



## 2020 State of Hospital Medicine Survey Preparation Checklist

Here is a list of the key pieces of information you should collect in advance so that you can streamline your completion of the survey. Keep in mind that while we encourage you to provide as much information as possible, there are no “required” questions and you may choose to skip some questions for which you can’t easily obtain data.

### Survey Participation Deadline: February 16, 2020

- Figure out whether you are submitting on behalf of a single site or multisite group. If multisite group, see the Multisite Reporting Guide for updated information about how to participate.
  - **Single site:** a single unified group of hospitalists that may work in one or several hospitals.
  - **Multisite:** an organization or group that operates separate and distinct practices in multiple different hospitals/locations. These practices generally have separate staff, may have divergent practice policies and procedures, and typically have distinct budgets/finances.

### Data Gathering Checklist

#### Group Profile

- The 12-month period you will be reporting data for the survey
- Types of patients seen (adults, children, or both), number of hospitals covered, teaching status, etc.

#### Scope of Clinical Services

- Types of clinical services provided by the HMG
- Co-management models (admitting attending vs consultant) for each medical subspecialty

#### Staffing

- How your HMG uses NPs/PAs and generally which services they bill and do not bill
- FTE Employment Information for the 12-month survey period, including number of FTEs for various staffing categories including locums and support staff
- Demographic information about your HMG’s highest-ranking physician hospital leader
- Where new hires came from
- Formal staffing backup plans

#### Scheduling

- PTO policies and procedures
- Typical shift duration and number of contracted shifts
- Predominant scheduling models

- Night/nocturnist coverage arrangements

### **Compensation and Benefits**

- Average proportional compensation (base vs. production vs. performance) for hospitalists in the group (percentages, not specific amounts)
- Value of employee benefits and CME allowance
- Non-production performance incentives

### **Production and Billing**

- Total wRVUs generated by the HMG
- The number of times the following E&M Codes were billed: 99221, 99222, 99223, 99231, 99232, 99233, 99238, 99239

### **Academic Hospital Medicine**

- Percentage of staff with an academic appointment
- Financial support from your HMG for non-clinical work
- Allocation of FTEs devoted to specific categories of clinical work

### **Group Finances**

- Amount of financial and other support provided by the hospital or other organization to your HMG to offset any difference between direct expenses and professional billing revenue

### **Pediatric Hospital Medicine – New!**

- Hospital settings served
- Number of pediatric inpatient beds
- Scope of pediatrics-relevant clinical services provided by the group
- FTE definition and proportion of part time staff
- Academic appointment requirements
- Information about board certification in Pediatric Hospital Medicine