



HHRAM Healthcare Wage & Salary Survey

Effective Date of Data:
January 1, 2012

SAMPLE



ADMINISTERED BY:



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* *Each job title and its corresponding report page number is listed alphabetically in this section.*

** *Each job title and its corresponding report page number is listed in order of appearance in these sections.*

2012 HHRAM Healthcare Wage & Salary Survey

Introduction

The Healthcare Human Resources Association of Minnesota (HHRAM) and Denarius Human Resources, Inc. are pleased to present the *2012 HHRAM Healthcare Wage & Salary Survey*. This survey report is designed to enable your organization to assess its pay program competitiveness in Minnesota labor markets and the immediate surrounding states of Iowa, North Dakota, South Dakota, and Wisconsin.

This year the report includes survey positions previously found in three HHRAM reports: Healthcare Wage & Salary Survey, Clinic Wage & Salary Survey, and Healthcare Executive Compensation Survey.

The survey covers a variety of topics including:

- Compensation program adjustments.
- Premium pay (shift differentials).
- Premium pay for exempt positions.
- On-call pay practices.
- Per Diem pay practices.
- Union practices for scheduled increases.
- Sign-On Bonus pay practices.
- Cost of health care plans for largest employee groups.
- Transcriptionist pay methods (base or productivity approaches).
- Executive benefits and perquisites.

Brief explanations of pertinent terms and data displays are provided with the *Related Pay Practices* and *Executive Perquisites* sections of the report.

Data presented in this report is effective as of January 1, 2012.

Acknowledgements

We wish to extend a special thank you to all of the HHRAM Salary Survey Committee members. The quality of the survey design would not be possible without their efforts. Committee members include (listed alphabetically by member name):

- Brad Lindow (Chair), Park Nicollet Health Services
- Jenny Grill, Allina Hospitals & Clinics
- Jon Bergstrom, Park Nicollet Health Services
- Kelly Rudolph, St. Cloud Hospital
- Kirsten Budin, Northfield Hospital & Clinics
- Melissa Timm, Ridgeview Medical Center
- Tracy Adams, Regions Hospital

Participating Organization Information

This year, 154 organizations reported pay information for 265 facilities with a combined total of over 159,000 employees in the upper Midwest region (MN, IA, ND, SD, and WI). The collective annualized compensation reported in this survey report represents in excess of \$8.6 billion (up from \$6.8 billion in 2011 survey).

Organization Classifications

Healthcare organizations continue to evolve in the region to meet the changing needs of the communities they serve. Following are the definitions of the *Organization Type* classification found in the compensation reports by position starting on page 46.

Hospital

Organizations reporting pay data categorized as “**Hospitals**” have the following features:

- With the complexity of organizational structures, the *Hospital* category is representative of organizations calling themselves **Hospitals, Medical Centers, or Health Systems**.
- A hospital is central for services provided to a community. Each participant has at least one hospital; some have more than one hospital.
- Most hospitals operate at least one clinic.

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- Some hospitals have one or more long term care facilities.
- Many hospitals have departments or divisions providing other services such as rehabilitation, home health care, independent labs, ambulance services, and medical equipment sales.

Hospital & Long Term Care

These participants operate primarily hospital(s) and long term care (LTC) facilities. Typically the LTC beds represent more than 50% of the beds for the total organization.

Clinics

Three types of clinic organizations participated in the survey:

- *Clinic – Stand Alone:* Typically clinics smaller in size operating one location.
- *Clinic – Multi-Site:* These clinics are somewhat larger and operate multiple locations.
- *Clinic – Part of Health System:* Some health systems (i.e., Hospitals) operate a number of clinics and report pay practices separately for their clinics. These are similar to Multi-Site Clinics with more than one location however pay practices may differ as they are administered by a compensation function within the health system.

“Other” Organizations

These are organizations not classified as hospitals, clinics or long term care/assisted living facilities. This category includes organizations providing services to healthcare such as laboratory services, medical transportation or home care services.

Antitrust Safety Zone Guidelines

For this and all of Denarius Human Resources surveys, we routinely examine reported data such as – the number of cases, how the data is weighted, and how results are displayed – for antitrust concerns and statistical validity.

The methodology and reporting of this survey is intended to achieve the “antitrust safety zone guidelines” issued by the Department of Justice and the Federal Trade Commission (Statement of Enforcement Policy and Analytical Principles Relating to Health Care Antitrust, August 1996, issued for two health care cases).

1. The survey is conducted by an independent third party (Denarius Human Resources);
2. Survey participants’ data is at least three months old;
3. A minimum of five (5) participants provide data for reported items; and
4. Survey results are shown in aggregated form so as to not allow recipients to identify compensation paid by any particular company.

General Comments

If you have any questions about this report or any of the data reported, feel free to contact the survey publisher:

