AAOE Benchmarking Survey

Data Entry Guide

Contents

2018 Data Year Changes to Survey

The AAOE Benchmarking Survey for the data year 2018 has undergone several changes from previous iterations of the Benchmarking Survey. Our focus this year has been bringing a more streamlined experience to participants and collecting the data that is most relevant to their practices.

This year, the survey:

- **Imports answers for select questions from prior year surveys**: As you are filling out the survey, review these imported fields to ensure they are still accurate and make edits as needed.
- **Gives you two options for completion:** We've included a standard mode which allows you to report data on all ancillaries and associated revenue and expenses for those ancillaries and an express mode which will only collect data on core orthopaedic metrics. Our preference is that you provide as much information as possible, but we realize that not every practice will have the data requested of them.
- **Permits users to select which sections to fill out**: Practice doesn't offer ancillary services such as PT/OT, DME, or advanced imaging? No problem! Simply unselect the boxes that do not apply to your practice at the beginning of the survey and the survey will skip questions that pertain to those topics. **This option only works in Standard Mode.**
- **Asks about physician call data**: We're collecting data on the type of call duty your physicians cover, annual call payments, weekday call payments, weekend day call payments, the amount the group receives for on call coverage, and the unit used for paying for on-call coverage.
  - This data will be used to create benchmarking dashboards for the 2018 data year.
- **Streamlines our questions on ancillaries:** We've brought the grid to the ancillary services page to make it easier to fill out! In addition to asking about X-Rays, MRIs, and DME, we've added options to report data on DXA (bone density scans), off-the-shelf orthotics, custom fit orthotics, and prosthetics.
- **Asks about physician end of career data**: We've always asked about physician retirement but this year we're asking more! These questions will help us create benchmarking dashboards on the policies practices have for retiring physicians.
- **Improvements in Income Statement Summary:** We've made it easier for you to view your data across sections to verify that the information we collect is accurate and complete.

Selecting Question Subjects

New for this year, participants have the option of shortening their survey based on the data they will be providing. Each orthopaedic practice is different so why should they all be forced to fill out the same survey? When you first click your link to open the survey, you'll notice a pop-up appears with a list of topics on it similar to the picture displayed in Figure 1.

If a topic does not apply to your practice, you may uncheck the topic. For example, your practice offers PT/OT but does not offer advanced imaging. In this case, you would leave PT/OT checked and de-select MRI. Try to limit your de-selections to only those services that do not apply to your practice; de-selecting subjects simply to make the survey shorter ultimately makes the survey results less helpful to you as you would be unable to view your practice data compared to your peers'.

If you are planning on completing the survey incrementally rather than in one sitting, the survey will remember your selections so you can pick up where you left off at a later date. If you happen to have a healthy mistrust of technology, we encourage you to make your selections and then screenshot your selections or make a list of them. If you exit out of the survey prior to finishing and de-select any of the topics, you will have to de-select them again when you return to the survey. To take a screenshot on a PC, press the Windows/Start key and Print Screen (sometimes PrntScrn). The screen will likely flicker or dim for a moment as confirmation that a screenshot was taken. Your image should be saved in your

"Pictures" file folder, likely in a folder named "Screenshots". To take a screenshot on a Mac, press Command-Shift-3 to screenshot the entire screen. Your screenshot will likely be saved to your desktop.

Practice Profile

Purpose

This section collects important contact information for the practice and data that allows for benchmarking results to be customized based on geographical location and identified practice characteristics.

Related Dashboards: Profile of Participation, filters in all benchmarking dashboards

Section Overview

General Information – This section collects practice contact information.

Practice Information – The fields in this section capture practice characteristics that can be used to generate comparison groups and customized results.

Fields

Reporting Year – The most recently completed calendar year is displayed; if you use a different reporting year, change the dates displayed to indicate the start and end dates of your reporting year.

Name of Practice – Legal practice name

Mailing Address – Street address of the practice's primary office location

City, State, ZIP – City, state, and ZIP+4 of your primary office location.

CEO/Practice Administrator– Name of the practice's chief executive officer (CEO) or most senior practice executive, regardless of title

Managing Physician Name – Name of the practice's managing physician

Primary Contact for Benchmarking Survey (Name, Position, Email, Phone) – Provide the name and contact information of the person responsible for completing the survey. This person will be contacted with any questions about the survey and about the availability of benchmarking results.

Number of Office Locations – Number of locations at which the practice operates. Enter a value between 1 and 100.

Population Designation of Primary Location – The size of the metropolitan area in which the practice is located.

Practice Setting – Select the option that best describes the practice

Hospital Ownership - Select an option from the list provided to indicate whether your practice is fully or partially owned by a hospital.

Lines of Service – Check the lines of service offered by your practice. Check these regardless of whether you will be reporting data on them in this survey.

Services Provided by Practice - Check the services currently provided by your practice.

Physician Productivity and Compensation

Purpose

The fields included in this section capture detailed information on physicians and surgeons within the orthopaedic practice.

Related Dashboards: Revenue by FTE Physician, Office Visits per FTE Physician, Patient Visits and Cases; Surgical Cases per FTE Physician, Surgeries per New Patient Visit, Work RVUs per FTE Physician, Revenue per Worked RVU, Annual Gross Charges, Net Receipts, and Work RVUs, Overhead per FTE Physician, Compensation per FTE Physician, Provider Compensation by Specialty, FTE Staff per FTE Physician, FTE Data, FTE Employees by 1,000 Visits, and Square Footage per FTE Physician

Section Overview

General Information – Collects basic information, including practice specialty and FTE status, about the physician that is used to customize benchmarking reports.

