to measure bone mass using Dual Energy X-Ray Absorptiometry (DEXA).

**Ultrasound (Sonography) service provided**  
**OB/GYN PRACTICES ONLY**  
Technology that uses sound waves to obtain images of organs and tissues in the body.

**Indicate whether your practice provided or plans to provide the following types of ultrasound services during the next fiscal year.**  
**OB/GYN PRACTICES ONLY**  
**Fetal portraits (3D/4D):** Ultrasound services for 3D/4D fetal scans.  
**Nuchal Translucency:** A screening test (also called the nuchal fold scan) that measures the clear (“translucent”) space in the tissue at the back of a fetus’ neck in order to measure the risk for Down Syndrome and other chromosomal abnormalities. Often the CPT code 76999 is used in conjunction with 76801.  
**All other obstetrical ultrasound services:** CPT codes 76801-76828, excluding nuchal translucency scans and fetal portraits.  
**Transvaginal:** CPT code 76830.  
**Saline infused sonohysterography:** CPT code 76831.  
**Pelvic:** CPT code 76856.  
**All other gynecological ultrasound services:** CPT codes 76830-76873, excluding CPT codes 76830, 76831, and 76856.  
**All other ultrasound services:** Non-obstetrical codes and any ultrasound services other than listed above.

**Did your practice incorporate high yielding ancillary service departments?**  
**ENT PRACTICES ONLY**  
Indicate whether or not your practice had high yielding ancillary service departments. High yielding departments may be any ancillary services that yield in excess of 8% of net revenue for the practice.

**Indicate what services your practice provided. (Select all that apply)**  
**ENT PRACTICES ONLY**  
For each service listed, indicate if the service was provided by your practice.

**Indicate which surgery subspecialties your practice included. (Select all that apply)**  
**SURGERY GENERAL PRACTICES ONLY**  
For each surgery subspecialty listed, indicate if it was included by your practice.

**PERFORMANCE**

Accounts Receivable
Provide the information regarding the age of your practice's accounts receivable (to the nearest whole dollar). Do not include accounts that have been assigned to collection agencies. If your practice does not have any accounts receivable for a certain range, enter "0".

**Current to 30 days**

Amounts owed to the practice by patients, third-party payers, employer groups, and unions for fee-for-service activities before adjustments for anticipated payment reductions, allowances for adjustments, or bad debts. Amounts assigned to “Accounts receivable” are due to “Gross fee-for-service charges”. Assigning a charge into “Accounts receivable” initiates at the time a practice submits an invoice to the payer or patient for payment. For example, if an obstetrics practice establishes an open account for accumulation of charges when a patient is accepted into a prenatal program and the account will not be invoiced until after delivery, then “Accounts receivable” will not reflect these charges until the creation of an invoice. Deletion of charges from “Accounts receivable” is done when the practice receives payment, turns over debt to a collection agency, or writes off the account as bad debt. “Accounts payable to patients and payers” are subtracted from “Accounts receivable” before reporting “Accounts receivable”. This is the net amount owed after patient refunds.

**Do not include:**

1. Capitation payments owed to the practice by HMOs.

**31 to 60 days**

Amounts owed to the practice by patients, third-party payers, employer groups, and unions for fee-for-service activities before adjustments for anticipated payment reductions, allowances for adjustments, or bad debts. Amounts assigned to “Accounts receivable” are due to “Gross fee-for-service charges”. Assigning a charge into “Accounts receivable” initiates at the time a practice submits an invoice to the payer or patient for payment. For example, if an obstetrics practice establishes an open account for accumulation of charges when a patient is accepted into a prenatal program and the account will not be invoiced until after delivery, then “Accounts receivable” will not reflect these charges until the creation of an invoice. Deletion of charges from “Accounts receivable” is done when the practice receives payment, turns over debt to a collection agency, or writes off the account as bad debt. “Accounts payable to patients and payers” are subtracted from “Accounts receivable” before reporting “Accounts receivable”. This is the net amount owed after patient refunds.

**Do not include:**

1. Capitation payments owed to the practice by HMOs.

**61 to 90 days**

Amounts owed to the practice by patients, third-party payers, employer groups, and unions for fee-for-service activities before adjustments for anticipated payment reductions, allowances for adjustments, or bad debts. Amounts assigned to “Accounts receivable” are due to “Gross fee-for-service charges”. Assigning a charge into “Accounts receivable” initiates at the time a practice submits an invoice to the payer or patient for payment. For example, if an obstetrics practice establishes an open account for accumulation of charges when a patient is accepted into a prenatal program and the account will not be invoiced until after delivery, then “Accounts receivable” will not reflect these charges until the creation of an invoice. Deletion of charges from “Accounts receivable” is done when the practice receives payment, turns over debt to a collection agency, or writes off the account as bad debt. “Accounts payable to patients and payers” are subtracted from “Accounts receivable” before reporting “Accounts receivable”. This is the net amount owed after patient refunds.

**Do not include:**

1. Capitation payments owed to the practice by HMOs.
91 to 120 days
Amounts owed to the practice by patients, third-party payers, employer groups, and unions for fee-for-service activities before adjustments for anticipated payment reductions, allowances for adjustments, or bad debts. Amounts assigned to "Accounts receivable" are due to “Gross fee-for-service charges”. Assigning a charge into “Accounts receivable” initiates at the time a practice submits an invoice to the payer or patient for payment. For example, if an obstetrics practice establishes an open account for accumulation of charges when a patient is accepted into a prenatal program and the account will not be invoiced until after delivery, then “Accounts receivable” will not reflect these charges until the creation of an invoice. Deletion of charges from “Accounts receivable” is done when the practice receives payment, turns over debt to a collection agency, or writes off the account as bad debt. “Accounts payable to patients and payers” are subtracted from “Accounts receivable” before reporting “Accounts receivable”. This is the net amount owed after patient refunds.

Do not include:
1. Capitation payments owed to the practice by HMOs.

Over 120 days
Amounts owed to the practice by patients, third-party payers, employer groups, and unions for fee-for-service activities before adjustments for anticipated payment reductions, allowances for adjustments, or bad debts. Amounts assigned to “Accounts receivable” are due to “Gross fee-for-service charges”. Assigning a charge into “Accounts receivable” initiates at the time a practice submits an invoice to the payer or patient for payment. For example, if an obstetrics practice establishes an open account for accumulation of charges when a patient is accepted into a prenatal program and the account will not be invoiced until after delivery, then “Accounts receivable” will not reflect these charges until the creation of an invoice. Deletion of charges from “Accounts receivable” is done when the practice receives payment, turns over debt to a collection agency, or writes off the account as bad debt. “Accounts payable to patients and payers” are subtracted from “Accounts receivable” before reporting “Accounts receivable”. This is the net amount owed after patient refunds.

Do not include:
1. Capitation payments owed to the practice by HMOs.

Total accounts receivable
Add “Current to 30 days”, “31 to 60 days”, “61 to 90 days”, “91 to 120 days”, and “Over 120 days.”

Did your practice re-age accounts receivable when a balance was transferred to a secondary carrier or the patient’s private account?
Answer “Yes” if accounts receivable were re-aged when a second insurance company or the patient was billed after the first insurance company refused to pay the entire billed amount.

Payer Mix
Please estimate the percentage of your practice’s “Total gross charges” by type of payer. The sum of the percentages must add to 100 percent. If not applicable, please enter "0".
Managed care: Managed health care is a system in which the provider of care is incentivized to establish mechanisms to contain costs, control utilization, and deliver services in the most appropriate settings.
There are three key factors:
1. Controlling the utilization of medical services;
2. Shifting financial risk to the provider; and
3. Reducing the use of resources in rendering treatments to patients.

**Capitation:** Capitation is when a provider organization receives a fixed, previously negotiated periodic payment per member covered by the health plan in exchange for delivering specified health care services to the members for a specified length of time regardless of how many or how few services are actually required or rendered. Per member per month (PMPM) is the commonplace calculation unit for such capitation payments.

**Medicare**
Include all fee-for-service, managed care fee-for-service and capitated charges for all services provided to Medicare patients.

**Medicare: Fee-for-service:** Fee-for-service gross charges, at the practice’s established undiscounted rates, for all services provided to Medicare patients on a fee-for-service basis. If patients are covered by both Medicare and Medicaid or a similar state health care plan, all charges for such patients should be included as Medicare fee-for-service charges.