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Participant Lists

Alphabetical Participant List

Participant	City & State	County
Affiliated Community Medical Centers, P.A.	Willmar, MN	Kandiyohi
Agnesian HealthCare, Inc.	Fond du Lac, WI	Fond du Lac
Albany Area Hospital and Medical Center	Albany, MN	Stearns
Allina Hospitals & Clinics		
Allina Hospitals & Clinics	Minneapolis, MN	Hennepin
Allina – Abbott NW Hospital	Minneapolis, MN	Hennepin
Allina – Aspen Clinics	St. Paul, MN	Ramsey
Allina – Buffalo Hospital	Buffalo, MN	Wright
Allina – Cambridge Medical Center	Cambridge, MN	Isanti
Allina – Centralized Laboratory Services	Minneapolis, MN	Hennepin
Allina – Clinical Equipment Services	St. Paul, MN	Ramsey
Allina – Clinics -Inner Region	20 to 69 Miles from Twin Cities	Hennepin
Allina – Clinics-Metro Locations	Minneapolis, MN	Hennepin
Allina – Home Health Care	St. Paul, MN	Ramsey
Allina – Home Medical Equipment	St. Paul, MN	Ramsey
Allina – Internal Medicine	Minneapolis, MN	Hennepin
Allina – Mercy Hospital	Coon Rapids, MN	Anoka
Allina – Minneapolis Cardiology Associates	Minneapolis, MN	Hennepin
Allina – New Ulm Medical Center	New Ulm, MN	Brown
Allina – Owatonna Hospital	Owatonna, MN	Steele
Allina – Pharmacy	Minneapolis, MN	Hennepin
Allina – Phillips Eye Institute	Minneapolis, MN	Hennepin
Allina – Quello Clinics	Edina, MN	Hennepin
Allina – River Falls Area Hospital	River Falls, WI	Pierce
Allina – St. Francis Medical Center	Shakopee, MN	Scott
Allina – Transportation	St. Paul, MN	Ramsey
Allina – United Hospital	St. Paul, MN	Ramsey
Allina – Unity Hospital	Fridley, MN	Anoka
Allina – WestHealth, Inc.	Plymouth, MN	Hennepin
Altru Health System	Grand Forks, ND	North Dakota
Amery Regional Medical Center	Amery, WI	Polk
Associated Eye Care	Stillwater, MN	Washington
Avera Heart Hospital of South Dakota	Sioux Falls, SD	South Dakota
Avera Marshall Regional Medical Center	Marshall, MN	Lyon
Avera McKennan Hospital	Sioux Falls, SD	South Dakota
Avera Sacred Heart Health		
Avera Creighton Hospital	Creighton, NE	Nebraska
Avera Sacred Heart Health	Yankton, SD	South Dakota
Avera St. Luke's	Aberdeen, SD	South Dakota
Baldwin Area Medical Center, Inc.	Baldwin, WI	St. Croix
Bellin Health	Green Bay, WI	Brown
Bigfork Valley	Bigfork, MN	Itasca
Canvas Health, Inc. (formerly Human Services, Inc.)	Oakdale, MN	Washington
Center for Diagnostic Imaging, Inc.		
Center for Diagnostic Imaging, Inc.	St. Louis Park, MN	Hennepin
Center for Diagnostic Imaging, Inc. - Northern MN	Duluth, MN	St. Louis

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Participant	City & State	County
Center for Diagnostic Imaging, Inc. - Western MN	Alexandria, MN	Douglas
Center for Diagnostic Imaging, Inc. - WI	Milwaukee, WI	Milwaukee
CentraCare Clinic	St. Cloud, MN	Stearns
Children's Hospital & Health System of Wisconsin	Milwaukee, WI	Milwaukee
Children's Hospitals and Clinics of Minnesota	Minneapolis, MN	Hennepin
Colon & Rectal Surgery Associates, Ltd.	St. Paul, MN	Ramsey
Community Health Partnership, Inc.	Eau Claire, WI	Eau Claire
Community Memorial Hospital Association	Cloquet, MN	Carlton
Consulting Radiologists, Ltd.	Minneapolis, MN	Hennepin
Cook Area Health Services	Cook, MN	St. Louis
Cook County North Shore Hospital & Care Center	Grand Marais, MN	Cook
Cumberland Healthcare	Cumberland, WI	Barron
Cuyuna Regional Medical Center	Crosby, MN	Crow Wing
Department of Veteran Affairs		
VA Healthcare System - Minneapolis	Minneapolis, MN	Hennepin
VA Healthcare System - St. Cloud	St. Cloud, MN	Stearns
Dermatology Consultants, P.A.	St. Paul, MN	Ramsey
Douglas County Hospital	Alexandria, MN	Douglas
Edina Plastic Surgery, Ltd.	Edina, MN	Hennepin
Ely Bloomenson Community Hospital	Ely, MN	St. Louis
Essentia Health System		
1st Street Building	Duluth, MN	St. Louis
2nd Street Clinic	Duluth, MN	St. Louis
32nd Avenue Clinic	Fargo, ND	North Dakota
3rd Street Building	Duluth, MN	St. Louis
Ashland Clinic	Ashland, WI	Ashland
Aurora Clinic	Aurora, MN	St. Louis
Brainerd Clinic	Brainerd, MN	Crow Wing
Casselton Clinic	Casselton, ND	North Dakota
Deer River Clinic	Deer River, MN	Itasca
Duluth Fitness and Therapy Center	Duluth, MN	St. Louis
Ely Clinic	Ely, MN	St. Louis
Essentia Health Ada	Ada, MN	Norman
Fosston Clinic	Fosston, MN	Polk
Graceville Clinic	Graceville, MN	Big Stone
Hayward Clinic	Hayward, WI	Sawyer
Hermantown Clinic	Hermantown, MN	St. Louis
Hibbing Clinic	Hibbing, MN	St. Louis
Jamestown Clinic	Jamestown, ND	North Dakota
Lakes Urology Clinic	Brainerd, MN	Crow Wing
Lakeside Clinic	Duluth, MN	St. Louis
Lakewalk Clinic	Duluth, MN	St. Louis
Lisbon Clinic	Libson, ND	North Dakota
Midwest Medical Equipment & Supply	Duluth, MN	St. Louis
Miller Dwan Medical Center	Duluth, MN	St. Louis
Northern Pines Medical Center	Aurora, MN	St. Louis
Park Rapids Clinic	Park Rapids, MN	Hubbard
Polinsky Medical Rehabilitation Center	Duluth, MN	St. Louis
Proctor Clinic	Proctor, MN	St. Louis
Remer Clinic	Remer, MN	Cass
Sandstone Hospital	Sandstone, MN	Pine