Patient Visits and Cases – Captures information on the number of visits and cases completed by the physician within the reporting year. Data are used for productivity calculations.

Work RVUs – Requests work relative value units for the physician during the reporting year

Collections – Specifies the gross and net collections generated by the physician during the reporting year.

Compensation – Collects data on several sources of compensation for the physician.

Fields

Physician NPI – The Physician NPI Number, or other identifying number, will assist with trending survey data year after year.

Practice Specialty – The primary specialty of the physician; used as a filter to customize benchmarking results.

Provider Initials – Enter the provider's initials or other identifying information to help you review your data entry. This information is for your reference only.

Owner/Employed – Select either owner or employee from the dropdown list to indicate the employment status of the physician.

Fellowship Trained – Is the physician fellowship trained? Select yes or no.

FTE Status – Identifies whether the physician worked full time (i.e., 1.0 FTEs) during the reporting year or less than full time. FTE (Full-Time Equivalent) is calculated for all individuals employed by the practice on a full or part-time basis. A full-time employee who works 40 hours per week would be reflected as 1.0 FTE.

To calculate the FTE of a part-time employee, divide the number of hours worked in an average week by the normal work week of the practice and multiply by the number of months worked per year divided by 12 total months per year.

FTE - (# hours worked in average week/hours in normal work week) X (# months worked/12 months)

Annual Total # New Patient Visits – Number of new patient visits conducted by the physician during the reporting year

Annual Total # Patient Visits – Total number of new and returning patient visits conducted by the physician during the reporting year. Include New Patients (99201 – 99205), Established Patients (99211 – 99215) and Post-Operative visits (99024) here.

Annual Total # Inpatient Surgical Cases – Indicates the number of surgical cases handled in an inpatient setting

Annual Total # Outpatient Surgical Cases– Indicates the number of surgical cases handled in an outpatient setting

Annual Total # Surgical Cases – *FORMULA:* Sum of Annual Total # Inpatient Surgical Cases and Annual Total # Outpatient Surgical Cases

Annual Total # of Visco Injections – Total number of viscosupplementation injections given by the physician during the reporting year.

Does your practice use Work RVU data? – Select Yes or No to indicate whether your practice collects and uses Work RVU data.

Physician Work RVUs – Work Relative Value Units attributed to the physician

Include:

- Physician work RVUs only
- Work RVUs for all professional medical and surgical services performed by the physician
- Work RVUs for the professional component of laboratory, radiology, medical diagnosis, and surgical procedures
- Work RVUs for all procedures performed by the medical practice
- Work RVUs for procedures for both fee-for-service and capitation patients
- Work RVUs for all payers, no just Medicare
- Work RVUs for purchased procedures
- National work RVU (do not include the geographical adjustment or GPCI); GPCI must be set to 1.000

Annual Gross Charges – Gross charges generated by the physician during the reporting period.

Annual Net Collections – Net receipts collected for the physician during the reporting year.

Annual Practice Compensation –Enter the amount of compensation paid to the physician by the practice. Provider compensation can be found in the following IRS Tax Forms, as appropriate for the individual physician and practice: W-2 Form, Schedule E (Form 1040) for Partnerships and S Corporations, Schedule K-1 (Form 1120S) for Shareholders in a Corporation, Schedule C (Form 1040) for Sole Proprietorships.

ASC Earnings Received? - Indicate whether the physician had earnings from an ASC and whether the amount of those earnings will be entered in the column to the right (Select 'Yes - Amount Provided' if the amount will be entered). Select 'Yes - Amount Unknown' if the amount of earnings is not available. Select 'No' only if the physician does not receive earnings from an ASC.

ASC Earnings Amount – Enter the amount of earnings the physician received from an ASC. Leave this column blank if the amount of ASC earnings is unknown.

Real Estate Earnings Received? - Indicate whether the physician had earnings from real estate and whether the amount of those earnings will be entered in the column to the right (Select 'Yes - Amount Provided' if the amount will be entered).

Select 'Yes - Amount Unknown' if the amount of earnings is not available. Select 'No' only if the physician does not receive earnings from real estate.

Real Estate Earnings Amount – Enter the amount of earnings the physician received from real estate. Leave this column blank if the amount of real estate earnings is unknown.

Hospital Earnings Received? - Indicate whether the physician received earnings from a hospital and whether the amount of those earnings will be entered in the column to the right (Select 'Yes - Amount Provided' if the amount will be entered). Select 'Yes - Amount Unknown' if the amount of earnings is not available. Select 'No' only if the physician does not receive earnings from a hospital.

Hospital Earnings Amount – Enter the amount of earnings the physician received from a hospital. Leave this column blank if the amount of hospital earnings is unknown.

Other Compensation – Enter any other compensation for the physician, including signing bonuses not on the physician's W-2, witness fees, interrogatory fees, forms, malpractice panels, research and consulting fees, etc.

Total Annual Compensation – *FORMULA:* Sum of annual provider compensation, ASC earnings amount, real estate earnings amount, hospital earnings amount, and other compensation. No data entry required in this column.