**Do not include:**
1. Fee-for-service equivalent gross charges for services provided to Medicare/TEFRA (Tax Equity and Fiscal Responsibility Act) patients under capitated, prepaid or other “at-risk” arrangements.

**Medicare: Managed care fee-for-service:** Fee-for-service gross charges, at the practice’s established undiscounted rates, for all services provided to Medicare patients through a managed care plan. If patients are covered by both Medicare and Medicaid or a similar state health care plan on a fee-for-service basis, all charges for such patients should be included as Medicare fee-for-service charges.

**Include:**
1. Charges for patients covered under discounted fee-for-service contract arrangements.

**Do not include:**
1. Fee-for-service equivalent gross charges for services provided to Medicare/TEFRA (Tax Equity and Fiscal Responsibility Act) patients under capitated, prepaid arrangements.

**Medicare: Capitation:** Fee-for-service equivalent gross charges, at the practice’s undiscounted rates, for all services provided to patients under a Medicare/TEFRA, received from a capitated contract.

**Do not include:**
1. Charges for fee-for-service patients; or
2. Charges for patients covered under discounted fee-for-service contract arrangements.

**Medicaid**
Include all fee-for-service, managed care fee-for-service and capitated charges for all services provided to Medicaid or similar state health care program patients.

**Medicaid: fee-for-service:** Fee-for-service gross charges, at the practice’s established undiscounted rates, for all services provided to Medicaid or similar state health care program patients on a fee-for-service basis.

**Do not include:**
1. Fee-for-service equivalent gross charges for services provided to Medicaid or other state health care program patients under capitated, prepaid or other “at-risk” arrangements; or
2. Charges for patients covered under discounted fee-for-service contract arrangements.

**Medicaid: managed care fee-for-service:** Fee-for-service gross charges, at the practice’s established undiscounted rates, for all services provided to Medicaid or similar state health care program patients under a managed care plan. If patients are covered by both Medicare and Medicaid or a similar state health care plan on a fee-for-service basis, all charges for such patients should be included as Medicaid fee-for-service charges.
Include:
1. Charges for patients covered under discounted fee-for-service contract arrangements.

**Medicaid: capitation**: Fee-for-service equivalent gross charges, at the practice’s undiscounted rates, for all services provided to Medicaid or similar state health care program patients under a capitated contract.

**Do not include:**
1. Charges for fee-for-service patients; or
2. Charges for patients covered under discounted fee-for-service contract arrangements.

**Commercial**
Include all fee-for-service, managed care fee-for-service and capitated charges for all services provided patients under a commercial capitated contact.

**Commercial: fee-for-service**: Fee-for-service gross charges, at the practice’s undiscounted rates, for all services provided to fee-for-service patients who were covered by commercial contracts that do not include a withhold but may or may not include a performance-based incentive. A commercial contract is any contract that is not Medicare, Medicaid, or workers’ compensation.

**Do not include:**
1. Charges for Medicare patients;
2. Charges for Medicaid patients;
3. Charges for capitation patients;
4. Charges for patients covered by a managed care plan;
5. Charges for workers’ compensation patients;
6. Charges for charity or professional courtesy patients; or
7. Charges for self-pay patients.

**Commercial: managed care fee-for-service**: Fee-for-service gross charges, at the practice’s undiscounted rates, for all services provided to patients who were covered by managed care contracts that do include a withhold and may or may not include a performance based incentive. A commercial contract is any contract that is not Medicare, Medicaid, or workers’ compensation.

**Include:**
1. Charges for patients covered under discounted fee-for-service contract arrangements.

**Do not include:**
1. Charges for Medicare patients;
2. Charges for Medicaid patients;
3. Charges for capitation patients;
4. Charges for workers’ compensation patients;
5. Charges for charity or professional courtesy patients; or

**Commercial: capitation**: Fee-for-service equivalent gross charges, at the practice’s undiscounted rates, for all services provided to patients under a commercial capitated contract.

**Do not include:**
1. Charges for fee-for-service patients; or
2. Charges for patients covered under discounted fee-for-service contract arrangements.

**Workers’ compensation**
Fee-for-service gross charges, at the practice’s undiscounted rates, for all services provided to patients covered by workers’ compensation insurance.

**Do not include:**
1. Charges for Medicare patients;
2. Charges for Medicaid patients;
3. Charges for charity or professional courtesy patients; or
**Charity care**
Fee-for-service gross charges, at the practice’s undiscounted rates, for all services provided to charity patients. Charity patients are patients not covered by either commercial insurance or federal, state, or local governmental health care programs and who do not have the resources to pay for services. Charity patients must be identified at the time that service is provided so that a bill for service is not prepared.

**Self-pay**
Fee-for-service gross charges, at the practice’s undiscounted rates, for all services provided to patients who pay the medical practice directly. Note that these patients may or may not have insurance.
*Include:*
1. Charges for patients who have no insurance but do have the resources to pay for their own care and do so; and
2. Charges for patients who have insurance but choose to pay for their own care and submit claims to their insurance company directly. Since the practice may or may not be aware of this situation, all charges paid directly by the patient should be considered as self-pay.

**Other federal government payers**
Fee-for-service gross charges, at the practice’s undiscounted rates, for all services provided to patients who are covered by other federal government payers other than Medicare.
*Include:*
1. Charges for TRICARE patients.
*Do not include:*
1. Charges for Medicare and Medicaid patients.

**Total payer mix gross charges**

**Indicate the types of outside subsidies that were received.**
**ANESTHESIOLOGY PRACTICES ONLY**
**No stipend or other remuneration received:** The medical practice did not receive any outside subsidies or other remuneration.
**Direct stipend:** Any stipend, whether a flat amount per hour, day, week, or year, which is paid for the provision of a specific type of service or services in general.
**Income guarantee:** A form of stipend that assures the facility will make up the difference between physician income generated by the practice and some agreed upon number (typically derived from a regional or national benchmark).
**Salary subsidy:** A facility, university, or medical school agrees to reimburse the group for salaries paid to CRNAs, residents, or other staff. Even if revenue generated by these providers must be paid back to the entity disbursing the stipend, this answer should be checked if money is received to assist with this cost.
**Per case guarantee**: An arrangement whereby a facility will agree to ensure the group that they will not receive less than a certain amount such as the Medicare allowable, or some multiple thereof for each case, either of a specific type of service such as trauma or in general.

**Per operating room guarantee**: The facility ensures a certain level of revenue from the opening of an additional OR (typically seen when the facility wants to open an additional OR to recruit or maintain surgeons but utilization of existing operating rooms does not justify the hiring of additional personnel to accommodate). In this case, the facility agrees to make up the shortfall between revenue generated and the agreed upon goal.

**Other**: Indicate other stipends and the type in the space provided.

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**What services were expected to be included for the stipends, subsidies, or support paid by the medical school, medical foundation, or hospitals? Please provide the amount for each service (Select all that apply)**

**ANESTHESIOLOGY PRACTICES ONLY**
Indicate what services were expected to be included for the reported stipends.

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**Indicate whether your practice charged for the following services and the average fee attributed to each.**

**PRIMARY CARE PRACTICES ONLY**
Answer 1 for “Yes” if your practice charged for any of the listed services or 2 for "No". Provide the average payment collected for the service provided.

**Disability evaluation**: Appraisal or assessment by the practice for benefit claims.

**Form completion (immunization, school)**: Examples of forms completed by the practice include but are not limited to immunization, camp, daycare, school, and athletic paperwork.

**Online evaluation**: Non face-to-face contact.

**Physician telephone care management**: Telephone-based care management services. Services may include addressing health care needs through patient symptoms and previous history. It may also be used to schedule appointments, recommend appropriate level of care, provide health education or resource referral.

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**Number of physicians who performed procedures (in the outpatient cath lab)**

**CARDIOLOGY PRACTICES ONLY**
If you selected "Sole ownership" or "Joint venture/partnership" please indicate the Count.

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**Number of procedure hours scheduled per week (in the outpatient cath lab)**

**CARDIOLOGY PRACTICES ONLY**
If you selected "Sole ownership" or "Joint venture/partnership" please indicate the Count.

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**Number of recovery beds (in the outpatient cath lab)**

**CARDIOLOGY PRACTICES ONLY**
If you selected "Sole ownership" or "Joint venture/partnership" please indicate the Count.

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**Number of LHC procedures (in the outpatient cath lab)**

**CARDIOLOGY PRACTICES ONLY**
If you selected "Sole ownership" or "Joint venture/partnership" please indicate the Count.
Number of R/LHC procedures (in the outpatient cath lab)
CARDIOLOGY PRACTICES ONLY
If you selected "Sole ownership" or "Joint venture/partnership" please indicate the Count.