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Participant	City & State	County
South University Clinic	Fargo, ND	North Dakota
Spooner Clinic	Spooner, WI	Washburn
St. Joseph Medical Center	Brainerd, MN	Crow Wing
St. Joseph Rehabilitation Center	Brainerd, MN	Crow Wing
St. Mary's - Detroit Lakes Clinic	Detroit Lakes, MN	Becker
St. Mary's Hospital Superior	Superior, WI	Douglas
St. Mary's Medical Center	Duluth, MN	Crow Wing
Superior Clinic	Superior, WI	Douglas
Valley City Clinic	Valley City, ND	North Dakota
Virginia Clinic	Virginia, MN	St. Louis
Wahpeton Clinic	Wahpeton, ND	North Dakota
Walker Clinic	Walker, MN	Cass
West Acres Clinic	Fargo, ND	North Dakota
West Clinic	Duluth, MN	St. Louis
West Fargo Clinic	West Fargo, ND	North Dakota
Fairview Health Services		
Fairview Health Services	St. Paul, MN	Hennepin
Fairview Health Services - Clinics	St. Paul, MN	Hennepin
Fairview Lakes Medical Center	Wyoming, MN	Chisago
Fairview Northland Medical Center	Princeton, MN	Mille Lacs
Fairview Red Wing Health Services	Red Wing, MN	Goodhue
Fairview Ridges Hospital	Burnsville, MN	Dakota
Fairview Southdale Hospital	Edina, MN	Hennepin
Maple Grove Hospital	Maple Grove, MN	Hennepin
University of Minnesota Medical Center - Fairview	Minneapolis, MN	Hennepin
Family Health Services Minnesota, P.A.	St. Paul, MN	Ramsey
Farmington Health Services	Farmington, MN	Dakota
FirstLight Health System	Mora, MN	Kanabec
Friendship Village of Bloomington	Bloomington, MN	Hennepin
Genesis Medical Center	Davenport, IA	Iowa
Gillette Children's Specialty Healthcare	St. Paul, MN	Ramsey
Glencoe Regional Health Services	Glencoe, MN	McLeod
Grand Itasca Clinic & Hospital	Grand Rapids, MN	Itasca
Guardian Angels of Elk River	Elk River, MN	Sherburne
Gundersen Lutheran	La Crosse, WI	La Crosse
Hazelden Foundation	Center City, MN	Chisago
Health Dimensions Group		
Boundary Waters Care Center	Ely, MN	St. Louis
Chris Jensen Health & Rehabilitation Center	Duluth, MN	St. Louis
Lutheran Care Center / Bridgeway Estates	Little Falls, MN	Morrison
Traverse Care Center	Wheaton, MN	Traverse
HealthEast Care System		
Bethesda Hospital	St. Paul, MN	Ramsey
HealthEast Care System	St. Paul, MN	Ramsey
HealthEast Care System - Clinics	St. Paul, MN	Ramsey
St. John's Hospital	Maplewood, MN	Ramsey
St. Josephs Hospital	St. Paul, MN	Ramsey
Woodwinds Hospital	Woodbury, MN	Ramsey
HealthPartners	Bloomington, MN	Hennepin
HealthPartners Central Minnesota Clinics	Sartell, MN	Stearns
Hennepin County Medical Center	Minneapolis, MN	Hennepin

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Participant	City & State	County
High Pointe Surgery Center	Lake Elmo, MN	Washington
Hudson Hospital & Clinics	Hudson, WI	St. Croix
Hudson Physicians	Hudson, WI	St. Croix
Hutchinson Area Health Care	Hutchinson, MN	McLeod
Hutchinson Area Health Care - Dassel Medical Ctr	Dassel, MN	Meeker
Iowa Health Physicians and Clinics	Cedar Rapids, IA	Iowa
Iowa Health System	Cedar Rapids, IA	Iowa
Kittson Memorial Healthcare Center	Hallock, MN	Kittson
Knute Nelson	Alexandria, MN	Douglas
Lake Region Healthcare Corporation	Fergus Falls, MN	Ottertail
Lakeview Hospital	Stillwater, MN	Washington
Lakeview Surgery Center	West Des Moines, IA	Iowa
LakeWood Health Center	Baudette, MN	Lake of the Woods
Lakewood Health System	Staples, MN	Todd
LifeCare Medical Center	Roseau, MN	Roseau
Mankato Clinic	Mankato, MN	Blue Earth
Mayo Clinic	Rochester, MN	Olmsted
Mayo Clinic Health System - Albert Lea	Albert Lea, MN	Freeborn
Mayo Clinic Health System - Austin	Austin, MN	Mower
Mayo Clinic Health System - Cannon Falls	Cannon Falls, MN	Goodhue
Mayo Clinic Health System - Eau Claire	Eau Claire, WI	Eau Claire
Mayo Clinic Health System - Fairmont	Fairmont, MN	Martin
Mayo Clinic Health System - Franciscan Healthcare	La Crosse, WI	La Crosse
Mayo Clinic Health System - Lake City	Lake City, MN	Goodhue
Mayo Clinic Health System - Mankato	Mankato, MN	Blue Earth
Mayo Clinic Health System - Owatonna	Owatonna, MN	Steele
Mayo Clinic Health System - Red Cedar	Menomonie, WI	Dunn
Medcenter One	Bismarck, ND	North Dakota
Memorial Medical Center	Ashland, WI	Ashland
Mercy Hospital	Moose Lake, MN	Carlton
Mercy Medical Center	Des Moines, IA	Iowa
Mercy Medical Center - Clinics	Des Moines, IA	Iowa
Meriter Health Services	Madison, WI	Dane
Midsota Plastic Surgeons	St. Cloud, MN	Stearns
Midwest ENT Specialists	Woodbury, MN	Washington
Ministry Medical Group		
Ministry - Community Hospitals	North Central, WI	Milwaukee
Ministry - St. Joseph's Hospital	Marshfield, WI	Wood
Ministry Health Care	Milwaukee, WI	Milwaukee
Ministry Home Care	Stevens Point, WI	Portage
Ministry Medical Group	Stevens Point, WI	Portage
Minneapolis Clinic of Neurology, Ltd.	Golden Valley, MN	Hennepin
Minneapolis Radiology	Plymouth, MN	Hennepin
Minnesota Eye Consultants, P.A.	Bloomington, MN	Hennepin
Minnesota Gastroenterology, P.A.	St. Paul, MN	Ramsey
Minnesota Masonic Home - Bloomington	Bloomington, MN	Hennepin
Minnesota Masonic Home - North Ridge	New Hope, MN	Hennepin
Minnesota Oncology	St. Paul, MN	Ramsey
Minnesota Valley Health Center	Le Sueur, MN	LeSueur