PA-NP Productivity and Compensation

Purpose

The fields included in this section capture detailed information on physician assistants and nurse practitioners within the orthopaedic practice.

Related Dashboards: Revenue and Expenses by FTE Provider, Patient Visits and Cases, Surgeries per New Patient Visit, Revenue per Worked RVU, Annual Gross Charges, Net Receipts, and Work RVUs, Provider Compensation, Provider Compensation by Specialty, PA/NP Compensation Overview, FTE Data, FTE Employees by 1,000 Visits

Section Overview

General Information– Collects basic information, including practice specialty and FTE status, about physician assistants and nurse practitioners that is used to customize benchmarking reports.

Patient Visits and Cases– Captures information on the number of visits and cases completed by physician assistants and nurse practitioners within the reporting year. Data are used for productivity calculations.

Work RVUs– Requests work relative value units for physician assistants and nurse practitioners during the reporting year.

Collections– Specifies the gross and net collections generated by physician assistants and nurse practitioners during the reporting year.

Compensation– Collects base and bonus compensation paid to physician assistants and nurse practitioners during the reporting year.

Fields

PA/NP Name or Identification Number– Provider NPI number or other identifying information for the physician assistant or nurse practitioner; used to assist practices in reporting data year after year and to facilitate the development of benchmarking trends

Practice Specialty– The primary specialty of the physician assistant or nurse practitioner; used as a filter to customize benchmarking results

Physician Assistant or Nurse Practitioner – Identifies the individual as a physician assistant or nurse practitioner

Provider Initials – Enter the provider's initials or other identifying information to help you review your data entry. This information is for your reference only.

FTE Status – Identifies whether the provider worked full time (i.e., 1.0 FTEs) during the reporting year or less than full time. FTE (Full-Time Equivalent) is calculated for all individuals employed by the practice on a full or part-time basis. A full-time employee who works 40 hours per week would be reflected as 1.0 FTE.

To calculate the FTE of a part-time employee, divide the number of hours worked in an average week by the normal work week of the practice and multiply by the number of months worked per year divided by 12 total months per year.

> **FTE =** (# hours worked in average week/hours in normal work week) X (# months worked/12 months)

Is the Provider Office and/or Surgical Based? – Select an option to indicate whether the provider is Office Based Only, Surgical Only, or works in both settings.

Annual Total # New Patient Visits – Number of new patient visits conducted by the physician assistant or nurse practitioner during the reporting year

Annual Total # Patient Visits – Total number of new and returning patient visits conducted by the physician assistant or nurse practitioner during the reporting year. Include New Patients (99201 – 99205), Established Patients (99211 – 99215) and Post-Operative visits (99024) here.

Annual Total # Inpatient Surgical Cases – Indicates the number of surgical cases handled in an inpatient setting

Annual Total # Outpatient Surgical Cases– Indicates the number of surgical cases handled in an outpatient setting

Annual Total # Surgical Cases – *FORMULA:* Sum of Annual Total # Inpatient Surgical Cases and Annual Total # Outpatient Surgical Cases

Annual Total # of Visco Injections – Total number of viscosupplementation injections given by the provider during the reporting year.

Does your practice use Work RVU data? – Select Yes or No to indicate whether your practice collects and uses Work RVU data.

Work RVUs – Include:

- Provider work RVUs only
- Work RVUs for all professional medical and surgical services performed by the provider
- Work RVUs for the professional component of laboratory, radiology, medical diagnosis, and surgical procedures
- Work RVUs for all procedures performed by the medical practice
- Work RVUs for procedures for both fee-for-service and capitation patients
- Work RVUs for all payers, no just Medicare
- Work RVUs for purchased procedures
- National work RVU (do not include the geographical adjustment or GPCI); GPCI must be set to 1.000

Annual Gross Charges – Gross charges generated by the physician assistant or nurse practitioner during the reporting period

Annual Net Collections – Net receipts collected for the physician assistant or nurse practitioner during the reporting year

Base Compensation – Enter the amount of compensation paid to the provider by the practice in the fields below. Provider compensation can be found on the individual's W-2 Form.

Bonus Compensation – Amount of any bonuses paid to the physician assistant or nurse practitioner during the reporting year

Total Annual Compensation – *FORMULA:* Sum of Base Compensation and Bonus Compensation

Practice Administrator Comp

Purpose

This section is designed to collect compensation and benefit data on the most senior executives within the orthopaedic practice.

Related Dashboards: Practice Administrator Compensation, Practice Administrator Dashboard

Section Overview

Compensation – Captures base and bonus compensation data for the identified individuals.

Benefits – Specifies the benefits given to practice administrators during the reporting year.

Fields

Practice Administrator Position – Select the position titles that most accurately reflect members of your practice's executive management team. CEO/Practice Administration - Executive/management staff who reports directly to the Board of Directors COO/Operations Director - Executive/management staff who is responsible for overseeing practice operations CFO/Finance Director - Executive/management staff who is responsible for the practice's finances and accounting operations CIO/IT Director - Executive/management staff who is responsible for the practice's information technology Human Resources Senior Staff - Executive/most senior management staff responsible for human resources Marketing Senior Staff - Executive/most senior management staff responsible for marketing

FTE Status – Identifies whether the individual worked full time (i.e., 1.0 FTEs) during the reporting year or less than full time. FTE (Full-Time Equivalent) is calculated for all individuals employed by the practice on a full or part-time basis. A full-time employee who works 40 hours per week would be reflected as 1.0 FTE.

