

## Change Notice for the MGMA 2016 Management and Staff Compensation Survey

The following information summarizes changes to the MGMA *Management and Staff Compensation Survey: 2016 Questionnaire Based on 2015 Data*.

<b>Survey Launch</b>	<b>January 11, 2016</b>
<b>Survey Early Participation</b>	<b>January 29, 2016</b>
<b>Survey Close</b>	<b>March 4, 2016</b>

The \* symbol in the survey denotes required questions that must be answered for the survey to be considered complete and eligible for inclusion in the final results.

**If you have any question about the updates listed in this Change Notice, please contact the Data Solutions Department at [survey@mgma.org](mailto:survey@mgma.org) or 877.275.6462, extension 1895.**

Please note: Questions that have been removed are not identified in this document.

### Management and Staff Compensation Survey

**Question Addition:** \*What is your practice NPI number?

**Question Modification:** What is your practice demographic classification?

- 1 - Rural/Nonmetropolitan (4,999 or Fewer)
- 2 - Nonmetropolitan (5,000 to 10,000)
- 3 - Nonmetropolitan (10,001 to 50,000)
- 4 - Metropolitan (50,001 to 100,000)
- 5 - Metropolitan (100,001 to 250,000)
- 6 - Metropolitan (250,001 to 500,000)
- 7 - Metropolitan (500,001 to 1,000,000)
- 8 - Metropolitan (1,000,001 or More)

**Question Additions (for Academic Practices only):**

- Total business operations support staff FTE
- Total front office support staff FTE
- Total clinical support staff FTE
- Total ancillary support staff FTE

**Question Modification:** \*Full-Time Equivalent

The underlined portions of the following question definition has been added

- Report the full-time equivalent this individual is considered to be employed by your practice. An FTE individual 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 FTE of a part-time individual, divide the total hours worked by the individual by the total number of hours that your medical practice considers to be a normal workweek.
  - o For example, an individual working in a clinic or hospital on behalf of the practice for 30 hours compared to a normal workweek of 40 hours would be 0.75 FTE (30 divided by 40 hours).
- You may also include individuals that were not employed by the practice for the entire fiscal year, but you must adjust their FTE.
  - o For example, an individual working in a clinic or hospital on behalf of the practice for 40 hours (normal workweek) but was only employed by the practice for 9 out of 12 months in the fiscal year would be considered 0.75 FTE (9 divided by 12 months).

- Do not report an individual as more than 1.0 FTE regardless of the number of hours worked.
  - o Enter each manager and staff on a separate row; do not group multiple individuals together on the same line and combine their FTE values, even if they have the same position title.

**Question Modification:** Professional Certification

- This question was previously Professional Credentials, but has been updated to: If the individual is certified in the position title listed in this survey, answer “Yes”. For example, if you are submitting a Medical Assistant and that individual is a Certified Medical Assistant, answer “Yes”.

**Question Modification:** \*Position Title

The following titles have been added to the position title choice list:

- Chief Department Administrator (CDA)
- Associate/Assistant Department Administrator
- Contracts/Grants Department Administrator
- Division/Section Administrator
- IS Manager/Network Administrator
- Department Financial Officer
- Clinical Practice Manager
- Compliance Manager
- Reimbursement/Collections Manager
- Executive Assistant
- Histotechnologist
- Mammography Technician
- Medical Scribe