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Participant	City & State	County
New River Medical Center	Monticello, MN	Wright
Noran Neurological Clinic, P.A.	Minneapolis, MN	Hennepin
North Clinic	Robbinsdale, MN	Hennepin
North Memorial Health Care		
North Memorial Health Care	Robbinsdale, MN	Hennepin
North Memorial Health Care - Ambulance Service Metro	Brooklyn Center, MN	Hennepin
North Memorial Health Care - Ambulance Service Near Metro	Faribault, MN	Rice
North Memorial Health Care - Ambulance Service Outstate	Brainerd, MN	Crow Wing
North Memorial Health Care - Ambulance Service Wisconsin	Frederic, WI	Polk
North Memorial Health Care - Clinics	Twin Cities, MN	Hennepin
North Memorial Health Care - Hospice	Robbinsdale, MN	Hennepin
Northfield Hospital & Clinics	Northfield, MN	Rice
Ortonville Area Health Services	Ortonville, MN	Big Stone
Ortonville Area Health Services - Northridge Residences	Ortonville, MN	Big Stone
Osceola Medical Center	Osceola, WI	Polk
Park Nicollet Health Services	St. Louis Park, MN	Hennepin
Paynesville Area Health Care System	Paynesville, MN	Stearns
Perham Health	Perham, MN	Ottertail
Pipestone County Medical Center	Pipestone, MN	Pipestone
PrairieCare	Maple Grove, MN	Hennepin
Prevea Health Services	Green Bay, WI	Brown
Redwood Area Hospital	Redwood Falls, MN	Redwood
Regina Medical Center	Hastings, MN	Dakota
Regional Health		
Rapid City Regional Hospital	Rapid City, SD	South Dakota
Regional Health Physicians	Rapid City, SD	South Dakota
Regions Hospital	St. Paul, MN	Ramsey
RHSC, Inc.	St. Paul, MN	Ramsey
Renville County Hospital & Clinics	Olivia, MN	Renville
Rice Care Center	Willmar, MN	Kandiyohi
Rice Memorial Hospital	Willmar, MN	Kandiyohi
Ridgeview Medical Center	Waconia, MN	Carver
River Falls Medical Clinic	River Falls, WI	Pierce
River's Edge Hospital & Clinic	St. Peter, MN	Nicollet
Riverview Healthcare Association	Crookston, MN	Polk
Riverwood Healthcare Center	Aitkin, MN	Aitkin
Sanford Health		
Sanford Clinic	Sioux Falls, SD	South Dakota
Sanford Health - Fargo	Fargo, ND	North Dakota
Sanford Health - Sioux Falls	Sioux Falls, SD	South Dakota
Sanford Health Network	Sioux Falls, SD	South Dakota
Sanford Health Plan	Sioux Falls, SD	South Dakota
Sanford Health Thief River Falls	Thief River Falls, MN	Pennington
Sanford Health Thief River Falls - Clinics	Thief River Falls, MN	Pennington
SMSC Gaming Enterprise	Prior Lake, MN	Scott
Southside Community Health Services	Minneapolis, MN	Hennepin

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Participant	City & State	County
St. Alexius Medical Center	Bismarck, ND	North Dakota
St. Cloud Hospital	St. Cloud, MN	Stearns
St. Cloud Hospital - Long Term Care Unit	St. Cloud, MN	Stearns
St. Cloud Medical Group, P.A.	St. Cloud, MN	Stearns
St. Croix Regional Medical Center	St. Croix Falls, WI	Polk
St. Francis Healthcare Campus	Breckenridge, MN	Wilkin
St. Gabriel's Hospital	Little Falls, MN	Morrison
St. Gabriel's Hospital - Clinic	Little Falls, MN	Morrison
St. Joseph's Area Health Services	Park Rapids, MN	Hubbard
St. Joseph's Hospital & Health Center	Dickinson, ND	North Dakota
St. Luke's Hospital	Duluth, MN	St. Louis
St. Paul Radiology, P.A.	St. Paul, MN	Ramsey
Summit Orthopedics	Woodbury, MN	Washington
ThedaCare, Inc.		
ThedaCare - Appleton/Theda Clark Medical Centers	Appleton, WI	Outagamie
ThedaCare - Heritage/Peabody Manor Community	Appleton, WI	Outagamie
ThedaCare - New London/Riverside/Shawano Medical Centers	New London, WI	Outagamie
ThedaCare at Home	Appleton, WI	Outagamie
ThedaCare Physicians	Appleton, WI	Outagamie
Tri-County Memorial Hospital and Nursing Home	Whitehall, WI	Trempealeau
Trinity Health	Minot, ND	North Dakota
Trinity Regional Medical Center	Fort Dodge, IA	Iowa
Twin Cities Orthopedics, PA	Golden Valley, MN	Hennepin
Twin Cities Spine Center	Minneapolis, MN	Hennepin
United Hospital District	Blue Earth, MN	Faribault
University of Iowa Health Care	Iowa City, IA	Iowa
University of Minnesota Physicians	Minneapolis, MN	Hennepin
University of Wisconsin Hospital & Clinics	Madison, WI	Dane
Wayzata Children's Clinic, P.A.	Minnetonka, MN	Hennepin
West Side Community Health Services	St. Paul, MN	Ramsey
Westfields Hospital	New Richmond, WI	St. Croix
Winneshiek Medical Center	Decorah, IA	Iowa
Winona Health	Winona, MN	Winona
Wolfe Eye Clinic	Marshalltown, IA	Iowa

Total Participant Count: 265

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Related Practices

Compensation Program Adjustments

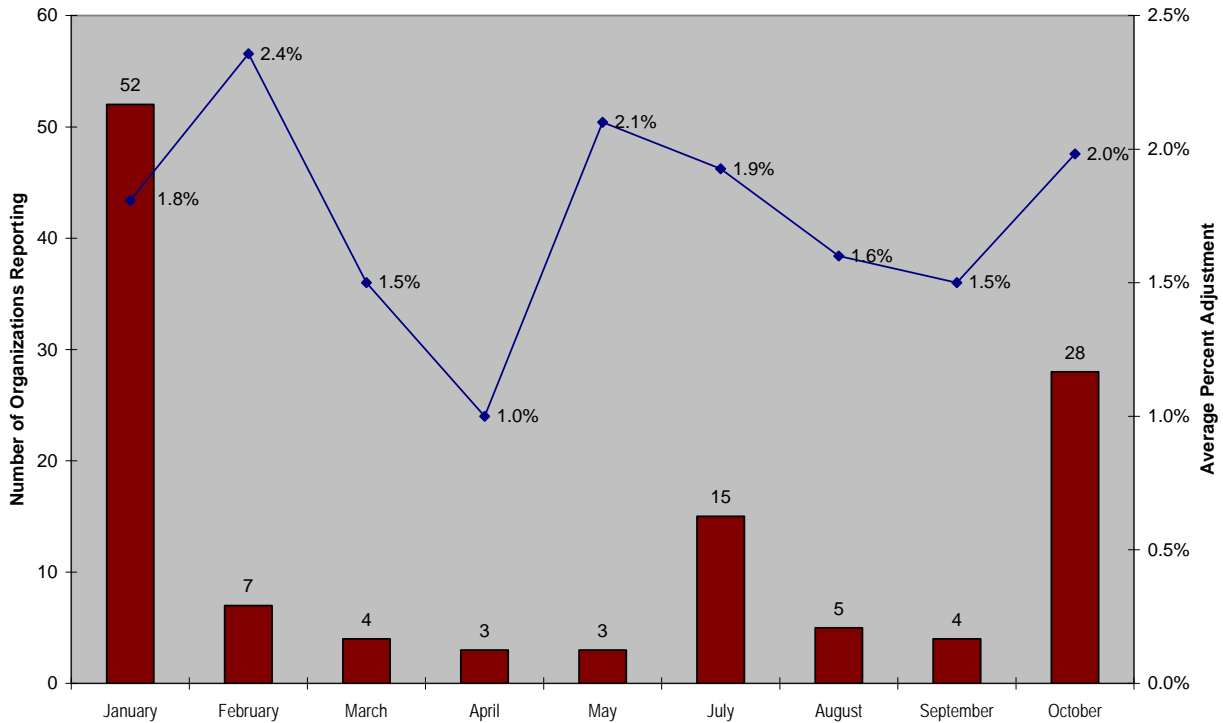
139 participants reported information related to 2011 salary range adjustments including percent of adjustment and month in which adjustments were made. These adjustments may also be referred to as changes to salary structures.