To calculate the FTE of a part-time employee, divide the number of hours worked in an average week by the normal work week of the practice and multiply by the number of months worked per year divided by 12 total months per year.

FTE - (# hours worked in average week/hours in normal work week) X (# months worked/12 months)

Base Salary– The amount of base compensation (e.g., annual salary) paid to the individual during the reporting year.

Bonus Compensation – Amount of any bonuses paid to the administrator during the reporting year.

Other Compensation – Enter any compensation paid to the administrator that is not typically considered a part of an administrator's compensation package (e.g., ownership in a MRI)

Total Compensation + Bonus – *FORMULA:* Sum of Base Compensation and Bonus Compensation

Pension – Amount paid by the practice for the individual's pension. Include amount received from profit sharing agreements here. Please enter $0.00 in this field if no pension is provided.

Health Insurance – Amount contributed by the practice for the individual's health insurance. Do not include dental/vision insurance if not included in the health insurance policy.

Disability Insurance– Amount contributed by the practice for disability insurance. Please enter $0.00 in this field if disability insurance is not provided.

Life Insurance – Amount contributed by the practice for life insurance. Please enter $0.00 in this field if life insurance is not provided.

Car Allowance – Amount paid to the individual as a car allowance during the reporting year. Please enter $0.00 in this field if a car allowance is not provided.

Professional Development – Include association membership fees, continuing education, and other professional development activities. If professional development is paid as a fixed annual amount, enter that fixed amount here. If professional development is paid based on a specified number of conferences or

educational opportunities, enter the actual amount paid here. If no professional development is provided, enter $0.00 in this field.

Total Benefits – *FORMULA:* Sum of Pension, Health Insurance, Disability Insurance, Life Insurance, Car Allowance, and Continuing Education

Total Compensation + Benefits – *FORMULA:* Sum of Total Compensation + Bonus and Total Benefits

Employees

Purpose

The Employees section collects data on the number and salaries of employees within orthopaedic practices.

Related Dashboards: Overhead per FTE Physician, Percentage of Overhead, Percentage of Overhead by Net Collections, FTE Staff per FTE Physician, FTE Data, FTE Employees by 1,000 Visits, and Square Footage

Important Notes

Allocating Across Ancillary Services: For benchmarking purposes, it is important to allocate employee expenses across any ancillary services provided by the practice. If you do not have MRI, PT/OT, DME, or any Other Ancillaries, all of your data will be entered under Orthopaedics and X-Ray.

Employees with Multiple Responsibilities: Employees may perform job functions that extend across more than one of the job titles listed (e.g., a medical receptionist may also serve as the medical secretary and medical records staff for the practice). You can divide the employee's time across more than one job title, but do not report less than 0.25 FTE for any one title. Instead, identify the job function(s) that make up the most of the employee's time and report their full salary and FTE information there.

For example, if an employee spends 0.50 FTE working as a medical receptionist, 0.40 working in medical records, and 0.10 working as a medical secretary, add the 0.10 FTE spent working as a medical secretary into either medical receptionist or into medical records.

FTE Definition: FTE (Full-Time Equivalent) is calculated for all individuals employed by the practice on a full or part-time basis. A full-time employee who works 40 hours per week would be reflected as 1.0 FTE.

To calculate the FTE of a part-time employee, divide the number of hours worked in an average week by the normal work week of the practice and multiply by the number of months worked per year divided by 12 total months per year.

FTE - (# hours worked in average week/hours in normal work week) X (# months worked/12 months)

Revenue Generating Staff

Includes all employees who generate revenue for the practice, excluding physicians.

Data are collected for the following lines of service in this section:

- Orthopaedics
- PT/OT
- DME
- Other Ancillary

Physician Assistants – Salaries and FTE status for the individuals identified as PAs on the PA-NP Productivity and Comp section.

Nurse Practitioners – Salaries and FTE status for the individuals identified as NPs on the PA-NP Productivity and Comp section.

Physical Therapist – Include licensed physical therapists employed by the practice who are able to bill for their services.

Occupational Therapist – Include licensed occupational therapists employed by the practice who are able to bill for their services.

Certified Athletic Trainer – Include certified athletic trainers who are part of the physical therapy service within the practice and who are able to bill for their services.

PT/OT Technician – Include PT/OT technicians who are able to bill for their services.

Other Revenue Generating Staff - Any other employees who independently generate revenue for the practice.

Clinical Support Staff

Employees who provide assistance to physicians and/or nurses in a medical setting and who do not independently generate revenue.

Data are collected for the following lines of service in this section:

- Orthopaedics
- X-Ray
- MRI
- PT/OT
- DME
- Other Ancillary

Registered Nurses – Include all RNs employed by the practice who provide clinical support to physicians, PAs, and/or NPs.

Licensed Practical Nurses – Include all LPNs employed by the practice who provide clinical support to physicians, PAs, NPs, and/or RNs.

Medical Assistants/Nurses Aides – Include all medical assistants and nurses aides who provide clinical support for the practices. Include triage here. Medical assistants serving as case managers will be reported here.

