

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 practice. This prevents duplicate data from being submitted and allows us to have a more holistic view of the practice.

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 are 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 spend 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 spend 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 still unsure how to adjust the FTE, additional examples are located on the **participate page** under the Compensation Survey Guide.



PROVIDER COMPENSATION

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 on your submission 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.

WHY CAN'T I SUBMIT SOCIAL WORKERS IN THE PROVIDER SURVEY?

Based on feedback from participants and subject matter experts, MGMA determined that reporting social workers as support staff is most appropriate. Social workers, speech therapists, physician executives and physicists are reported in the management and staff portion.

Physicians and nonphysician providers should be reported in the Provider section of the survey.

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 trend data. It also prevents duplicate data from being submitted.



MANAGEMENT AND STAFF COMPENSATION

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 to be included.

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, 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 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](#).

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

If a manager (such as an executive, director, manager, specialist or supervisor) left before the full 12 months, either identify them as no longer employed by your organization or do not include them in your submission. 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. Call toll-free at **877.275.6462, ext. 1895** or email survey@mgma.com.