The overall average adjustment for all organizations, including those reporting zero adjustments (0%), was 1.8 percent and 2.1 percent when excluding zero percent adjustments. The overall median adjustment was 2.0% which was the same as in last year's survey. The table below shows adjustments by organization type with clinics providing larger adjustments than health systems and long term care facilities.

	# Orgs Reporting	Average Adjustment Including 0%	Average Adjustment Excluding 0%
Clinics	36	2.0%	2.4%
Health Systems	93	1.8%	2.0%
Long Term Care	7	1.1%	1.6%

The month of January is the preferred month to adjust pay programs, followed by October and July. Eleven (11) organizations reported multiple adjustment dates with an average compensation adjustment of 1.6% including zero percent adjustments and 2.1% excluding zero percent adjustments.

2011 Compensation Program Adjustments
Including 0% Adjustments



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Alphabetical Job List / Index

Allied Health & Professional Staff Positions

Note: New positions in 2012 are highlighted in bold text.

Job Title	Job Code	Report Section	Page
Accountant	7076	Actg, Finance & Business Office	82
Accounting Clerk	2066	Actg, Finance & Business Office	84
Activities Assistant	6016	Specialized Care	453
Activities Coordinator	0416	Specialized Care	455
Acupuncturist	7331	Specialized Care	Insufficient Data
Administrative Secretary	2040	General Mgmt & Admin Support	47
Aesthetician	2100	Specialized Care	457
Applications Specialist - Nursing	7374	Information Systems	253
Applications Specialist - Pharmacy	7383	Information Systems	255
Applications Specialist - Radiology	7380	Information Systems	257
Art Director	7650	Marketing & Public Relations	Insufficient Data
Athletic Trainer - Certified	7423	Rehabilitation Therapies	426
Audiologist	4110	Rehabilitation Therapies	428
Auditor, Clinical	7504	Actg, Finance & Business Office	86
Auditor, Financial, Operational, and Compliance	7501	Actg, Finance & Business Office	88
Benefits Analyst, Senior	7453	Human Resources	169
Benefits Analyst/Coordinator	7038	Human Resources	171
Bone Density Technician	7528	Specialized Care	459
Bookkeeper	7210	Actg, Finance & Business Office	90
Cardiac Rehabilitation Therapist	7575	Specialized Care	461
Cardiac Ultrasound Technician (Echocardiology Tech)	1011	Radiology	528
Cardiovascular Technologist (Invasive)	2102	Specialized Care	463
Care Navigator (Care Manager)	7651	Specialized Care	465
Carpenter	5014	Hskpg, Facilities, Mntce & Security	220
Cashier (Business Office)	7080	Actg, Finance & Business Office	92
Cashier (Cafeteria)	7193	Food Service	196
Central Supply Aide	6003	Materials Management	207
Central Supply/Sterilization Technician	4044	Materials Management	209
Certified Biomedical Electronics Technician	4053	Hskpg, Facilities, Mntce & Security	222
Certified Hand Therapist (CHT)	7578	Rehabilitation Therapies	430
Certified Occupational Therapy Assistant (COTA)	4013	Rehabilitation Therapies	432
Certified Orthotist	7510	Specialized Care	467
Charge Nurse	7160	Nursing Management	323
Chemical Dependency Counselor	3043	Specialized Care	469
Childbirth Educator	2104	Clinical Nursing	346
Chiropractor	7334	Rehabilitation Therapies	434
Clerk (Entry Level)	2001	General Mgmt & Admin Support	49
Clinic Services Assistant	7258	Medical Records / Health Info	132
Clinical Data Analyst	2105	Information Systems	259
Clinical Informaticist (RN) - Non-Supervisory	7362	Information Systems	261
Clinical Informaticist (RN) - Supervisory	7365	Information Systems	263
Clinical Informatics Analyst (Associate's Degree)	7507	Information Systems	265
Clinical Nurse Specialist	7152	Clinical Nursing	348
Clinical Operations Coordinator	7635	General Mgmt & Admin Support	51
Clinical Pharmacy Coordinator	0420	Pharmacy	563
Clinical Research II	7465	Clinical Nursing	350
Coder (ART/AHIT)	4010	Medical Records / Health Info	134