Athletic Trainers - Do not include any athletic trainers working specifically to support the PT/OT services of the practice. Do include athletic trainers working as medical assistants, cast technicians, and/or in other related capacities.

X-Ray Technicians –X-Ray technicians employed by the practice.

Cast Technicians –Cast Technicians employed by the practice.

MRI Technicians – MRI technicians employed by the practice.

PT/OT Technician – Include PT/OT technicians who are not able to bill for their services.

Certified Athletic Trainer – Include certified athletic trainers who are part of the physical therapy service within the practice and who are not able to bill for their services.

Physical Therapist Assistant (PTA) – Include PTAs employed by the practice as part of the physical therapy services provided.

Occupational Therapist Assistant (OTA) – Include OTAs employed by the practice as part of the physical therapy services provided.

Other Clinical Support Staff – Enter data for any other clinical support staff here.

Patient Care Support Staff

Employees who maintain medical records and/or are responsible for scheduling appointments, checking patients in and out, etc.

Data are collected for the following lines of service in this section:

- Orthopaedics
- PT/OT

Medical Receptionists – Include employees responsible for patient check-in and check-out here. Also include dedicated appointment schedulers here. Include employees responsible for patient communications.

Medical Secretaries/Transcribers – Include employees who perform secretarial functions for the practice and employees who complete medical transcriptions.

Medical Records – Include employees responsible for maintaining and retrieving patient files regardless of patient appointment.

Authorization/Credentialing Staff - Include employees who complete authorization and credentialing functions for the practice.

Other Patient Care Support Staff – Enter data for any other patient care support staff here.

Business Operations Staff

Employees who perform administrative functions for the practice, including accounting, technology, marketing, etc.

Data are only collected for Orthopaedics in this section.

General Administrative – Include employees who provide general office support to the practice. Include the CEO/practice administrator, COO/ director of operations, CFO/finance director, and senior human resources staff here.

Patient Accounting/Billing – Employees responsible for billing, accounts receivable, accounts payable, claims processing, and/or collections for the practice

General Accounting – Include employees working in the finance and/or accounting departments that are not directly involved with patient accounting. Include staff accountants, controllers, and other related employees here.

Technology – Employees responsible for managing and maintaining the computer networks, computer hardware and software, electronic medical records, patient

management systems, telephones, etc. for the practice. Include the CIO or IT director here.

Marketing – Include employees involved in the practice's marketing activities, including websites, printed and electronic communications, and social media. Include the marketing director/manager here.

Other Business Operations Staff – Enter data for any other patient care support staff here.

Employment Taxes and Benefits

Employment Taxes - Enter the amount of employment taxes paid for employees working in orthopaedics and each of the ancillary services listed. Include all Federal and state employment taxes here.

Employee Benefits – Enter the amount of the benefits paid to employees working in orthopaedics and each of the ancillary services listed. Include health insurance, disability insurance, life insurance, and other benefits here.

Non Staff Expenses

Purpose

This section includes expenses commonly incurred by orthopaedic practices, not including expenses entered in the 'Employees' section.

Related Dashboards: Financial Data, Revenue and Expense Details, Revenue and Expenses by Net Collections, Revenue and Expenses by FTE Provider

Facility Expenses

All expenses related to the ownership and/or leasing of the practice's facility(ies) is entered here. This section includes rent, utilities, and maintenance expenses.

Facility – All expenses related to the ownership and/or leasing of the practice's facility(ies)

Utilities – Include electricity, water, and other utilities.

Maintenance – All fees and expenses related to maintaining the practice's facilities; include common area maintenance (CAM) expenses, housekeeping, and repairs

Other – Any expenses related to the facilities owned and/or operated by the practice that are not specifically identified above.

Medical Expenses

This section includes medical equipment, medical supplies, and drugs.

Medical Equipment – Enter expenses related to owning, leasing, and/or maintaining the equipment used for medical purposes within the practice; includes X-Ray and MRI machines and durable medical equipment.

Medical Supplies – The cost of medical supplies used by the practice. Include syringes and other supplies used for injections here. Include casting supplies here.

Drugs – Expenses related to any drugs maintained and/or administered by the practice. Include both oral and injectable medications here.

Other – Any medical expenses incurred by the practice that are not specifically identified above.

Marketing Expenses

This section collects all expenses related to marketing for the practice.

Marketing – Expenses associated with marketing activities performed internally. Include expenses related to website maintenance, electronic and printed communications, and social media.

Outsourced Marketing Services - Enter the cost of any marketing functions that are outsourced by the practice. Include expenses related to marketing consultants here. Also include fees charged to a hospital owned clinic by the hospital for marketing services.

Technology Expenses

Expenses associated with the practice's information technology system, including both hardware and software, are collected in this section.

Computer Hardware – Expenses directly related to the computers, servers, and other information technology equipment used by the practice

Software – Software expenses incurred by the practice; include costs associated with the practice's electronic medical record, practice management system,

accounting software, etc. here. Also include expenses related to software licensing, software maintenance, software support, etc.

Telephone – Expenses related to the practice's telephone system.

Broadband – Expenses related to the practice's broadband, internet connection.

Outsourced IT/Technology Services - Amount paid for any outsourced IT functions or technology services. Include fees charged to a hospital owned clinic by the hospital for IT/Technology services.

Other – Any technology expenses incurred by the practice that are not specifically identified above.