Total revenue from cath lab
CARDIOLOGY PRACTICES ONLY
If you selected "Sole ownership" or "Joint venture/partnership" please indicate the Revenue.

Did your cath lab include electrophysiology (EP) procedures?
CARDIOLOGY PRACTICES ONLY
If you selected "Sole ownership" or "Joint venture/partnership" please indicate whether or not EP procedure were included. CPT codes 93619-93623.

Number of physicians licensed to interpret nuclear images
CARDIOLOGY PRACTICES ONLY
If you answered "Yes" to the above question, please indicate the Count.

Number of FTE nuclear technicians
CARDIOLOGY PRACTICES ONLY
If you answered "Yes" to the above question, please indicate the Count.

Number of hours open per week (for office-based nuclear imaging)
CARDIOLOGY PRACTICES ONLY
If you answered "Yes" to the above question, please indicate the Count.

Number of cameras (for office-based nuclear imaging)
CARDIOLOGY PRACTICES ONLY
If you answered "Yes" to the above question, please indicate the Count.

Number of office-based studies performed (CPT codes 78460-78465, 78472, 78473)
CARDIOLOGY PRACTICES ONLY
If you answered "Yes" to the above question, please indicate the Count.

Total revenue from office-based nuclear imaging studies
CARDIOLOGY PRACTICES ONLY
If you answered "Yes" to the above question, please indicate the Revenue.

Number of FTE ultrasound technicians
CARDIOLOGY PRACTICES ONLY
If you answered "Yes" to the above question, please indicate the Count.

Number of hours open per week (for office-based ultrasound imaging)
CARDIOLOGY PRACTICES ONLY
If you answered "Yes" to the above question, please indicate the Count.

**Number of ultrasound machines**
CARDIOLOGY PRACTICES ONLY
If you answered "Yes" to the above question, please indicate the Count.

**Number of office-based studies performed (for office-based ultrasound imaging)**
CARDIOLOGY PRACTICES ONLY
If you answered "Yes" to the above question, please indicate the Count.

**Total revenue from office-based ultrasound studies**
CARDIOLOGY PRACTICES ONLY
If you answered "Yes" to the above question, please indicate the Revenue.

**Number of GI procedure rooms in ASC**
GASTROENTEROLOGY PRACTICES ONLY
Indicate the number of rooms specified for GI procedures in your ASC.

**Number of recovery bays associated with GI procedure rooms in ASC**
GASTROENTEROLOGY PRACTICES ONLY
Indicate the number of recovery bays associated with GI procedure rooms in your ASC.

**How were your bays structured for pre and post op procedures?**
GASTROENTEROLOGY PRACTICES ONLY
Indicate whether the same bays were used for pre and post op procedures or if your practice had separate dedicated recovery bays.

**Colonoscopies**
GASTROENTEROLOGY PRACTICES ONLY
Please include the number of minutes scheduled for, number of procedures, charges and revenue for colonoscopies conducted by your practice. Include procedure codes 45355-45392.

**EGDs**
GASTROENTEROLOGY PRACTICES ONLY
Please include the number of minutes scheduled for, number of procedures, charges and revenue for EGDs conducted by your practice. Include procedure codes 43200-43259.

**Flex Sigs**
GASTROENTEROLOGY PRACTICES ONLY
Please include the number of minutes scheduled for, number of procedures, charges and revenue for Flex Sigs conducted by your practice. Include procedure codes 45330-45345.

**Double procedures**
Please include the number of minutes scheduled for, number of procedures, charges and revenue for double procedures conducted by your practice. Double may include combination of procedures performed on the same day of service. For example, an EGD and a Colonoscopy or an EGD and a Flex Sig.

**Number of full time anesthesiology physicians**

Indicate the number of full time equivalent anesthesiology physicians your practice had.

**Number of full time CRNAs**

Indicate the number of full time CRNAs (Certified Registered Nurse Anesthetists) your practice had.

**How many patient encounters had no sedation?**

Indicate the total number of patient encounters where no sedation was used.

**How many patient encounters had conscious sedation?**

Indicate the total number of patient encounters where conscious sedation was used. Conscious sedation is a drug-induced depression of consciousness where patients respond purposefully to verbal commands and sometimes light tactile stimulation. CPT codes 99143, 99144, 99145, 99148, 99149 and 99150.

**How many patient encounters had deep sedation?**

Indicate the total number of patient encounters where deep sedation was used. Deep sedation is a drug-induced depression of consciousness where patients cannot be easily aroused but respond purposefully following repeated or painful stimulation. Examples include procedures where Propofol is used. CPT code modifier “-47”.

**Was your lab CAP certified?**

Indicate whether or not your pathology lab is certified by the College of American Pathologists.

**Number of bottles processed**

Indicate the number of bottles processed in your pathology lab.

**Did you perform special stains in house?**

Indicate whether or not your practice performed special stains in house. CPT codes 88312 and 88313.
Number of 88312’s billed
GASTROENTEROLOGY PRACTICES ONLY
For those special stains performed in house, how many 88312’s were billed?

Number of 88313’s billed
GASTROENTEROLOGY PRACTICES ONLY
For those special stains performed in house, how many 88313’s were billed?

Number of 88342’s billed
GASTROENTEROLOGY PRACTICES ONLY
For those special stains performed in house, how many 88342’s were billed?

What is your total cost for infusion medications?
GASTROENTEROLOGY PRACTICES ONLY
Indicate the total amount spent for patient infusion medications.

What was the number of Remicade infusion visits?
GASTROENTEROLOGY PRACTICES ONLY
Indicate the number of Remicade infusion visits your practice had. CPT codes J1745.

Do you infuse iron?
GASTROENTEROLOGY PRACTICES ONLY
Indicate whether or not your practice infused iron.

What was the number of iron infusion visits?
GASTROENTEROLOGY PRACTICES ONLY
Indicate the number of iron infusion visits your practice had.

Did you infusing Entyvio?
GASTROENTEROLOGY PRACTICES ONLY
Indicate whether or not your practice infused Entyvio. CPT codes J3490, J3590, C9399.

What was the medical practice’s legal tax status?
HOSPITAL/IDS PRACTICES ONLY
Indicate how the Internal Revenue Service (IRS) classified the medical practice for filing federal income taxes. The medical practice may have had the same tax status of its parent, or it may have had a different legal tax status.
Not-for-profit: Classified as not-for-profit for IRS purposes.
For-profit: Classified as for-profit for IRS purposes.

Were your physician offices required to comply with Joint Commission Accreditation standards?
HOSPITAL/IDS PRACTICES ONLY
Joint Commission Accreditation standards address the organization’s level of performance in key functional areas, such as patient rights, patient treatment, medication safety, and infection control. They carry a CMS designation, which means that organizations accredited by The Joint Commission may choose to be “deemed” as meeting Medicare and Medicaid certification requirements. Answer 'Yes' if your offices had to comply with Joint Commission Accreditation standards.

**How does the system cover malpractice/liability?**
**HOSPITAL/IDS PRACTICES ONLY**
Indicate how the system covers malpractice/ liability costs.

**Commercial Market:** Coverage purchased through a commercial entity that protects the system’s assets and reputation against claims of negligent acts or omissions that result in injury or harm to your patients.

**Self Funded:** Self-funded coverage is the establishment and professional operation of a proactive mechanism for the funding, investigation, management, defense, and payment of claims with the purpose of minimizing the system’s exposure to loss of assets.

**Occurrence:** Occurrence policy protects you from any incident occurring while the policy is in force. Any incident that occurred while the policy was in force will be covered forever.

**Claims Made:** The claims made policy will only respond when the claim is made, as long as the policy continues to be in effect.

**Other:** If the means by which you cover malpractice/liability is other than the options provided, describe in the 'Other’ box.

**Are all clinics on the same practice management system?**
**HOSPITAL/IDS PRACTICES ONLY**
Indicate "Yes" if all your clinics were online with the same practice management system.

**Are all clinics on an EHR?**
**HOSPITAL/IDS PRACTICES ONLY**
Indicate "Yes" if your clinics utilized an EHR.

**Is the practice’s EHR integrated with the practice management system?**
**HOSPITAL/IDS PRACTICES ONLY**
Indicate "Yes" if your group's EHR is integrated with your practice management system.

