



Practice Support Resources, Inc.

To Managers, Physicians & Professionals working with Practices

For completion of our short survey questionnaire, you will receive a free Practice Management STATS Quick Reference report for one specialty - a \$59 value!

- 35 Categories of Practice Statistics for these specialties: Family Practice, Internal Medicine, Obstetrics, Pediatrics, Cardiology, Ophthalmology, General Surgery, Urology, Orthopedic Surgery, Gastroenterology
See how a practice compares to the norms
Specific information by region
Used by professionals for seventeen years
Plan, budget & assess practices with confidence
Concise information to monitor performance

Table with financial metrics: Specialty: (10 specialties available), Region: (Midwest, South, West, East or National), CHARGES & COLLECTIONS, EXPENSES, EMPLOYEE STAFFING.

Partial contents shown

Success is often measured by the numbers and you need the right information to make decisions for a practice.

The Practice Management STATS Quick Reference is based on information from practices surveyed each year and we are preparing the 2010 edition. We are asking for your participation by completing and returning this questionnaire.

For each completed survey questionnaire you submit, we will send to you in April a free copy of the new 2010 report for the specialty you choose. To learn more about the Practice Management STATS Quick Reference, go to www.practicesupport.com.

To receive your free report, the questionnaire must be completed entirely and submitted by mail, fax to 816-478-8914 or online by March 26, 2010.

Thank you for your participation.

Best regards.

Handwritten signature of Mike Martin

President

For more information or assistance in completion, e-mail us at info@practicesupport.com or call 800-967-7790.

STATS Survey Questionnaire

(Important: Complete this form for a practice where **all physicians are of the same specialty.**)

Note: Only the following specialties are being surveyed: Cardiology, Family Practice, Gastroenterology, General Surgery, Internal Medicine, Obstetrics, Ophthalmology, Orthopedics, Pediatrics, Urology

Physician(s) specialty _____

Number of full-time physicians (30 hrs/week or more): _____

Number of part-time physicians (less than 30 hrs/week): _____

Total full-time (30 hrs/week or more) Nurse Practitioners, Physician Assistants, and other paraprofessionals _____

Total part-time (less than 30 hrs/week) Nurse Practitioners, Physician Assistants and other paraprofessionals _____

Is practice owned or managed by a hospital or hospital affiliated organization? Yes No

Please give annual figures from fiscal year ending 2009 (Must be for 12 month reporting period)

1. Gross charges (all professional services including non-physician & ancillary) _____
2. Adjustments (contractual write-offs, bad debt, courtesy discounts) _____
3. Net charges (gross charges minus adjustments) _____
4. Total collections (receipts) for all patient services _____
5. Amount or percentage of charges that are Medicare _____
6. Amount or percentage of charges that are Medicaid _____
7. Total amount of accounts receivable _____
8. Amount of accounts receivable that were 1 – 30 days old (as of 12-31-09) _____
9. Amount of accounts receivable that were over 90 days old (as of 12-31-09) _____
10. Bad debt (total amount written off as not collectible) _____
11. Total annual practice expenses (exclude compensation & benefits of physicians, nurse practitioners, physician assistants, other paraprofessionals) _____
12. Business supplies (clerical and administrative office supplies) _____
13. Medical supplies & drugs _____
14. Office space (rent, utilities/maintenance, housekeeping) _____
15. Lab (costs for in-office & technical services outside) _____
16. Malpractice & professional liability insurance premiums _____
17. Outside professional services (attorney, accountant & consultant fees) _____
18. Employee benefits (FICA, unemployment, health, life, disability, retirement/profit sharing, licenses, dues, CME) Exclude physicians, Nurse Practitioners, Physician Assistants, and other paraprofessionals _____
19. Equipment & furniture (including depreciation) _____
20. Marketing/advertising (services, and materials to promote practice) _____

See Backside →

21. Physicians compensation (salary & bonuses) _____

22. Physician benefits (profit sharing, retirement plan contributions, health, life, disability insurance premiums) _____

23. Average # of outpatient visits per week (Includes any office, clinic or ER encounter between physician and patient) _____

24. Average # of surgery procedures per week (inpatient and outpatient) _____

25. Total active patients (number of Patients receiving services at least Once in the last 12 months) _____

26. Average number of patient hospital visits per week by doctors _____

27. Employees & Staffing

	<u># of Full Time Staff at this position</u> (30 hr/wk or more)	<u># of Part-time Staff at this position</u> (less than 30 hr/wk)
Receptionist	_____	_____
Transcriptionist	_____	_____
Appointment Secretary	_____	_____
Bookkeeper	_____	_____
File Clerk	_____	_____
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Nurse Practitioner	_____	_____
Physician Assistant	_____	_____
Nurse (LPN)	_____	_____
Nurse (RN)	_____	_____
Medical Assistant	_____	_____
X-ray Technician	_____	_____
Lab Technician	_____	_____
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Billing Clerk	_____	_____
Insurance Secretary	_____	_____
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Business Office Supervisor	_____	_____
Office Manager	_____	_____
Practice Administrator	_____	_____
Other: _____	_____	_____
Other: _____	_____	_____
Other: _____	_____	_____

**I completed it! Send me a free 2010 *Practice Management STATS Quick Reference* for _____
(indicate specialty) for _____ region (indicate East, West, Midwest, South, or National) to be sent in **April, 2010** to:**

 Name Address City State Zip
 Phone: _____ Fax: _____ Email: _____

Mail to: Practice Support Resources, Inc., 4230 Phelps Rd. Ste. E, Independence, MO 64055
 or fax to: **816-478-8914**

Thank you!