Office Expenses

Expenses related to the daily operation of the practice are collected in this section. Office expenses include office supplies, postage and shipping, furniture, professional service fees, and personal property tax.

Supplies –All non-medical supplies owned by the practice

Mailing/Delivery – All expenses related to mailing, delivering, and shipping materials to and from the practice; include postage and courier expenses

Furniture & Equipment – Expenses related to the practice's office furniture and non-medical equipment

General Insurance –The annual cost of the insurance owned by the practice, not including malpractice insurance

Personal Property Tax – All taxes paid on the property owned by the practice

Other – Any office-related expenses not specifically identified above.

Professional/Outsourced Services Expenses

Expenses related to all contracted and professional services used by the practice. Any individuals who perform work for the practice and who do not receive a W-2 will be included here.

Billing - Expenses related to outsourced billing services. Include fees charged to a hospital owned clinic by a hospital to complete billing functions. Include billing service and HMO/PPO expense. Includes revenue cycle management staff.

Accounting - Expenses related to outsourced accounting services. Include fees charged to a hospital owned clinic by a hospital to complete accounting functions.

Transcription/Scribes - Expenses related to outsourced transcription or scribe services or contracted transcribers or scribes.

Collections - Expenses related to outsourced collection services.

Legal - Expenses related to outsourced legal services.

Other - Any professional/outsourced services not specified in this section, except for outsourced IT/technology and marketing services. Includes management fees assessed by a hospital. Specify the expenses included here in Row 58 below.

Insurance and Officer Compensation Expenses

This section collects data on the malpractice insurance owned by the practice and physician officer/medical director compensation.

Malpractice Insurance – The annual cost of the malpractice insurance purchased by the practice

Physician Officer/Medical Director Compensation – Total amount paid to the practice's physician officer/medical director; does not include compensation amounts reported on the Physician Productivity and Comp section

Other Expenses

Any expenses that are not appropriate for entry into the previous sections of the page are reported in this section.

Interest – Any interest paid by the practice during the reporting year.

Depreciation - Expenses included in the practice's accounting to represent depreciation of equipment, facilities, furniture, and other related assets owned by the practice.

Charitable Contributions – Total amount of charitable contributions made by the practice.

Corporate Income Tax – State & Federal – Total amount of state and Federal corporate income tax paid by the practice.

Other – Any other expenses incurred by the practice not specifically identified above.

Income Statement

Purpose

This section collects data on revenue and physician expenses. Data entered in the Employees and Expenses sections will be combined with data entered in the Income Statement to calculate Total Revenue, Total Operating Expenses before Physician Expenses, Total Expenses, and Net Income.

Related Dashboards: Revenue by FTE Physician, Financial Data, Revenue and Expense Details, Revenue and Expenses by Net Collections, Revenue and Expenses by FTE Provider, Staff Cost as a Percent of Revenue, Square Footage Cost as a Percentage of Revenue

Section Overview

Revenue – This section specifies the amount of revenue generated by practice for orthopaedic services and each of the ancillaries available in the practice.

Physician Expenses – This section assigns physician compensation and other direct physician expenses to orthopaedics and any other ancillary services provided.

Operating Expenses – This section compiles all of the expenses entered into the Employees and Non-Staff Expenses sections.

Net Income – This line item reports the practice's net income based on the revenue and expense data entered in the survey. This line can be used to double check data entry.

Fields

Net Patient Revenue – Amount of revenue (net of refunds) generated by the practice through services provided to patients. Revenue should be reported for orthopaedics and each ancillary service available in the practice.

Other Revenue – Includes independent medical examinations, rental income, consulting income, grants, honoraria, research contract revenues, government support payments, and educational subsidies. Other revenue generated by the practice. Includes interest income and gain/(loss) on sale of assets.

Total Revenue – *FORMULA:* Sum of Net Patient Revenue and Other Revenue.

Physician Compensation and Bonuses – Total practice compensation and bonuses paid to the physicians. Amounts reported by ancillary service as appropriate.

Physician Direct Expenses- Direct expenses paid to the physician not considered part of the physician compensation and bonuses.

Total Physician Expenses – *FORMULA:* Sum of Physician Compensation and Bonuses and Physician Direct Expenses

Total Operating Expense before Physician Expense – FORMULA: Sum of Total Employees Expenses and Total Non Employee Expenses.

Net Income – *FORMULA:* Total Revenue minus the sum of Total Physician Expenses and Total Operating Expense before Physician Expense

Payer Mix

Purpose

This section collects detailed data on gross charges, contractual adjustments, net charges, and net collections by payer.

Payers included in this section are:

- Commercial
- Commercial Bundles
- Medicare Advantage
- Medicare
- Medicaid
- Workers Compensation
- Self Pay
- Other

Related Dashboards: Payer Mix Percentage (Gross Charges; Net Charges), Payer Mix, Net Collections

Fields

Gross Charges – Full amount charged to patients for services

Contractual Adjustments – Portion of the charged amount that is written off because of contractual agreements

Net Charges – *FORMULA:* Gross charges minus contractual adjustments

Net Collections – Payments received for services provided to patients

Accounts Receivable

Purpose

This section collects data on accounts receivable aging.