**What is your EHR software name?**
**HOSPITAL/IDS PRACTICES ONLY**
Please write the name of your EHR software, if applicable.

**Is the practice EHR the same as the hospital's acute EHR referenced previously?**
**HOSPITAL/IDS PRACTICES ONLY**
Indicate "Yes" if the group's EHR is the same as the hospital's EHR.

**What types of MRI scans did your practice perform? (Select all that apply)**
**ORTHOPEDIC PRACTICES ONLY**
**Whole body (open/closed MRI):** Scans that include the entire body.
**Extremity:** Scans that are limited to only parts of the body, spine, and hips.
What category does your MRI equipment fall under?
ORTHOPEDIC PRACTICES ONLY
Answer the category that your MRI equipment falls under.

What imaging technology did your practice use? (Select all that apply)
ORTHOPEDIC PRACTICES ONLY
Computed radiology (CR): Computed radiology uses a phosphor storage plate (PSP). The plate is used like a cassette but is “read” (as opposed to processing film) and converted to a digital signal, and then the PSP is “erased” after each use.
Digital radiology (DR): Direct digital radiology is where an image is digitized in real time with a sensor.
General X-ray (plain film): Regular plain film x-ray examinations, usually the chest, abdomen, and bones.

Magnetic resonance imaging (MRI)
ORTHOPEDIC PRACTICES ONLY
Noninvasive radiology technique that uses magnetism, radio waves, and a computer to produce images of body structures. Indicate the number of machines, total gross charges, total medical revenue, direct operating cost and number of procedures for each ancillary service.

Bone densitometry (DEXA)
ORTHOPEDIC PRACTICES ONLY
Noninvasive technology that is used to measure bone mass using Dual Energy X-Ray Absorptiometry (DEXA). Indicate the number of machines, total gross charges, total medical revenue, direct operating cost and number of procedures for each ancillary service.

Diagnostic radiology (Film, Digital CR, Digital DR, and C-arm)
ORTHOPEDIC PRACTICES ONLY
Noninvasive technology that is used to measure Diagnostic radiology for X-ray. Indicate the number of machines, total gross charges, total medical revenue, direct operating cost and number of procedures for each ancillary service.

Diagnostic radiology (X-ray)
ORTHOPEDIC PRACTICES ONLY
Total for Diagnostic radiology (Film, Digital CR, Digital DR and C-arm). If unable to answer Diagnostic radiology (Film, Digital CR, Digital DR and C-arm) questions, only report here as this is the reported number that will be included in the total below. Indicate the number of machines, total gross charges, total medical revenue, direct operating cost and number of procedures for each ancillary service.

Electromyography
ORTHOPEDIC PRACTICES ONLY
A test that measures the response of muscle fibers to electrical activity. Indicate the total gross charges, total medical revenue, direct operating cost and number of procedures for each ancillary service.
**Occupational therapy**
**ORTHOPEDIC PRACTICES ONLY**
A therapy based on engagement in meaningful activities of daily life especially to enable or encourage participation in such activities despite impairments or limitations in physical or mental functioning. Indicate the total gross charges, total medical revenue, direct operating cost and number of procedures for each ancillary service.

**Physical therapy**
**ORTHOPEDIC PRACTICES ONLY**
The treatment of disease by physical and mechanical means. Indicate the total gross charges, total medical revenue, direct operating cost and number of procedures for each ancillary service.

**Physical and occupational therapy (combined)**
**ORTHOPEDIC PRACTICES ONLY**
Complete ONLY if physical and occupational therapy cannot be reported separately. Indicate the total gross charges, total medical revenue, direct operating cost and number of procedures for each ancillary service.

**Other ancillary services**
**ORTHOPEDIC PRACTICES ONLY**
Provide the name and information requested for any other ancillary services not listed above. Indicate the total gross charges, total medical revenue, direct operating cost and number of procedures for each ancillary service.

**Total ancillary services**
**ORTHOPEDIC PRACTICES ONLY**
Add corresponding total lines from MRI, DEXA, diagnostic radiology (film, digital CR, digital DR, C-arm), diagnostic radiology (X-ray), electromyography, occupational therapy, physical therapy, physical and occupation therapy (combined) and other ancillary services. Indicate the total gross charges, total medical revenue, total direct operating cost and total number of procedures for all ancillary services.

**Bone densitometry (DEXA)**
**OB/GYN PRACTICES ONLY**
Noninvasive technology that is used to measure bone mass using Dual Energy X-Ray Absorptiometry (DEXA). Indicate the number of machines, total gross charges, total medical revenue, direct operating cost and number of procedures for each ancillary service.

**Ultrasound (Sonography)**
**OB/GYN PRACTICES ONLY**
Technology that uses sound waves to obtain images of organs and tissues in the body. Indicate the number of machines, total gross charges, total medical revenue, direct operating cost and number of procedures for each ancillary service.
Total ancillary services
OB/GYN PRACTICES ONLY
Add bone densitometry (DEXA) and ultrasound (sonography). Indicate the total number of machines, total gross charges, total medical revenue, total direct operating cost and total number of procedures for bone densitometry (DEXA) and ultrasound (sonography).

Did your practice have a published self-pay fee schedule for all office based and surgical procedures?
ENT PRACTICES ONLY
Indicate whether or not your practice had a published self-pay fee schedule, or if you were considering having one for all procedures provided by your practice.

How did your practice handle first assistants for procedures? (Select all that apply)
SURGERY GENERAL PRACTICES ONLY
Indicate each method your practice used for first assistants during procedures.

How many total physician and nursing FTE supported each surgery type?
SURGERY GENERAL PRACTICES ONLY
For each surgery subspecialty that your practice included indicate the total number of physician and nursing FTEs.

**PRODUCTION**

Medical procedures conducted inside the practice’s facilities
When reporting procedure counts and gross charges for practice activities, it is necessary to identify whether the activity occurred inside or outside the practice’s facilities. This inside/outside distinction enables the proper assignment of operating costs to develop cost per unit output statistics. The Centers for Medicare and Medicaid Services (CMS) “place of service” codes are used to make this inside/outside distinction. There is one “place of service” code, the “office” code (11), which indicates activity inside the practice’s facilities. All other place of service codes (12-81) are for activities occurring outside the practice’s facilities. Examples of “outside” locations are the patient's home, inpatient or outpatient hospital, psychiatric or rehabilitation facility, emergency room, freestanding ambulatory surgery center, birthing center, skilled nursing or custodial care facility, hospice, ambulance, independent laboratory or radiology and imaging center, ambulatory emergency center, etc.

**Include:**
1. Procedures performed by all practice physicians, nonphysician providers, and other health care professionals such as nurses, medical assistants, and technicians; and
2. Purchased procedures from external providers and facilities on behalf of the practice’s fee-for-service patients for which revenue is reported as a subset of “Total net fee-for-service collections/revenue” and for which costs are reported as a subset of “Clinical laboratory”, “Radiology and imaging”, and “Other ancillary services”.

**Do not include:**
1. Purchased procedures from external providers and facilities on behalf of the practice’s capitation patients for which costs are reported as "Purchased services for capitation patients."
**If the observed medical practice uses CMS Procedural Coding System (CMSCS) codes, please use your best judgment to assign the G, H, M, Q, S, and T code counts and gross charges to the appropriate categories.**


**Medical procedures conducted inside the practice’s facilities**

**Include:**

*Evaluation and Management Services (given an appropriate location code)*
1. 99201-99215, office or other outpatient services;
2. 99241-99245, office or other outpatient consultations;
3. 99354-99360, prolonged and standby services;
4. 99363-99364, 99366-99368, 99441-99443, case management services;
5. 99374-99375, 99377-99380, care plan oversight services;
6. 99381-99387, 99391-99397, 99401-99404, 99406-99409, 99411-99412, 99420, 99429, preventive medicine services;
7. 99460-99465 newborn care;
8. 99450, 99455-99456, special evaluation and management services.

*Radiology Services (given an appropriate location code)*
9. 77261-77799, radiation oncology;
10. 79005-79999, therapeutic nuclear medicine.

*Medical Services (given an appropriate location code)*
11. 90281-99091; and
12. 99170-99199 other services/procedures.