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Job Title	Job Code	Report Section	Page
Coder (non-ART/RRA)	2068	Medical Records / Health Info	136
Coding (Lead)	7353	Medical Records / Health Info	138
Collections Specialist	3240	Actg, Finance & Business Office	94
Compensation Analyst	7035	Human Resources	173
Compensation Analyst, Senior	7450	Human Resources	175
Compliance Specialist	3260	General Mgmt & Admin Support	53
Computer Operator	4028	Information Systems	267
Continuous Improvement Specialist, Lead	7462	General Mgmt & Admin Support	55
Contract Analyst	7524	Actg, Finance & Business Office	96
Cook	6001	Food Service	198
Copywriter	7652	Marketing & Public Relations	Insufficient Data
Courier/Driver	7092	Materials Management	211
Credentialing Coordinator	7207	General Mgmt & Admin Support	57
Credentialing Specialist	7206	General Mgmt & Admin Support	59
CT Scan Technologist	7120	Radiology	530
Cultural Competency/Diversity Specialist	7598	Human Resources	Insufficient Data
Cytotechnologist	3132	Laboratory	300
Data Entry Clerk - Clinic	7264	Medical Records / Health Info	140
Data Entry Operator	2054	General Mgmt & Admin Support	142
Database Administrator	8050	Information Systems	269
Dental Assistant	3055	Specialized Care	471
Departmental Secretary	2043	General Mgmt & Admin Support	61
Desktop Support Technician	2107	Information Systems	271
Development Officer (Fund Raiser)	0211	General Mgmt & Admin Support	63
Diabetic Educator (RN)	7389	Nursing Management	325
Dialysis Technician	7203	Specialized Care	473
Dietary Aide	6056	Food Service	200
Dietetic Technician	7192	Food Service	202
Dietitian	3019	Food Service	204
Dispatcher - General	7653	Hskpg, Facilities, Mntce & Security	224
Document Imaging Associate	7538	Medical Records / Health Info	144
Dosimetrist	4016	Radiology	532
Durable Medical Equipment (DME) Coordinator	7550	Marketing & Public Relations	117
EAP Counselor	7544	Specialized Care	475
EEG (Neurodiagnostics) Technologist	4152	Specialized Care	477
EEG Technician	4154	Specialized Care	479
EKG Technician	4151	Specialized Care	481
Electrician	5021	Hskpg, Facilities, Mntce & Security	226
Electronics/Biomedical Technician	4052	Hskpg, Facilities, Mntce & Security	228
Emergency Medical Technician	3022	Clinical Nursing	352
Employee Health Nurse	3002	Clinical Nursing	354
Epic Ancillary Trainer	7654	Information Systems	273
Epic Application Coordinator	7655	Information Systems	275
Epic Clinical Trainer	7656	Information Systems	277
Epic Provider Trainer	7657	Information Systems	Insufficient Data
Exercise Physiologist	3030	Specialized Care	483
Film File Clerk	7104	Radiology	534
Floor Finisher	6058	Hskpg, Facilities, Mntce & Security	230
Genetics Counselor	7546	Specialized Care	485
Gift Shop Clerk	7548	Marketing & Public Relations	119
Grant Writer	2109	General Mgmt & Admin Support	65
Graphic Designer	4001	Marketing & Public Relations	121

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Job Title	Job Code	Report Section	Page
Health Unit Coordinator (HUC)	2032	Nursing Management	327
Help Desk Specialist	7183	Information Systems	279
Histology Technician	3121	Laboratory	302
Histotechnologist	2111	Laboratory	304
Home Health Aide (Home Services Aide/Homemaker)	0448	Home Health	417
Home Health Coordinator	0444	Home Health	419
Home Health RN (Home Care Visits Nurse)	3054	Home Health	421
House Supervisor, Nursing	0469	Nursing Management	329
Housekeeping/Environmental Services Aide	6070	Hskpg, Facilities, Mntce & Security	232
Human Resources Assistant	7031	Human Resources	177
Human Resources Business Partner, Senior	7634	Human Resources	179
Human Resources Generalist - Clinic	7249	Human Resources	181
Human Resources Generalist, Entry-level	7037	Human Resources	183
Human Resources Generalist, Senior	7036	Human Resources	185
Hyperbaric Chamber Operator	7662	Specialized Care	Insufficient Data
Infection Control Coordinator	0440	Clinical Nursing	356
Infection Control Nurse	7204	Clinical Nursing	358
Information Services Analyst	7042	Information Systems	281
Information Systems Trainer	2028	Information Systems	283
Insurance Selection Specialist (Patient Access Spec)	7343	General Mgmt & Admin Support	67
Interpreter - ASL	7438	General Mgmt & Admin Support	69
Interpreter - Bi-Lingual	7435	General Mgmt & Admin Support	71
Intra Operative Monitoring (IOM) Technologist	7636	Specialized Care	Insufficient Data
Laboratory Aide	6002	Laboratory	306
Laboratory Assistant	7124	Laboratory	308
Laboratory Information System Specialist	7371	Information Systems	285
Laundry Worker	6101	Hskpg, Facilities, Mntce & Security	234
Licensed Practical Nurse (LPN) - Clinic	3230	Clinical Nursing	360
Licensed Practical Nurse (LPN) - Hospital	4002	Clinical Nursing	362
Licensed Practical Nurse (LPN) - Long Term Care	7140	Clinical Nursing	364
Maintenance Engineer	5023	Hskpg, Facilities, Mntce & Security	236
Maintenance Engineer - Advanced	5022	Hskpg, Facilities, Mntce & Security	238
Maintenance Mechanic	5001	Hskpg, Facilities, Mntce & Security	240
Maintenance Technician	5000	Hskpg, Facilities, Mntce & Security	242
Mammography Technologist	7190	Radiology	536
Managed Care Specialist	7270	Actg, Finance & Business Office	98
Marketing Generalist	7030	Marketing & Public Relations	123
Marketing/PR Specialist	7216	Actg, Finance & Business Office	100
Massage Therapist	7414	Rehabilitation Therapies	436
Medical Assistant - Clinic	3200	Clinical Nursing	366
Medical Laboratory Technician (MLT) - Clinic	7174	Laboratory	310
Medical Laboratory Technician (MLT) - Hospital	4153	Laboratory	312
Medical Librarian	0301	Medical Records / Health Info	146
Medical Physicist	7316	Radiology	538
Medical Records Clerk	7108	Medical Records / Health Info	148
Medical Records Clerk, Automated Systems	7495	Medical Records / Health Info	150
Medical Secretary	2042	Medical Records / Health Info	152
Medical Technologist - Clinic	7176	Laboratory	314
Medical Technologist - Hospital	3122	Laboratory	316
Medical Transcriptionist	2031	Medical Records / Health Info	154
Medication Aide - Trained	7445	Clinical Nursing	368