The Accounts Receivable categories used in the survey are:

- 0 to 30 Days
- 31 to 60 Days
- 61 to 90 Days
- 91 to 120 Days
- Greater than 120 Days

Related Dashboards: Accounts Receivable, Percentage of Total A/R

Insurance Balance – Amount of charges due from insurance and other payers

Patient Balance – Amount of charges owed by patients

Total Balance – *FORMULA:* Sum of insurance balance and patient balance.

Percent A/R by Category – *FORMULA:* Amount of money in each accounts receivable category divided by the total amount currently in accounts receivable.

Average Monthly Charges Outstanding in A/R – Total balance currently in accounts receivable divided by the average monthly gross charges (i.e., total gross charges/12 months)

Average Number of Days Outstanding in A/R - Total balance currently in accounts receivable divided by the average daily gross charges (i.e., total gross charges/365 days).

Square Footage

Purpose

This section collects data on the number of office locations and square footage of facilities operated by the practice.

Related Dashboards: Square Footage per FTE Physician, Square Footage Cost as a Percentage of Revenue, Square Footage

All Facilities Square Footage – The total square footage of all facilities operated by the practice.

All Facilities # Locations – The total number of locations operated by the practice.

Square Footage – Square footage of the facility type specified; Enter square footage of the general medical practice in Orthopaedics

# of Locations – Specifies the number of locations operated by the practice for each of the services specified

Ancillary Services

Purpose

This section collects data on key metrics for the identified ancillary services and specifies the number of Ambulatory Surgery Centers associated with the practice.

Related Dashboards: Number of X-Ray Exams per FTE X-Ray Technician, X-Ray Data, MRI Key Metrics, Physical Therapy Key Metrics, Other Ancillary Services

Section Overview

Ancillary Services – Collects data on key metrics for the identified ancillary services.

Ambulatory Surgery Centers – Collects information about Ambulatory Surgery Centers associated with the practice.

Ancillary Service Types

X-Ray – Include analog, computed radiography, and direct radiography machines and services.

MRI – Include both open and closed MRI machines and services in your data.

DXA - Only include bone density scans and services performed utilizing dual-energy x-ray absorptiometry (DXA) machines.

DME — DME for this survey means walkers, canes, and wheelchairs.

Off-the-Shelf Orthotics — Orthotics that require minimal self-adjustment. Identified by codes L0120, L0160, L0172, L0174, L0450, L0455, L0457, L0467, L0469, L0621, L0623, L0625, and L0628.

Other Orthotics — Orthotics that require fitting by a person with specialized education or knowledge, orthotics that are custom fabricated for the patient, or orthotics that are not identified by CMS as "off-the-shelf". Identified by all other orthotic HCPCS L codes.

Prosthetics — Device that replaces all or part of an internal body organ or replaces all or part of the function of a permanently inoperative or malfunctioning body organ.

Fields

# of Patients – Indicate the number of patients receiving the listed service at your practice.

Non-Surgical Patients - Indicate the number of patients receiving the service who did not have surgery at your practice.

 # Machines – Indicate the number of machines used for performing the identified service at your practice.

# of Visits - Indicate the total number of visits related to the identified service including E/M visits, fittings, etc.

Volume – Captures the relevant unit of volume for each of the specified ancillary services:

> **X-Ray**: Number of X-Rays taken; studies not images
> **MRI**: Number of MRI Scans
> **DXA:** Number of DXA bone density scans
> **PT/OT**: Number of Visits
> **DME**: Number of Units Sold
> **Off-the-Shelf Orthotics:** Number of Units Sold
> **Other Orthotics:** Number of Units Sold
> **Prosthetics:** Number of Units Sold

Ambulatory Surgery Centers

Does your practice have an ASC? – Select Yes or No to indicate whether your practice has an ASC. If you select No, you will be able to proceed to the next question.

Majority Owned by Practice Owners – Number ambulatory surgery centers for which the practice's owners have a majority ownership interest

Partially Owned with Other Physicians – Number of ambulatory surgery centers that are partially owned by the practice's owners and other physicians

Partially Owned with Other Physicians and Hospital – Number of ambulatory surgery centers that are partially owned by the practice's owners, other physicians, and a hospital

Ability to Make Purchasing Decisions – Yes/No question to indicate whether the practice makes purchasing decisions for the ASC

Does the ASC perform total joint replacements? - Yes/No question to indicate whether the ASC performs total joint replacements.

# of Total Joint Replacements done in an ASC – Specify the number of Total Joint Replacements physicians in your practice performed in an ASC.

# of Total Joint Replacements in ASC on patients over 65 – Indicate the number of Total Joint Replacements performed by physicians in your practice on patients age 65 and older in an ASC.

Recruitment

Purpose

This section collects data on the starting salaries, signing bonuses, and other types of assistance provided to new physicians hired by the practice.

Related Dashboards: Recruitment Salary, Bonuses, and Other Assistance and Recruitment Additional Data

Fields

Recruiting Specialty – Select the primary specialty of each physician recruited during the reporting year from the list provided.

Starting Salary – Starting salary of physicians hired during the reporting period.

Signing Bonus – Amount paid to new physicians as a signing bonus.

Moving Expenses – Amount provided to new physicians to cover moving expenses.

Hospital Assistance (Yes/No) – Indicate whether a hospital provides assistance to new employees as part of recruitment efforts.

Ownership Timeline – Specify the number of years an employee must work for the practice before being eligible for ownership benefits.

Did you lose candidates to a hospital – Enter Yes or No using the list provided.

