

# MGMA Compensation and Production Survey FAQ



## WHY CAN'T I SUBMIT THE SURVEY JUST FOR MYSELF?

To maintain the integrity of our data, we ask that surveys are submitted on behalf of the entire practice. This prevents duplicate data from being submitted and allows us to have a more holistic view of the industry.

## DO I REPORT TEMPORARY, CONTRACTED, OR LOCUM TENENS PROVIDERS AND/OR STAFF?

No. This survey only collects data on physicians, nonphysician providers, management and staff who were employed by the organization. Temporary, contracted or locum tenens employees should not be included.

## WHAT IF MY PROVIDERS AND/OR STAFF WORK AT MULTIPLE LOCATIONS?

Report them under the location where they spent the majority of their time. Each individual should only be listed once on the survey.

## HOW DO I REPORT PROVIDERS AND/OR STAFF THAT HOLD MULTIPLE POSITIONS?

Report the specialty/position title that they spent the majority of their time in. Each individual should only be listed once on the survey.

## HOW DO I REPORT A PROVIDER AND/OR STAFF WHO WENT ON MATERNITY LEAVE OR SABBATICAL?

Adjust the full-time-equivalent (FTE) to reflect time worked, and report compensation as shown on the appropriate tax form. If the provider or staff did not work during the fiscal year, either exclude them from the survey or indicate they are "no longer employed" under the employment status question. If you are unsure how to adjust the FTE, additional examples are located on the **participation resources page** under the **Compensation and Production Survey Guide**.

## WHAT IF I AM UNSURE ABOUT HOW TO ANSWER A QUESTION PROPERLY?

Each survey has a "Definitions" button in the upper right corner explaining both the survey questions and possible answer choices. You can also view all survey guides and other helpful resources on our website [here](#).



## PROVIDER COMPENSATION

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### WHAT IF ONE OF MY PROVIDERS DIDN'T WORK THE FULL 12 MONTHS?

You should only report providers who have been employed for a full 12-month fiscal year, unless they have been identified as new hires. If you identify them as new hires you MUST report first year guaranteed compensation for them to be eligible. Otherwise, if the provider left the practice within the 12-month reporting period, you may identify them as no longer employed by your organization, and they will not be included in the survey results.

### WHERE CAN I FIND A DEFINITION OF THE SPECIALTIES?

MGMA does not define specialties for practices or providers. Please choose the specialty that best fits the provider. If you have providers who work across multiple specialties, report them under the specialty that they spent most of their time in.

### WHAT IS THE PURPOSE OF COMPLETING THE NATIONAL PROVIDER IDENTIFIER (NPI) FIELD IN THE SURVEY?

The NPI allows MGMA to track the data year over year to eventually be able to provide individual-level trend data, while giving participants the opportunity to submit CPT data for providers that do not track RVUs. It also prevents duplicate data from being submitted.

### WHAT IF MY PROVIDERS HAVE BOTH A W2 AND A K1?

You should report your provider's K1 figures if you have them for the fiscal year, otherwise, please report their W2 figures. K1s can be extended through September during the tax season with an estimated amount of what the K1 will be; if your practice has filed for any K1 extensions, please provide the estimated amount. If the estimated amount is not available, report the W2 amount.

### WHAT IF MY PRACTICE DOES NOT TRACK RVUS AND IT IS A REQUIRED SURVEY QUESTION?

The Compensation and Production Survey contains a link in the Production tab allowing you to upload your providers' CPT data and calculate the number of Total and Work RVUs for your providers. Once calculated, you can then enter the respective values into your survey. You can also send your CPT data to [survey@mgma.com](mailto:survey@mgma.com) to upload into your survey for you.



## MANAGEMENT AND STAFF COMPENSATION

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### DO I NEED TO SUBMIT BOTH MANAGEMENT AND SUPPORT STAFF POSITIONS?

Yes. Historically, MGMA only collected data on management positions. We started collecting data on support staff positions within the past few years. Both management and support staff positions are required for your survey submission to be eligible.

### DO I HAVE TO SUBMIT DATA FOR EACH STAFF MEMBER?

Yes. Data must be submitted on an individual level and may not be combined to represent multiple staff members in the same position. This allows us to maintain accuracy and integrity with our data.

### DO I HAVE TO REPORT BOTH TOTAL COMPENSATION AND HOURLY RATE COMPENSATION?

Total compensation should be submitted for both management and support staff positions. If total compensation is not available for support staff, hourly compensation may be reported. New hires or those who left the organization before the end of the reported year must be reported as hourly rate compensation.

### WHAT IF MY STAFF'S POSITION TITLE IS NOT INCLUDED IN YOUR OPTIONS?

Please read the position title descriptions included in the **survey guide** and use the position title that most accurately reflects your staff's duties and responsibilities. If none of our titles are appropriate, please select "Other" for the position title that makes sense (e.g., Other Manager, Other Director). Only select Other Staff if they are in a staff-level position. Please note, if you select an "Other" option, you must write in the position title in the designated column and your staff may not be benchmarked with similar positions as we have insufficient information on what is included in other designations.

Physicians, nurse practitioners and physician assistants are not reported within the Management and Staff section. These positions should be reported in the provider section of the survey. Individuals, such as physician executives that hold separate administrative titles, are eligible for submission in the Management and Staff portion.



## WHAT IF A MANAGER OR STAFF DIDN'T WORK THE FULL 12 MONTHS?

You should only report managers who have been employed for a full 12-month fiscal year, unless they have been identified as new hires. If they were a new hire, indicate “new hire” under the employment status, adjust the FTE and provide total compensation for their term of employment.

If a support staff was a new hire or did not work the full 12 months, only provide their hourly rate. If they were a new hire, indicate “new hire” under the employment status as well.

## WHAT IF I NEED MORE HELP?

Our participation resources page is full of documents to help you work through the surveys. **Click here** to view changes made to this year’s surveys, survey question definitions and survey question checklists. If you have additional questions about MGMA survey participation, feel free to contact MGMA Data Solutions. Data experts are available Monday through Friday, 7:00 am to 5:00 pm MT. Send us a chat while completing your survey or call toll-free at **877.275.6462, ext. 1895** or email **survey@mgma.com**.