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Job Title	Job Code	Report Section	Page
Minimum Data Set (MDS) Coordinator	7356	Medical Records / Health Info	156
Monitor Technician	4155	Specialized Care	487
MRI Tech	7156	Radiology	540
Network Administrator	7132	Information Systems	287
Neuropsychologist	2114	Specialized Care	489
Nuclear Medicine Technologist	4163	Radiology	542
Nurse Anesthetist (CRNA) - Hourly Base Rate	3000	Clinical Nursing	370
Nurse Clinician	2601	Clinical Nursing	372
Nurse Educator	0511	Nursing Management	331
Nurse Midwife (Certified)	1469	Clinical Nursing	374
Nurse Practitioner	1468	Clinical Nursing	376
Nurse Practitioner – Neonatal	7588	Clinical Nursing	378
Nurse Practitioner – Specialty Care	7584	Clinical Nursing	380
Nurse Practitioner (Certified) - Specialty	7284	Clinical Nursing	382
Nurse Recruiter	2115	Human Resources	187
Nurse Staffing Clerk	2029	Nursing Management	333
Nursing Assistant - Clinic	7299	Clinical Nursing	384
Nursing Assistant – Hospital	6015	Clinical Nursing	386
Nursing Assistant – Long Term Care	7144	Clinical Nursing	388
Nursing Student Intern	4049	Clinical Nursing	390
Occupational Medicine Coordinator	7304	Nursing Management	335
Occupational Therapist (OTR)	3015	Rehabilitation Therapies	438
Ophthalmic Technician	7200	Specialized Care	491
Ophthalmic Technologist	7201	Specialized Care	493
Ophthalmology Assistant	3056	Specialized Care	495
Optician	7420	Specialized Care	497
Optometrist	7287	Specialized Care	499
Orthopedic Assistant	7530	Specialized Care	501
Orthopedic Technician (Certified)	7340	Specialized Care	503
PACS Administrator	8048	Radiology	544
Painter	5013	Hskpg, Facilities, Mntce & Security	244
Paramedic	7128	Clinical Nursing	392
Pathology Assistant	7386	Laboratory	318
Patient Accounts Rep (Billing/Insurance Clerk)	2021	Actg, Finance & Business Office	102
Patient Care Coordinator - Clinic	3210	Clinical Nursing	394
Patient Representative	7279	Medical Records / Health Info	158
Patient Safety Analyst Coordinator	7526	Nursing Management	337
Patient Scheduler - Clinic	7222	Actg, Finance & Business Office	104
Payroll Specialist	2076	Actg, Finance & Business Office	106
PC/LAN Specialist	7084	Information Systems	289
Perfusionist (Cardiovascular)	3026	Specialized Care	505
Pharmacist - Hospital/Inpatient	3006	Pharmacy	565
Pharmacist - Retail	3007	Pharmacy	567
Pharmacy Assistant	4055	Pharmacy	569
Pharmacy Buyer	7612	Pharmacy	571
Pharmacy Technician - Certified	7429	Pharmacy	573
Pharmacy Technician - Clinic	7313	Pharmacy	575
Pharmacy Technician - Non-Certified	7432	Pharmacy	577
Phlebotomist	4166	Laboratory	320
Physical Therapist - Home Care	7542	Home Health	423
Physical Therapist (Doctoral)	7447	Rehabilitation Therapies	440
Physical Therapist (Registered)	3021	Rehabilitation Therapies	442

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Job Title	Job Code	Report Section	Page
Physical Therapy Aide	6042	Rehabilitation Therapies	444
Physical Therapy Assistant (LPTA)	4042	Rehabilitation Therapies	446
Physician Assistant	3023	Clinical Nursing	396
Physician Assistant – Specialty Care	7581	Clinical Nursing	398
Physician Compensation Analyst	7594	Human Resources	Insufficient Data
Physician Recruiter	7033	Human Resources	189
Picture Archiving Communications System Analyst	7368	Information Systems	291
Plumber	6155	Hskpg, Facilities, Mntce & Security	246
Podiatrist	7290	Specialized Care	Insufficient Data
Polysomnographic Technician (Sleep Lab Tech)	7411	Specialized Care	507
Polysomnographic Technologist	7408	Specialized Care	509
Psychiatric Technician	0452	Specialized Care	511
Psychologist (Master's Level)	0456	Specialized Care	513
Psychologist (Ph.D. Level)	0460	Specialized Care	515
Public Relations Generalist	7005	Marketing & Public Relations	125
Purchasing Agent/Buyer	7025	Materials Management	213
Quality Improvement Coordinator	3255	General Mgmt & Admin Support	73
Radiation Therapist	7319	Radiology	546
Radiation Therapy Technologist	4168	Radiology	548
Radiologic Technologist	4164	Radiology	550
Radiology Aide	6061	Radiology	552
Receptionist	2000	General Mgmt & Admin Support	75
Recovery Audit Contractor (RAC) Coordinator	7658	Medical Records / Health Info	160
Recreational Therapist	3031	Rehabilitation Therapies	448
Recruiter	2116	Human Resources	191
Referral Representative	7219	Actg, Finance & Business Office	108
Registered Nurse - Ambulance	7659	Clinical Nursing	Insufficient Data
Registered Nurse - Ambulatory Day Surgery	7660	Clinical Nursing	400
Registered Nurse - Non-Invasive Cardiology	7661	Clinical Nursing	402
Registered Nurse - Clinic	3153	Clinical Nursing	404
Registered Nurse – Hospital	3053	Clinical Nursing	406
Registered Nurse - Long Term Care	7136	Clinical Nursing	408
Registrar/Admitting Clerk	2083	Actg, Finance & Business Office	110
Reimbursement Analyst	7540	Actg, Finance & Business Office	112
Respiratory Therapist (Registered)	3024	Specialized Care	517
Respiratory Therapy Technician (Certified)	4011	Specialized Care	519
Safety Specialist	7359	Hskpg, Facilities, Mntce & Security	248
Scheduling Coordinator	7609	Nursing Management	339
Security Officer/Guard (Unarmed)	6021	Hskpg, Facilities, Mntce & Security	250
Social Media Specialist	7606	Marketing & Public Relations	127
Social Worker (BSW)	3042	Specialized Care	521
Social Worker (MSW)	3041	Specialized Care	523
Social Worker, LICSW	7633	Specialized Care	525
Sous Chef	7603	Food Service	Insufficient Data
Special Procedures Technologist	4171	Radiology	554
Speech Pathologist	3011	Rehabilitation Therapies	450
Staff Chaplain	0200	General Mgmt & Admin Support	77
Staff Development Coordinator	0413	Nursing Management	341
Staff Training and Education Specialist (non-RN)	7032	Human Resources	193
Staffing Coordinator	7225	Actg, Finance & Business Office	114
State & Public Policy Advisor	7630	Marketing & Public Relations	129
Statistician	7591	Medical Records / Health Info	Insufficient Data

