

2010 Clinic Wage & Salary Survey

HOW TO COMPLETE JOB CARDS: Instructions for Reporting Pay Data

Please take a few minutes to read these instructions. You may select one of two methods to report your organization's pay data:

1. "Excel-Based" participation using downloaded reporting forms, or
2. "Paper-Based" participation using downloaded reporting forms.

1. FOR EXCEL-BASED PARTICIPANTS

This year organizations are asked to report individual employee pay data using an Excel participation form.

- ◆ Begin the survey process by reviewing the **GENERAL INSTRUCTIONS** on pages 3-6 of this document.
- ◆ Then go to <http://DenariusSurveys.com/hhram> and download the Excel *Participation Form* by clicking on the appropriate link listed under **Survey Information and Participation Materials**.

NOTE: If your organization participated in last year's survey, contact us (info@DenariusInc.com) for a file of previously reported pay data to ease this year's job matching process.

Welcome to the 2010 HHRAM Clinic Wage & Salary Survey!

Published by Van Norman & Associates

General Information

Van Norman & Associates is pleased to announce the **2010 HHRAM Clinic Wage & Salary Survey**. This survey covers over 102 jobs specific to clinics including staff, supervisory, and management positions. See below for a complete list of survey positions.

EXCLUSIVE SURVEY FEATURE - Hospital/Clinic Comparative Information. For 62 of the 102 job titles you will see side-by-side comparisons of pay practices reported for both clinics and hospitals in your area.

The survey is competitively priced starting at \$200 for participants. There is a Special Package Offer if your organization also participated in the *HHRAM Healthcare Wage & Salary Survey*. See the *Order Form* below for details.

Participation Deadline Extended to: April 16, 2010
Report Distribution: June 4, 2010

Survey Information and Participation Materials

To obtain a *Participation Form*, click on the appropriate link below to **DOWNLOAD** and **SAVE** it to your computer. Return your completed participation materials to us via email.

- [Participation Form](#) (Excel file)
- [List of Survey Jobs and Sample Report Page](#) (PDF file)
- [How to Complete Job Cards](#) (PDF file)
- [Job Cards for "Paper" Option](#) (PDF file)
- [Order Form](#) (Word file)

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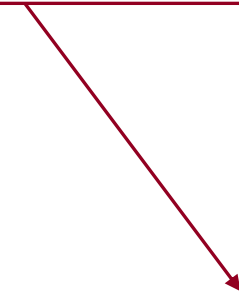
Statement of Confidentiality

The objective of Denarius Human Resources' survey reports and all methods and procedures used to produce the reports, is to provide maximum information value without disclosing any information that could be specifically associated with an individual survey participant.

All survey data submitted by participants for surveys conducted by Denarius Human Resources is provided on the basis that the data confidentiality of each participant will be fully protected at all times.

Protection of confidentiality extends to compensation data reported and to any kind of observation or form of analysis that could serve to identify a company with its data to an experienced person.

Download participation materials – Excel form (or paper-based job cards and Excel form).



- ◆ When you open the form, if a security warning appears, click "Disable Macros" and continue.

- ◆ **Complete each section** of the survey starting with **General Information** and continue on to:
 - **Pay / Compensation Practices** (salary adjustments, premium pay, union practices, etc.);
 - **Match Jobs & Report Pay**; and
 - **Order Form**.
- ◆ Most of your organization's survey data will be entered in the **Match Jobs and Report Pay** section of the survey. Survey jobs are grouped by Job Family in the Job Descriptions tab. You can also search survey jobs by sorting the list alphabetically.
- ◆ Report **pay data for individual employees** (incumbent pay data) that match a survey position.
 - You are not asked to report identifying information for each employee, just individual pay rates.
 - If your organization **participated in the last year's Healthcare survey**, contact us (651.482.8606 or info@DenariusInc.com) for a **file of your previously reported pay data** to ease the job matching process this year.
- ◆ Save a copy of the *Participation Form* on your computer for your records. You can also **print a copy of your data** for your records if that is more convenient for you.
- ◆ You can work on the Excel form in your office or laptop, opening it as many times as necessary to complete the survey. Remember to save the file each time you access it.
- ◆ After completing all sections, save your file and return it to info@denariusinc.com to finalize your data submission.
- ◆ Report **data** for employee payroll rates **closest to March 1, 2010**.

2. FOR PAPER-BASED & EXCEL PARTICIPANTS

- ◆ If you do not use the Excel-Based participation method for reporting pay data, download the paper-based Job Cards from <http://DenariusSurveys.com/clinic>.
- ◆ Complete the paper Job Cards **in addition to** the Excel Participation Form.
- ◆ Follow the **GENERAL INSTRUCTIONS** on pages 3-6.

GENERAL INSTRUCTIONS

JOB CARDS

1. Download the paper-based “Job Cards” or Excel participation form from the survey website.
 - a. Examples of the paper-based and Excel Job Cards are shown below.
 - b. Each option includes the space necessary for you to report information about your organization’s compensation rates.

Note in 2010 organizations are asked to report **INDIVIDUAL EMPLOYEE** pay rates. We **strongly encourage you to use the Excel** participation form for reporting pay data.

- **Small organizations** with one or very few employees in each job may find the paper-based Job Cards convenient.
- **Large organizations** with multiple employees in a survey position will find the Excel option more appropriate.

Paper-Based Job Cards

Accounting Clerk

Processes accounts receivable transactions and collects balances from customers and third party payers. May process invoices and internal check requests for payment of accounts payable. Some post-secondary training in accounting procedures is beneficial. Must be knowledgeable in medical insurance coverage and the filing of claims.