Administrative Physicians/End of Career

Purpose

Collects information on administrative physicians and the practice's plan for transition out of the orthopaedic practice at the end of a physician's career.

Section Overview

Administrative Physicians – Collects information on a practice's administrative physicians including compensation.

End of Career – Collects information on how orthopaedic physicians retire.

Administrative Physicians

Compensation amount for the Physician President/Chair of Board of Directors – Enter the amount of compensation provided to a physician who has administrative responsibilities associated with serving as the president or chair of the practice's board of directors.

Do other administrative physicians receive compensation? – Using the list provided, indicate whether other administrative physicians (i.e., not including the physician president/chair of the board of directors) receive compensation for their administrative responsibilities.

If yes, what is the compensation amount? – Enter the amount of compensation provided to other administrative physicians (i.e., not including the president/chair of the board of directors).

If yes, what is their title? – Specify the title(s) of the physician(s) who are performing other administrative functions for the practice and/or the practice's board of directors.

At what age must a physician notify the practice of anticipated retirement? - Enter numeric values only. Leave blank if no age is defined by the practice.

How much advance notice does the practice require retiring physicians to give? - Please enter only values indicating a length of time (i.e. 1 year, 18 months) for a physician to give a notice of intent to retire. Leave blank if no age defined by the practice.

Do you have a retiring physician slow down/transition plan? – Select Yes or No from the list provided.

Does your practice allow partners to be bought out and become employees for transition planning? - Select Yes or No from the list provided.

At what age may a physician elect off emergency department call? – Enter 'Never' if no age defined by the practice.

At what age may a physician elect off of group call? – Enter 'Never' if no age defined by the practice.

Are clinicians required to undergo a cognitive and physical exam to assess skills at a defined age? - Select Yes or No from the list provided.

What is that age? - Please enter numeric values only (i.e. 65).

Call Data

Purpose

This section includes information on physician call for emergency room, trauma, and hand cases.

Fields

Call Type – Select the type of call for the data you are entering from the list provided.

Annual Call Payments - Enter the amount paid annually for the Call Type selected.

Weekday Call Payments - Enter the amount paid per weekday for the Call Type selected.

Weekend Day Payment - Enter the amount paid per weekend day for the Call Type selected.

Amount group receives for on call coverage - Enter the amount the group receives per unit for on call coverage.

Payment unit used for on call coverage payments - Select the payment unit used for On Call Coverage from the list provided. If another payment unit is used, please convert to hours, days, or per night for benchmarking purposes.

Government Affairs Data

Purpose

This section asks about topics that are currently a part of the AAOE policy agenda. Your responses to these questions will help us better understand how certain public policies affect your practice and allow AAOE to better represent you in Washington, DC.

Section Overview

Malpractice Insurance – Collects information on coverage limits, deductibles, and the type of malpractice insurance maintained by practices.

Electronic Health Records – Collects information about the EHR used in your practice.

Quality Initiatives – Captures information on the type and level of participation in MIPS, BPCI-A, CJR and other quality initiatives (e.g., Accountable Care Organizations).

Additional Questions – Collects information on the practice's participation in co-management agreements, real estate ownership, and use of tele-medicine.

Malpractice Insurance

Malpractice Insurance: Coverage Limit – Specify the coverage limit that physicians in your practice are required to maintain.

Malpractice Insurance Type – Select the type of malpractice insurance maintained by physicians in the practice.

Malpractice Insurance Deductibles – Specify the deductibles that are included in the malpractice insurance coverage maintained by physicians in the practice.

Electronic Health Records

EHR Certification Year – Select your EHR certification year from the list provided.

EHR Connectivity - Select Yes or No from the list provided to indicate whether your EHR connects to other EHRs.

Quality Initiatives

Quality Initiatives: Advanced Alternative Payment Models - Select one or more options from the list provided to indicate whether your practice participated in any Advanced Alternative Payment Models (APMs) during the reporting year.

Accountable Care Organizations - Select one or more options from the list provided to indicate whether your practice participated in any Accountable Care Organizations (ACO) during the reporting year.

Other Quality Programs - Select one or more options from the list provided to indicate whether your practice participated in any other quality programs during the reporting year.

Additional Questions

Additional Questions: Co-Management Agreement – Select Yes or No from the list provided to indicate whether the practice participates in any co-management agreements.

Does Your Practice Own Its Real Estate – Select Yes or No from the list provided to indicate whether the practice owns its real estate.

Tele-medicine - Select Yes or No to indicate whether your practice provides tele-medicine services.

Databases and Information Systems Used

Purpose

This section includes questions on a variety of topics of interest to orthopaedic practices. Data related to the specific data systems used by AAOE members informs future enhancements to the data analytics and benchmarking resources available to members. Additionally, the data requested related to participation in quality initiatives are important to AAOE's ongoing advocacy and government affairs initiatives.

Fields

Practice Management System – Specify the practice management system used by the practice from the list provided.

Electronic Medical Record – Specify the EMR used by the practice from the list provided.

Accounting Software – Specify the accounting software used by the practice from the list provided.

Data Analytics – Specify the data analytics tool used by the practice from the list provided.

Payroll Vendor – Specify the payroll vendor used by the practice from the list provided.

Picture Archiving and Communication System (PACS) – Specify the PACS used by the practice from the list provided.