

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*.

Survey Launch	January 11, 2016
Survey Early Participation	January 29, 2016
Survey Close	March 4, 2016

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 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