**Do not include:**
1. 10021-69990, surgery procedures. These procedures are reported as “Surgery and anesthesia procedures;”
2. 70010-76499, diagnostic radiology. These procedures are reported as “Diagnostic radiology and imaging procedures;”
3. 76506-76999, diagnostic ultrasound. Report in “Diagnostic radiology and imaging procedures;”
4. 78012-78999, diagnostic nuclear medicine. Report in “Diagnostic radiology and imaging procedures;” and
5. 80047-89398, clinical laboratory and pathology. These procedures are reported as “Clinical laboratory and pathology procedures.”

**Medical procedures conducted outside the practice’s facilities**

**Include:**
The same items listed under "Medical procedures conducted inside the practice’s facilities", given an appropriate location code:

1. 99217-99226, hospital observation services;
2. 99221-99223, 99231-99236, 99238-99239, hospital inpatient services;
3. 99251-99255, inpatient consultations;
4. 99281-99285, 99288, emergency services;
5. 99291-99292, critical care services;
6. 99466-99467, 99471-99472, 99475-99476, pediatric critical care services;
7. 99468-99469, 99477-99480, neonatal critical and intensive care services;
8. 99304-99310, 99315-99316, 99318 nursing facility services;
9. 99324-99328, domiciliary, rest home, or custodial care services;
10. 99354-99357, 99358-99360, prolonged and standby services;
11. 99341-99345, 99347-99350, home services;
12. 99460-99465, newborn care; and
13. 99500-99602, home health services.

Surgery and anesthesia procedures conducted inside the practice’s facilities (CPT codes 00100-01999, 10021-69990, 99100-9140, (exclude 36415-36416))

Include:
1. 00100-01999, anesthesia procedures;
2. 10021-36410, 36420-69990, surgery procedures;
3. 99100-99140, anesthesia procedures; and
4. Surgery and anesthesia procedures performed in the practice’s own ambulatory surgery unit.

Do not include:
1. 36415 and 36416, venous and capillary blood collection.

Surgery and anesthesia procedures conducted outside the practice’s facilities (CPT codes 00100-01999, 10021-69990, 99100-99151, (exclude 36415-36416))

Include:
1. Surgery and anesthesia procedures performed in an inpatient hospital or a freestanding ambulatory surgery center.

Do not include:
1. 36415 and 36416, venous and capillary blood collection.

Clinical laboratory and pathology procedures (CPT codes 80048-89356, 36415-36416)

Include:
1. 36415 and 36416, venous and capillary blood collection;
2. 80047-89398, a panel of tests represented by a single CPT code is considered to be one procedure;
3. HCPCS P codes;
4. All clinical laboratory and pathology procedures conducted by laboratories outside of the practice’s facilities as long as the practice pays the outside laboratory directly for the procedures and the procedures are only for the practice’s fee-for-service patients. The cost for these purchased laboratory services should be reported as a subset of “Clinical laboratory;” and
5. All procedures done either at the practice (where the practice bills at a global rate for both the technical and professional components) or procedures done at an outside facility (where the practice bills at a professional rate only).

Do not include:
1. Purchased laboratory services from external providers and facilities on behalf of the practice’s capitation patients for which costs are reported as “Purchased services for capitation patients”.

Diagnostic radiology and imaging procedures (CPT codes 70010-76499, 76506-76999, 78012-78999)

Include:
1. 70010-76499, diagnostic radiology;
2. 76506-76999, diagnostic ultrasound;
3. 78012-78999, diagnostic nuclear medicine;
4. All diagnostic radiology and imaging procedures conducted by laboratories outside of the practice’s facilities as long as the practice pays the outside laboratory directly for the procedures and the procedures are only for the practice's fee-for-service patients; and
5. All procedures done either at the practice (where the practice bills at a global rate for both the technical and professional components) or procedures done at an outside facility (where the practice bills at a professional rate only).

**Do not include:**
1. 77261-77799, radiation oncology;
2. 79005-79999, therapeutic nuclear medicine. Radiation oncology and therapeutic nuclear medicine activity is included in “Medical procedures”, depending on location code; or
3. Purchased radiology services from external providers and facilities on behalf of the practice’s capitation patients for which costs are reported as “Purchased services for capitation patients.”

**Total procedures and procedural gross charges**
Add 'Medical procedures conducted inside the practice's facility', 'Medical procedures conducted outside the practice's facility', 'Surgery and anesthesia procedures conducted inside the practice's facility', 'Surgery and anesthesia procedures conducted outside the practice's facility', 'Clinical laboratory and pathology procedures' and 'Diagnostic radiology and imaging procedures' for both Total procedures and Procedural gross charges.

**Nonprocedural gross charges (include chemotherapy drug charges)**
Other charges not reported in “Medical procedures conducted inside the practice’s facilities” through “Diagnostic radiology and imaging procedures” in the Gross Charges column.

**Include:**
1. Facility fee charges for the operation of an ambulatory surgery unit;
2. Facility fee charges in a hospital-affiliated practice that utilizes a split billing system where both facility fees and professional charges are billed;
3. Charges for drugs and medications, administered inside the practice’s facilities, such as chemotherapy drugs; and

**Do not include:**
1. Charges for the sale of medical goods and services. Such charges are not reported anywhere on this survey.

**Total gross charges**
Add “Total procedures and procedural gross charges” and “Nonprocedural gross charges”.

**How many Resource Based Relative Value Scale (RBRVS) total and physician work relative value units (RVUs) units did your practice produce?**
If you are a member and would like assistance in calculating your RVUs, please visit www.mgma.org/datatools to use the RVU calculator.

If you are participating in the Successful Groups report, total and works RVUs need to be reported in order to be eligible for the report. If your practice does participate in that questionnaire (or RVUs are not applicable to your specialty), you may choose whether or not to answer these questions.
Report the relative value units (RVUs), as measured by the Resource Based Relative Value Scale (RBRVS), not weighted by a conversion factor, attributed to all professional services. An RVU is a
nonmonetary standard unit of measure that indicates the value of services provided by physicians, nonphysician providers, and other health care professionals.

The RVU system is explained in detail in the November 16, 2012 Federal Register, pages 73,026 to 73,474, Addendum B: Relative Value Units (RVUs) and Related Information presents a table of RVUs by CPT code. This information can also be found in different formats (Microsoft Excel, CSV, text) at http://www.cms.gov/PhysicianFeeSched/. Your billing system vendor should be able to load these RVUs into your system if you are not yet using RVUs for management analysis. When answering this question, note the following:

- The relative value units published in the November 16, Federal Register, effective for calendar year 2013, should be used; and
- The total RVUs for a given procedure consist of three components:
  - Physician work RVUs;
  - Practice expense (PE) RVUs; and
  - Malpractice RVUs.

Thus, total RVUs = physician work RVUs + practice expense RVUs + malpractice RVUs.

For 2013, there were two different types of practice expense RVUs:

1. Fully implemented nonfacility practice expense RVUs; and
2. Fully implemented facility practice expense RVUs.

“Nonfacility” refers to RVUs associated with a medical practice that is not affiliated with a hospital and does not utilize a split billing system that itemizes facility (hospital) charges and professional charges. “Nonfacility” also applies to services performed in settings other than a hospital, skilled nursing facility or ambulatory surgery center. You should report total RVUs that are a function of “nonfacility” practice expense RVUs. “Facility” refers to RVUs associated with a hospital affiliated medical practice that utilizes a split billing fee schedule where there are separate bills for facility (hospital) charges and professional charges are billed separately. “Facility” also refers to services performed in a hospital, skilled nursing facility, or ambulatory surgery center. Do not report total RVUs that are a function of “facility” practice expense RVUs. If you are a hospital affiliated medical practice that utilizes a split billing fee schedule, you should report your total RVUs if you were a medical practice not affiliated with a hospital.

To summarize, there are two different types of total RVUs that you could potentially report:

1. Fully implemented nonfacility total RVUs; and
2. Fully implemented facility total RVUs.

The Federal Register Addendum B presents six columns of RVU data. The column labeled “Physician Work RVUs” is what you should report when answering “Physician Work RVUs”.

Any adjustments to RVU values through periodic adjustments and updates made by CMS should be included.

