

2010 Clinic Wage & Salary Survey Survey Positions

Job Title	Job Title	Job Title	
General Management & Administrative Support			
Administrative Secretary	Supervisor of Medical Records	Surgery Scheduler	
Administrator	Supervisor of Medical Transcription	Surgical Technician	
Assistant Administrator	Utilization Review Nurse	Triage Registered Nurse (RN)	
Clinic Manager (Multi-Site)	Human Resources		
Clinic Site Manager	Director of Human Resources	Specialized Therapies	
Compliance Specialist	Human Resources Assistant	Acupuncturist	
Director of Clinic Operations (Administrative)	Human Resources Generalist	Athletic Trainer – Certified	
Director of Clinic Operations (Clinical)	Materials Management		
Director of Urgent Care Services	Courier/Driver	Audiologist	
Receptionist	Supply Clerk	Chiropractor	
Site Supervisor (Non-RN)	Housekeeping, Facilities, Maintenance & Security		
Switchboard Operator	Housekeeping/Environmental Services Aide	Massage Therapist	
Accounting, Finance & Business Office			
Accountant	Maintenance Technician	Occupational Therapist (OTR)	
Accounting Clerk	Pharmacy		
Bookkeeper	Manager of Pharmacy	Ophthalmic Technician	
Collections Specialist	Pharmacist	Ophthalmic Technologist	
Manager of Business Office	Pharmacy Technician – Clinic	Ophthalmology Assistant	
Marketing/PR Specialist	Laboratory		
Patient Accounts Rep (Billing/Insurance Clerk)	Manager of Laboratory	Optician	
Referral Representative	Medical Laboratory Technician (MLT) – Clinic	Orthopedic Technician	
Registrar/Admitting Clerk	Medical Technologist – Clinic	Physical Therapist (Doctoral)	
Scheduler (Patient)	Phlebotomist	Physical Therapist (Registered)	
Staffing Coordinator	Supervisor of Laboratory Section	Physical Therapy Aide	
Supervisor of Front Office	Nursing		
Medical Records / Health Info			
Clinic Services Assistant	Director of Nursing	Physical Therapy Assistant (LPTA)	
Coder (ART/AHIT)	Infection Control Coordinator	Supervisor of Optical	
Coder (non-ART/RRA)	Licensed Practical Nurse (LPN) – Clinic	Radiology	
Data Entry Clerk	Medical Assistant (Clinic)	Mammography Technologist	
Managed Care Specialist	Nurse Anesthetist (CRNA) – W2	Manager of Radiology	
Manager of Health Information	Nurse Clinician	Medical Physicist	
Manager of QA/UR	Nurse Midwife (Certified)	MRI Tech	
Medical Records Clerk	Nurse Practitioner	Nuclear Medicine Technologist	
Medical Transcriptionist	Nursing Assistant – Clinic	Radiation Therapist	
Patient Representative	Occupational Medicine Coordinator	Radiation Therapy Technologist	
Supervisor of Coding	Physicians Assistant	Radiologic Technologist	
	Registered Nurse (General Duty Staff Nurse – Clinic)	Supervisor of X-Ray	
	Supervisor of Clinic RN	Ultrasound Technologist	
	Supervisor of Clinical Services	X-Ray Tech Operator	
		Mid-Level Providers	
		Nurse Practitioner (Certified) – Specialty	
		Optometrist	
		Podiatrist	
		Surgical First Assistant-Freestanding	

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Manager of Business Office

0.0% of employees in this job are represented by a union.

Second level in Business Office. Manages patient billing function for the facility. Recommends programs and policies which will achieve timely payments and reimbursements. Responsible for coordinating patient billing for self-pay, commercial and third-party payer reimbursement. May be responsible for credit and collections. Minimum qualifications include a Bachelor's degree in a related field or equivalent, and 2 or more years of billing experience. Typically reports to the Director of Business Office or Director of Finance.

	Number of Firms	Number of EES	***** Base Wage/Salary (\$ / Hour) *****					***** Pay Range (\$ / Hour) *****				
			10th Percentile	25th Percentile	Average	Weighted Average	Median	75th Percentile	90th Percentile	Average Minimum	Average Midpoint	Average Maximum
All Reporting Clinics	42	72	22.98	25.43	30.05	30.75	31.16	34.24	36.61	22.88	28.79	34.55
Health System Clinics	19	35	22.79	23.31	29.31	30.40	30.83	34.10	36.55	23.26	28.90	34.24
Multi-Site Clinics	15	29	24.21	25.79	30.25	30.99	29.52	32.77	38.46	21.98	28.00	34.08
Stand Alone Clinics	8	8	*	28.99	31.44	31.64	31.73	35.30	*	*	*	*
CLINIC Organizations by Size (# of Full Time Equivalent Employees)												
Up to 100 FTEs	5	5	*	*	27.37	27.57	26.90	*	*	*	*	*
101 to 225 FTEs	11	12	24.10	27.95	31.44	32.27	31.58	34.69	40.27	23.20	29.28	35.23
226 to 750 FTEs	14	20	23.66	25.96	30.14	28.84	30.72	34.42	36.07	21.90	28.11	33.71
751 or more FTEs	12	35	22.98	23.74	29.09	31.81	30.70	35.21	36.72	23.42	29.21	35.18
CLINIC Organizations by Location												
Twin Cities Metro (District 4)	22	44	24.54	27.53	31.22	32.23	31.73	34.89	36.64	23.85	30.24	36.69
All MN Organizations	30	53	23.02	25.60	30.27	31.41	30.72	34.86	36.65	22.65	28.40	34.39
All WI Organizations	5	10	*	*	31.55	31.06	33.12	*	*	25.55	*	37.50
Midwest (IA, MN, ND, SD, WI)	42	72	22.98	25.43	30.05	30.75	30.16	34.24	36.61	22.88	28.79	34.55
HOSPITAL Organizations by Location (Data as of January 1, 2009)												
Central MN (District 3)	7	8	*	22.26	25.99	25.59	23.37	28.96	*	21.76	26.56	31.34
Twin Cities Metro (District 4)	20	46	23.02	25.63	32.01	31.90	31.45	35.72	40.79	24.22	30.82	37.76
Southwest MN (District 5)	7	8	*	21.95	25.88	25.39	25.57	30.20	*	21.34	25.67	30.35
Southeast MN (District 6)	7	10	*	19.17	25.63	24.08	23.08	30.04	*	20.71	26.42	29.66
All MN Organizations	49	80	23.02	23.22	28.73	29.26	28.51	33.26	36.64	22.60	28.39	33.82
All WI Organizations	8	11	*	24.21	30.40	29.65	31.93	35.32	*	24.90	30.62	36.10
West (MT, ND, SD)	7	13	*	19.13	25.11	26.59	24.87	31.40	*	19.67	24.58	29.55
East Central States (MI, WI)	10	13	22.64	26.00	30.16	29.58	30.39	34.88	36.29	25.37	31.33	37.09

Data not displayed if fewer than 5 firms in Size Group or Location reported data for the position.

* 25th and 75th Percentile data not shown if fewer than 6 firms reported data. 10th and 90th Percentile data not shown if fewer than 10 firms reported data.