<u>Title</u>	<u>Union</u> Check if Yes	<u>No. of EES</u>	<u>Avg. Pay</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Enter data as of 1/1/10: _____ / hr. _____ / hr. _____ / hr. _____ / hr.						
FLSA Classification: Exempt <input type="checkbox"/> Non-Exempt <input type="checkbox"/>						

EXCEL Match Jobs & Report Pay Section (Tab)

Facility Code	Survey Job Code	Firm Job Title (optional)	Firm Job Code	Union Rep	FLSA Exemption	Hourly Base Pay (Individual Pay Rates)	Number of Employees	Range Min	Range Mid	Range Max
Use unique facility codes from General Info tab.	"Text" field: retain leading "zeros."		(Optional For your reference.)	TRUE = Union member; FALSE = "Non-union"	Indicate NON-EXEMPT or EXEMPT	Report pay rates for each employee matching job.				
Loc 1	7222	Scheduler (Patient)	1234	TRUE	Non-Exempt	13.25	1	12.5	15.5	18.5
Loc 1	7222	Scheduler (Patient)	1234	TRUE	Non-Exempt	14.25	1	12.5	15.5	18.5
Loc 2	7255	Manager of Laboratory	1338CB	FALSE	Exempt	38.46	1	24.04	38.46	52.88

The above information is an example. Report your organization's pay data below this line.

2. Read the job description on the Job Card/Job Description tab and “match” it with a position in your organization. **Do not compare titles alone as titles vary among organizations.** If your organization does not have a match to a position, leave that job card blank/do not report it on the Excel form.
 - a. It is not expected that there is a matching position in your organization for every survey job. **DO NOT match and report any of your organization’s jobs more than once.**
3. Report pay amounts which were **in effect on March 1, 2010** or the payroll period which ends closest to March 1. Report data in the space provided **even if pay rates have not changed from the previous survey.**

4. **CALCULATING HOURLY RATES:** Report rates on an hourly basis, rounded to whole cents. Report straight time day shift rates for all classifications listed. (Do not include special pay, overtime pay or shift differentials.) Use the following guidelines to correctly convert annual, monthly and weekly pay to hourly rates.

Annual Rate Conversion: To convert an annual salary to an hourly rate **divide the annual amount, by 2,080**.
 Example: $\frac{\$31,200 \text{ per year}}{2080} = \15.00 per hour

Monthly Rate Conversion: To convert a monthly salary to an hourly rate, **divide the monthly amount by 173.33**.
 Example: $\frac{\$2,600 \text{ per month}}{173.33} = \15.00 per hour

Weekly Rate Conversion: To convert a weekly salary to an hourly rate, **divide the monthly amount by 40**.
 Example: $\frac{\$600 \text{ per week}}{40} = \15.00 per hour

5. **REPORTING YOUR ORGANIZATION'S SPECIFIC PAY DATA:** Each item to report for a matched survey position is explained below:

Firm Job Title & Code:	Report your organization's job title and job code, if applicable. <i>This title will be used in some of the survey reports you receive for ease of use.</i>
Union:	Indicate whether employees in a survey position are represented by a union; "True" for bargaining unit positions and "False" for non-bargaining unit positions.
FLSA Classification:	Report whether your organization classifies the position as "Exempt" (not eligible for overtime pay) or "Non-Exempt" (eligible for overtime pay).
Base Pay:	Report the HOURLY base wage or salary for each employee that matches a survey position.
Number of Employees:	Report the total number of employees in the position (include both full- and part-time). Enter a "0" if you have this job in your organization but when you have no employees currently in the position.
Minimum:	Report the hourly rate of the established pay range which is normally paid to fill a vacancy with a new employee who satisfies the minimum requirements for the position. If you do not have an established pay range, please report the hourly rate which you would normally pay a new employee hired into this position.
Midpoint:	Report the hourly rate for the established pay range midpoint. If you do not have established pay ranges , please do not report any rate in this space.
Maximum:	Report the hourly rate of the established pay range which is normally the maximum amount paid to employees in the position. If you do not have established pay ranges , please do not report any rate in this category.

SUMMARY

1. **Check** your completed **Job Cards** and/or **Participation Form** (Excel) for accuracy.
 - a. If using the paper-based Job Cards, **complete** the other survey items on the Excel **Participation Form**.
2. **Complete** the **Order Form** (in Excel form), including any **Special Cut, Ranking** or **Executive Reports** that you are ordering. If you are ordering more than one Special Cut Report please make additional copies of the *Order Form* as appropriate to indicate organizations to include in the Special Cut Report.

NOTE: You can indicate on the Order Form if you will decide to purchase a results report at a later date.
3. **Return Materials.**

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Survey Report Distribution: June 4, 2010

- a. **Excel-Based Participants:** Return your completed Excel *Participation Form* via email to Info@DenariusInc.com the preferred method.

If ordering results report(s), also mail **Check made payable to DENARIUS HUMAN RESOURCES, INC.** to the address below.
- b. **Paper-Base Participants:** Participants choosing the paper-based Job Cards in addition to the Excel Participation Form should:
 - Mail or fax completed Job Cards to the address below and
 - Email completed Excel Participation Form to Heather Lintner.

If ordering results report(s), also mail **Check made payable to DENARIUS HUMAN RESOURCES, INC.** to the address below.

Send all materials to the contact information listed below.

Van Norman & Associates
Survey Operations Center
2310 Stephani Court
St. Paul, MN 55117
Fax: 651.482.8925
Email: Info@denariusinc.com

If you have any questions, please contact:

Dennis Van Norman at 651-633-3502 (dvn@iaxs.net) or
Heather Lintner at 651-482-8606 (Heather.Lintner@denariusinc.com)

Thank you for your participation!