Physician Work RVUs

Include:

1. RVUs for the “physician work RVUs” only; including any adjustments made as a result of modifier usage;
2. Physician work RVUs for all professional medical and surgical services performed by providers;
3. Physician work RVUs for the professional component of laboratory, radiology, medical diagnostic, and surgical procedures;
4. Physician work RVUs for all procedures performed by the medical practice. For procedures with either no listed CPT code or with an RVU value of zero, RVUs can be estimated by dividing the total gross charges for the unlisted or unvalued procedures by the practice’s known average charge per RVU for all procedures that are listed and valued;
5. Physician work RVUs for procedures for both fee-for-service and capitation patients;
6. Physician work RVUs for all payers, not just Medicare;
7. Physician work RVUs for purchased procedures from external providers on behalf of the practice’s fee-for-service patients; and
8. Anesthesia practices should provide the physician work component of the RVU for flat fee procedures only such as lines, blocks, critical care visits, intubations, and post-operative management care.
9. All RVUs associated with professional charges, including both medically necessary and cosmetic RVUs.

**Do not include:**
1. RVUs for “malpractice RVUs”;
2. RVUs for other scales, such as McGraw-Hill, California;
3. RVUs for purchased procedures from external providers on behalf of the practice’s capitation patients;
4. RVUs that have been weighted by a conversion factor. Do not weigh the RVUs by a conversion factor; or
5. RVUs where the Geographic Practice Cost Index (GPCI) equals any value other than one. The GPCI must be set to 1.000 (neutral).

**Total RVUs**

**Include:**
1. RVUs for the “physician work RVUs”, “practice expense”, and "malpractice RVUs", including any adjustments made as a result of modifier usage;
2. RVUs for all professional medical and surgical services performed by physicians, nonphysician providers, and other physician extenders such as nurses and medical assistants;
3. RVUs for the professional component of laboratory, radiology, medical diagnostic, and surgical procedures;
4. For procedures with either no listed CPT code or with an RVU value of zero, RVUs can be estimated by dividing the total gross charges for the unlisted or unvalued procedures by the practice’s known average charge per RVU for all procedures that are listed and valued;
5. RVUs for procedures for both fee-for-service and capitation patients; and
6. RVUs for all payers, not just Medicare.

**Do not include:**
1. RVUs for other scales such as McGraw-Hill, California;
2. The technical component (TC) associated with any medical diagnostic, laboratory, radiology, or surgical procedure. If your practice cannot break this out, report RVUs and select the appropriate response to the question regarding technical component. If you can report total RVUs without technical component, answer 0% for the technical component question;
3. RVUs attributed to nonphysician providers. If your practice cannot break this out, report RVUs and answer “Yes” to the question regarding external nonphysician provider productivity. If you can report total RVUs without nonphysician providers, answer "No" for the nonphysician provider question; or
4. RVUs where the Geographic Practice Cost Index (GPCI) equals any value other than one. The GPCI must be set to 1.000 (neutral).

**ASA units**

**Include:**
1. If your practice recorded ASA units, write the total number of ASA units based on the 2013 American Society of Anesthesiology Relative Guide Report, in “ASA units”.

Do not include:
**Number of individual patients**
The total number of individual patients who received services from the practice during the 12-month reporting period.

**Include:**
1. Fee-for-service and capitation patients. A patient is simply a person who received at least one service from the practice during the 12-month reporting period, regardless of the number of encounters or procedures received by that person. If a person was a patient during 2012, but did not receive any services at all during 2013, that person would not be counted as a patient for 2013. A patient is not the same as a covered life. The number of capitated patients, for example, could be less than the number of capitated covered lives if a subset of the covered lives did not utilize any services during the 12-month reporting period.

**Number of patient encounters**
An encounter is an instance of direct provider to patient interaction, regardless of setting (including tele-visits and e-visits), between a patient and a healthcare provider who is vested with the primary responsibility of diagnosing, evaluating, and/or treating the patient's condition, where the provider exercises clinical judgment that may or may not be billable.

**Include:**
1. Pre- and post-operative visits and other visits associated with a global charge;
2. Visits that resulted in a coded procedure;
3. For **Diagnostic Radiologists and Pathologists**, report the total number of procedures or reads, regardless of place of service;
4. For **Obstetrics care**, where a single CPT-4 code is used for a global service, count each as a separate ambulatory encounter (e.g., each prenatal visit and postnatal visit is one encounter). Count the delivery as a single encounter; and
5. Encounters that include procedures from the surgery chapter (CPT codes 10021-69979) or anesthesia chapter (CPT codes 00100-01999).

**Do not include:**
1. Encounters attributed to nonphysician providers. If your practice cannot break this out, report encounters and answer "Yes" on the NPP Productivity Included question;
2. Encounters for the physician specialties of pathology or diagnostic radiology (see #3 above under “Include”);
3. Visits where there is not an identifiable contact between a patient and a physician or nonphysician provider (i.e., patient comes into the practice solely for an injection, vein puncture, EKGs, EEGs, etc. administered by an RN or technician);
4. Administration of chemotherapy drugs; or
5. Administration of immunizations.

**Practice panel size for the past 18 months**
**CARDIOLOGY AND PRIMARY CARE PRACTICES ONLY**
Answer the panel size or ‘set of patients cared for by a physician’ as the number of individual unique patients that have been seen by any provider within the practice over the past 18 months. To determine the panel size per physician, use the following methodologies:
1. If a patient has only seen one physician in the practice, assign the patient to that physician.
2. If a patient has seen more than one physician in the practice, assign the patient to the physician seen most frequently.
3. If a patient has seen more than one physician in the practice the same number of times, assign the patient to the physician who did the patient's last physical.
4. If a patient has not had a physical, assign him/her to the physician seen most recently.

How many exam/treatment rooms did your practice have?

**PRIMARY CARE PRACTICES ONLY**

Indicate the number of exam/treatment rooms located in the practice.

**Surgical anesthesia**

**ANESTHESIOLOGY PRACTICES ONLY**

**Include:**

1. Any case with base and time units where anesthesia services such as general, regional or MAC are provided, regardless of whether or not there were multiple providers on the case. Generally these are the “0” anesthesia codes or services which cross over to these codes. Obstetrical cases, critical care, chronic and acute pain services, as well as flat fee procedures are each listed as a separate category for which you will give separate counts.
2. List base units and minutes for surgical anesthesia cases only.
   a. For base units and time minutes, list one set of base units and time minutes per case only. Do not double-count medically directed cases. The best way for most practices to do this is to list physician base units and physician minutes only.
   b. Academic practices should beware not to double count resident units and should only count units for the supervising attending.
   c. If you have a significant number of cases which involve unsupervised CRNAs (QZ modifier), the base units and minutes for these cases should be added.

For the “Charge per ASA unit”, indicate the monetary fee that is applied to an American Society of Anesthesiologists (ASA) unit. The ASA units for a given procedure consist of three components:
   • Base unit;
   • Time in 15-minute increments; including time converted from 10-minute or 12-minute time units to 15-minute increments. The divisor to convert a pool of 10-minute time units to 15-minute units is 0.6667, and the divisor to convert a pool of 12-minute time units to 15-minute units is 0.80. For example, a 4-hour case will generate 24 10-minute time units, which is the equivalent of 16 15-minute time units (24 / 0.6667 = 16) or 20 12-minute time units, which is still the equivalent of 16 15-minute time units (20 / 0.80 = 60); and
   • Risk factors, which include the full value, at the practice’s undiscounted rates, of all services provided to fee-for-service, discounted fee-for-service, and non-capitated patients for all payers. If you charge time units based upon something other than 15 minute units, use your best efforts to convert your charge per unit to an equivalent amount that you would charge if you were billing based upon 15 minute time units.

**Labor epidurals (CPT codes 59409, 01967)**

**ANESTHESIOLOGY PRACTICES ONLY**

**Include:**

1. Labor epidurals (59409 or 01967) and C-sections (59514 or 01968). If a labor epidural is started and then a C-section is performed, count as one of each.

**C-Sections (CPT codes 59514, 01968)**

**ANESTHESIOLOGY PRACTICES ONLY**

**Include:**
1. Labor epidurals (59409 or 01967) and C-sections (59514 or 01968). If a labor epidural is started and then a C-section is performed, count as one of each.

**Epidurals (CPT codes 62318, 62319)**
**ANESTHESIOLOGY PRACTICES ONLY**
**Include:**
1. The epidural (62318, 62319) for the day that the procedure was performed and count each day of subsequent follow-up as one follow-up visit (01996). For example, if patient A has an epidural placed for post-op pain on 12/1 and you visit him/her on 12/2, 3, 4, you would list one epidural and three days of follow-up visits.

**Follow-up Visits (CPT codes 01996, 99231-99233)**
**ANESTHESIOLOGY PRACTICES ONLY**
**Include:**
1. The epidural (62318, 62319) for the day that the procedure was performed and count each day of subsequent follow-up as one follow-up visit (01996). For example, if patient A has an epidural placed for post-op pain on 12/1 and you visit him/her on 12/2, 3, 4, you would list one epidural and three days of follow-up visits.

**Nerve blocks for post op pain (CPT codes 64400-64530)**
**ANESTHESIOLOGY PRACTICES ONLY**
**Include:**
1. Nerve blocks for post op pain (CPT codes 64400-64530)

**Critical Care services (CPT codes 99291, 99292)**
**ANESTHESIOLOGY PRACTICES ONLY**
**Include:**
1. Central venous lines (36555-36558, 36568-36569), arterial lines (36620), and Swan Ganz catheters (93503) placed by members of your group;
2. TEEs (93312-93318) that are performed and/or monitored by your group. Each separate CPT code billed is counted as one service;
3. Intubations (31500) that are not associated with anesthetic cases;
4. Other acute pain services and other flat fees; and
5. Other flat fee procedures that are not applicable to any other category. For example, if an E&M visit has been included under critical care, acute or chronic pain, do not double count here.

**Other (lines, intubations, etc.) (CPT codes, 36555-36558, 36568-36569, 36620, 93503, 93312-93318, 31500)**
**ANESTHESIOLOGY PRACTICES ONLY**
**Include:**
1. Central venous lines (36555-36558, 36568-36569), arterial lines (36620), and Swan Ganz catheters (93503) placed by members of your group;
2. TEEs (93312-93318) that are performed and/or monitored by your group. Each separate CPT code billed is counted as one service;
3. Intubations (31500) that are not associated with anesthetic cases; and
4. Other flat fee procedures that are not applicable to any other category. For example, if an E&M visit has been included under critical care, acute or chronic pain, do not double count here.

**Total for anesthesiology procedures**

**ANESTHESIOLOGY PRACTICES ONLY**

Add 'Surgical anesthesia', 'Labor epidurals', 'C-Sections', 'Epidurals', 'Follow-up visits', 'Nerve blocks for post op pain', 'Other acute pain services', 'Critical care services', and 'Other flat fees' for total number of cases, total gross charges and total revenue.

**Claims processed per biller**

**ANESTHESIOLOGY PRACTICES ONLY**

To calculate, take the total number of claims processed by your group, divide by the total number of FTE who processed anesthesiology billing. For example, if your group processed 30,000 anesthesiology claims in 2013 and had 5.5 FTE working on anesthesia billing, you would enter 5454.54 (30,000/5.5) for "Number of claims processed per biller for anesthesia claims."

**Gross fee-for-service charges (charge pool) during the time period - do not include capitation charges for the January 1 – December 31, 2013 time period**

**ANESTHESIOLOGY PRACTICES ONLY**

This section requests data for a different time period than what was reported in the rest of the survey to allow for the lag in patient and insurance payments for billed charges. The “date of service-based” questions here refer to the process of matching payments, adjustments and bad debts against the original charge, and therefore should be answered differently than the questions at the beginning of this survey.

If this matching, or accrual, process is not accommodated in your billing software’s reporting, please do not complete this section.

The full value, at the practice’s undiscounted rates, of all services provided to fee-for-service, discounted fee-for-service, and noncapitated patients for all payers.

**Include:**

1. Professional services provided by physicians, nonphysician providers, and other physician extenders such as Nurses and Medical Assistants;
2. Both the professional and technical components (TC) of laboratory, radiology, medical diagnostic, and surgical procedures;
3. Drug charges, including vaccinations, allergy injections, immunizations, and chemotherapy and anti-nausea drugs;
4. Charges for supplies consumed during a patient encounter inside the practice’s facilities. Charges for supplies sold to patients for consumption outside the practice’s facilities are reported as a subset of "Revenue from the sale of medical goods and services;"
5. Facility fees. Examples of facility fees include fees for the operation of an ambulatory surgery unit or fees for the operation of a medical practice owned by a hospital where split billing for professional and facility services is utilized;
6. Charges for fee-for-service services allowed under the terms of capitation contracts;
7. Charges for professional services provided on a case-rate reimbursement basis; and
8. Charges for purchased services for fee-for-service patients. Purchased services for fee-for-service patients are defined as services that are purchased by the practice from external providers and facilities on behalf of the practice’s fee-for-service patients.

*For purchased services, note the following:*
a. The revenue for such services should be included in “Total net fee-for-service collections/revenue”;
b. The cost for such services should be included, as appropriate, in “Clinical laboratory”, “Radiology and imaging”, “Other ancillary services”; and
c. The count of the number of purchased procedures for fee-for-service patients should be included in ”Output Measures”, Number of Procedures column.

Do not include:
1. Charges for services provided to capitation patients. Such charges are included in “Gross charges for patients covered by capitation contracts”;
2. Charges for pharmaceuticals, medical supplies and equipment sold to patients primarily for use outside the practice. Examples include prescription drugs, hearing aids, optical goods, orthopedic supplies, etc. The revenue generated by such charges is included in “Revenue from the sale of medical goods and services”; or
3. Charges for any other activities that generate the revenue reported in “Revenue from the sale of medical goods and services.”

Adjustments to fee-for-service charges during the time period (contractual / mandated adjustments applicable to the charge pool) for the January 1 – December 31, 2013 time period

ANESTHESIOLOGY PRACTICES ONLY

The difference between “Gross fee-for-service charges” and the amount expected to be paid by or back to patients or third-party payers. This represents the value of services performed for which payment is not expected.

Include:
1. Medicare/Medicaid charge restrictions (the difference between the practice’s full, undiscounted charge and the Medicare limiting charge);
2. Third-party payer contractual adjustments (commercial insurance and/or managed care organization);
3. Charitable, professional courtesy or employee adjustments; and
4. The difference between a gross charge and the Federally Qualified Health Center (FQHC) payment. This could be a positive or negative adjustment.

Adjusted fee-for-service charges (actual allowed amount of charges in charge pool – should equal Gross fee-for-service charges minus adjustments to fee-for-service charges) for the January 1 – December 31, 2013 time period

ANESTHESIOLOGY PRACTICES ONLY

Subtract ”Adjustments to fee-for-service charges" from "Gross fee-for-service charges."

Bad debts due to fee-for-service activity (bad debts applicable to the charge pool) for the January 1 – December 31, 2013 time period

ANESTHESIOLOGY PRACTICES ONLY

The difference between “Adjusted fee-for-service charges” and the amount actually collected.

Include:
1. Losses on settlements for less than the billed amount;
2. Accounts written off as not collectible;
3. Accounts assigned to collection agencies; and
4. In the case of accrual accounting, the provision for bad debts.

Total net fee-for-services collections/revenues (should equal adjusted fee-for-service charges minus bad debts) for the January 1 – December 31, 2013 time period
ANESTHESIOLOGY PRACTICES ONLY
Report the total technical and professional net fee-for-service revenue. If the practice used accrual basis accounting, “Total net fee-for-service collections/revenue” should equal “Gross fee-for-service charges” less “Adjustments to fee-for-service charges”, less “Bad debts due to fee-for-service activity.”

If adjusted fee-for-service charges is not the same as the suggested calculation or if total net fee-for-services collections/revenues is not the same as the suggested calculation, please explain.
ANESTHESIOLOGY PRACTICES ONLY
Please indicate why adjusted fee-for-service is not the same as the suggested calculation, if applicable.

Cardiac magnetic resonance imaging/angiogram (MRI/MRA)
CARDIOLOGY PRACTICES ONLY
Select "Yes" for each service that was offered by your practice during the fiscal year reported. Select “No” for each service that was not offered by your practice during the fiscal year. (CPT codes 70540-70543, 70551-70559, 75557-75565).

Computerized tomography (CT)
CARDIOLOGY PRACTICES ONLY
Select "Yes" for each service that was offered by your practice during the fiscal year reported. Select “No” for each service that was not offered by your practice during the fiscal year. (CPT codes 71250, 71260, 71270, 71275, 75571-75574, 76497).

Peripheral vascular (PVCT)
CARDIOLOGY PRACTICES ONLY
Select "Yes" for each service that was offered by your practice during the fiscal year reported. Select “No” for each service that was not offered by your practice during the fiscal year. (CPT codes 70496, 70498, 72191, 73706, 74174, 75635, 93925-93926, 93930-93931, 93965-93971, 93770, 93975-93979).

External counter pulsation (ECP)
CARDIOLOGY PRACTICES ONLY
Select "Yes" for each service that was offered by your practice during the fiscal year reported. Select “No” for each service that was not offered by your practice during the fiscal year. (CPT code G0166).

Position Emission Tomography (PET)
CARDIOLOGY PRACTICES ONLY
Select "Yes" for each service that was offered by your practice during the fiscal year reported. Select “No” for each service that was not offered by your practice during the fiscal year. (CPT code 78459, 78491-78492, 78608, 78811-78816).

What was the ownership structure of your ASC?
ORTHOPEDIC PRACTICES ONLY
Indicate the persons and/or entities that had an equity position in the ASC. If “Other”, indicate the ownership structure in the space provided.

Who manages the ASC?
ORTHOPEDIC PRACTICES ONLY
Indicate who provided the management services for the ASC. If “Other”, indicate who provided the management services in the space provided.

Number of operating room (ORs) suites used in ASC
ORTHOPEDIC PRACTICES ONLY
Indicate the number of suites used as OR suites in which sterile procedures are performed – typically the suite will contain piped in oxygen and gases and contain overhead surgical lighting.

Number of treatment/procedure room suites used in ASC
ORTHOPEDIC PRACTICES ONLY
Indicate the number of suites used as treatment/procedure room suites in which nonsterile procedures are performed such as GI procedures, minor lacerations, and mole removals. May or may not contain general anesthesia equipment, OR lights, or piped in gases.

Number of cases in ASC
ORTHOPEDIC PRACTICES ONLY
Indicate the number of cases performed in the ASC. One case equals one patient on a given day. Multiple procedures done on the same patient, in one day is one case. If the same patient comes back to the center on more than one date, each date is counted as a case.

Total gross charges in ASC
ORTHOPEDIC PRACTICES ONLY
Indicate the amount of total gross charges generated from the services provided in the ASC.

Total medical revenue in ASC
ORTHOPEDIC PRACTICES ONLY
Indicate the amount of total medical revenue generated from the services provided in the ASC.

Direct operating cost in ASC
ORTHOPEDIC PRACTICES ONLY
Indicate the amount of direct operating costs incurred from the services provided in the ASC.

Did your practice provide DME services?
ORTHOPEDIC PRACTICES ONLY
Durable Medical Equipment (DME): DMEs are devices that are very resistant to wear and may be used over a long period of time. They include items such as wheelchairs, hospital beds, artificial limbs, and soft goods. Answer "Yes” if your practice provided DME services.

What was your practice’s net profit margin on DME services?
ORTHOPEDIC PRACTICES ONLY
Indicate the net profit margin calculated on DME services. Net profit margin is the practice's net profit divided by revenue, multiplied by 100.

Does your practice engage in in-office pharmaceutical dispensing?

ORTHOPEDIC PRACTICES ONLY
Pharmaceuticals: Pharmaceutical services are provided by a registered pharmacist. In addition to the preparation and distribution of medical products, this may include consultative services provided to agencies and institutions that do not have a registered pharmacist. Answer "Yes" if your practice dispensed medications to patients within the scope of the physicians practice in the form of prescriptions.

What was your practice’s net profit margin on pharmaceutical services?
ORTHOPEDIC PRACTICES ONLY
Indicate the net profit margin calculated on pharmaceutical services. Net profit margin is the practice’s net profit divided by revenue, multiplied by 100.

E&M Procedures
OB/GYN PRACTICES ONLY
Provide the total number of procedures performed and the revenue received during the fiscal year reported. If your practice is unable to provide information for each specific procedure code, complete only the TOTAL line at the end of each section.

For the CPT codes 99201-99205, 99211-99215, 99241-99245, 99384-99387, 99394-99397, 99401-99404, and the total, list the number of procedures performed and the revenue for the fiscal year reported in this questionnaire.

Total E&M Procedures
OB/GYN PRACTICES ONLY
Add 'New patient visits', 'Established patient visits', 'Consults', 'New patient preventative', 'Established patient preventative', and 'Preventative counseling'.

In-Office Procedures
OB/GYN PRACTICES ONLY
For the CPT codes 51725-51798, 56501, 57452, 57454, 57522, 58100, 58565, 59025, and the total, list the number of procedures performed and the revenue for the fiscal year reported in this questionnaire.

Total In-Office Procedures
OB/GYN PRACTICES ONLY
Add 'Urodynamic procedures', 'Destruction of vulvar lesions', 'Colposcopy w/ biopsy and curettage', 'Colposcopy w/out biopsy or curettage', 'LEEP', 'Endometrial biopsy', 'Ablations' and 'Fetal non-stress test'.

Laparoscopy Procedures
OB/GYN PRACTICES ONLY
For the CPT codes 49320, 58660-58662, 58670, and the total, list the number of procedures performed and the revenue for the fiscal year reported in this questionnaire.

**Total Laparoscopy Procedures**
OB/GYN PRACTICES ONLY
Add 'Lap: diagnostic', 'Lap w/ lysis of adhesions', 'Lap w/ total or partial S/O', 'Lap w/ fulguration of endometriosis' and 'Lap w/ BTF'.

**Hysteroscopy Procedures**
OB/GYN PRACTICES ONLY
For the CPT codes 58555, 58558-58563, 58565, 58579, and the total, list the number of procedures performed and the revenue for the fiscal year reported in this questionnaire.

**Total Hysteroscopy Procedures**
OB/GYN PRACTICES ONLY
Add 'Hysteroscopy: Diagnostic', 'Hysteroscopy w/ biopsy/polypectomy', 'Hysteroscopy w/ lysis of intrauterine adhesions', 'Hysteroscopy w/ division or resection of intrauterine septum', 'Hysteroscopy w/ removal of leiomyomata', 'Hysteroscopy w/ removal of impacted foreign body', 'Hysteroscopy w/ endometrial ablation', 'Hysteroscopy w/ bilateral fallopian tube cannulation' and 'Unlisted hysteroscopy procedure'.

**Hysterectomy Procedures**
OB/GYN PRACTICES ONLY
For the CPT codes 58150, 58260, 58552, and the total, list the number of procedures performed and the revenue for the fiscal year reported in this questionnaire.

**Total Hysterectomy Procedures**
OB/GYN PRACTICES ONLY
Add 'TAH', 'Laparoscopy, surgical with total hysterectomy', 'Vaginal hysterectomy' and 'LAVH'.

**Delivery Procedures**
OB/GYN PRACTICES ONLY
For the CPT codes 59400, 59409, 59410, 59510, 59514, 59610, 59612, 59614, 59618, 59620, 59622, and the total, list the number of procedures for physicians and Certified Nurse Midwives (CNM) performed as well as the revenue for physicians and CNMs for the fiscal year reported in this questionnaire.

**Total Delivery Procedures**
OB/GYN PRACTICES ONLY
Add 'Vaginal', 'Cesarean' and 'VBAC'.

**SUCCESSFUL GROUPS**
Are you interested in participating in the Successful Groups Survey? By selecting 'yes', a link to answer additional questions will be presented. If you would like to participate in the Successful Groups Report, please submit your survey via the web using the link provided by selecting 'yes' to this question. MGMA publishes the *Performance and Practices of Successful Medical Groups* Report each year. These successful medical groups are chosen based on data collected from the *Cost Survey* Report. *Please note that submitting this portion of the survey does not submit your Cost Survey. You will need to submit both sets of questions separately.*

**If selected as a Successful Medical Group, would you like to be recognized?** Select ‘yes’ if you would like to be recognized for this achievement as your medical group/practice name will be published. **Select ‘yes’ if you’d like to be recognized in an interview for an MGMA publication, quoted in an MGMA article, listed in this year’s *Performance and Practices of Successful Medical Groups Report*, listed on the MGMA Web Site, noted at an MGMA conference, present at an MGMA audio conference, present a session at an MGMA conference and/or posted on MGMA's social media sites.**

**ACMPE**

Are you interested in receiving 6 ACMPE credit hours for completing this questionnaire? Select ‘yes’ for this question if you would like to receive ACMPE credit for completing the Cost Survey. Additional questions will display if ‘yes’ is selected. Completion of these additional questions will allow you to receive ACMPE credit for completing the Cost Survey. Simply answering ‘yes’ to this question DOES NOT earn you ACMPE credit.