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Job Title	Job Code	Report Section	Page
Stock Clerk	2025	Materials Management	215
Supply Clerk	7296	Materials Management	217
Surgery Scheduler	7307	Nursing Management	343
Surgical First Assistant - Freestanding	7293	Clinical Nursing	410
Surgical Technician	4050	Clinical Nursing	412
Switchboard Operator	2033	General Mgmt & Admin Support	79
Systems Analyst/Programmer	7179	Information Systems	293
Systems Programmer	7181	Information Systems	295
Telecommunications Analyst	7512	Information Systems	297
Triage Registered Nurse (RN)	7205	Clinical Nursing	414
Tumor Registry Specialist	2026	Medical Records / Health Info	162
Ultrasound Technologist	4165	Radiology	556
Utilization Review Manager	0341	General Mgmt & Admin Support	164
Utilization Review Nurse	7191	Medical Records / Health Info	166
Vascular Technologist, Registered	7498	Radiology	558
Workforce Planning Analyst	7632	Human Resources	Insufficient Data
X-Ray Tech Operator	7328	Radiology	560

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Management & Executive Positions

Note: New positions in 2012 are highlighted in bold text.

Job Title	Job Code	Report Section	Page
Chief / Top Patient Care Executive	8005	Executive	797
Chief Executive Officer (CEO)	8000	Executive	785
Chief Financial Officer (CFO)	8002	Executive	790
Chief Information Officer (CIO)	8003	Executive	793
Chief Medical Officer (CMO)	8004	Executive	795
Chief Operating Officer (COO)	8001	Executive	788
Compliance Officer	8035	Executive	807
Top Human Resources Executive	8010	Executive	799
Top Legal Executive	8015	Executive	801
Top Managed Care Executive	8025	Executive	Insufficient Data
Top Marketing Executive	8030	Executive	805
Top Professional Services Executive	8040	Executive	809
Top Quality/Patient Satisfaction Executive	8020	Executive	803
Top Support Services Executive	8045	Executive	811
Administrator	3270	General Mgmt & Admin Support	582
Assistant Administrator - Clinic	7228	General Mgmt & Admin Support	584
Director, Accreditation Compliance	7516	General Mgmt & Admin Support	586
Director, Admitting	0224	Actg, Finance & Business Office	588
Director, Business Office	0223	Actg, Finance & Business Office	590
Director, Chaplaincy	0243	General Mgmt & Admin Support	592
Director, Clinic Operations (Administrative)	7237	General Mgmt & Admin Support	594
Director, Clinic Operations (Clinical)	7240	General Mgmt & Admin Support	596
Director, Community/Public Relations	0205	Marketing & Public Relations	598
Director, Continuous Improvement - Corporate	7456	General Mgmt & Admin Support	600
Director, CQI (Quality Management)	3250	General Mgmt & Admin Support	602
Director, Facilities Management	7178	Hskpg, Facilities, Mntce & Security	604
Director, Finance	0206	Actg, Finance & Business Office	606
Director, Food Services	0222	Food Service	608
Director, Foundation	0210	General Mgmt & Admin Support	610
Director, Health Information (Medical Records)	0256	Medical Records / Health Info	612
Director, Hospice/ Home Care	0270	Home Health	614
Director, Housekeeping	0257	Hskpg, Facilities, Mntce & Security	616
Director, Human Resources	0236	Human Resources	618
Director, Information Systems	0235	Information Systems	620
Director, Laboratory Services	0273	Laboratory	622
Director, Maintenance/Engineering	0250	Hskpg, Facilities, Mntce & Security	624
Director, Marketing	0230	Marketing & Public Relations	626
Director, Materials Management	7096	Materials Management	628
Director, Nursing - Clinic	7442	Nursing Management	630
Director, Oncology	7631	Nursing Management	632
Director, Pharmacy - Hospital	7483	Pharmacy	634
Director, Pharmacy - Retail	7486	Pharmacy	636
Director, Radiology (Diagnostic Imaging)	0261	Radiology	638
Director, Rehabilitation Services	7172	Rehabilitation Therapies	640
Director, Respiratory Therapy	0253	Specialized Care	642
Director, Revenue Management & Regulatory Analysis	7468	Actg, Finance & Business Office	644
Director, Security	0221	Hskpg, Facilities, Mntce & Security	646
Director, Social Services	0241	Specialized Care	648

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Job Title	Job Code	Report Section	Page
Director, Training and Staff Development	0213	Human Resources	650
Director, Urgent Care Services	7243	General Mgmt & Admin Support	Insufficient Data
Director, Volunteers	0245	Marketing & Public Relations	652
Head of Interpreter Services	7600	General Mgmt & Admin Support	654
Head of Managed Care	0333	Actg, Finance & Business Office	Insufficient Data
Head of Nursing Management	7170	Nursing Management	656
Head of Patient Care Services	7168	Nursing Management	658
Manager, Admitting	7522	Actg, Finance & Business Office	660
Manager, Ambulance Services	2110	Nursing Management	662
Manager, Anesthesia	0170	Nursing Management	664
Manager, Benefits	0436	Human Resources	666
Manager, Biomedical Engineering	7518	Hskpg, Facilities, Mntce & Security	668
Manager, Business Office	0321	Actg, Finance & Business Office	670
Manager, Central Services	0274	Materials Management	672
Manager, Clinic Multiple Sites	7231	General Mgmt & Admin Support	674
Manager, Clinic Site	7234	General Mgmt & Admin Support	676
Manager, Clinical Specialty	2106	Nursing Management	678
Manager, Compensation	0437	Human Resources	680
Manager, Computer Operations	0435	Information Systems	682
Manager, Contracting & Analysis	7471	Actg, Finance & Business Office	Insufficient Data
Manager, Emergency Services	7392	Nursing Management	684
Manager, Finance	0306	Actg, Finance & Business Office	686
Manager, Health Information - Clinic	7267	Medical Records / Health Info	688
Manager, Hospice/Home Care	0160	Home Health	690
Manager, HRIS	7180	Human Resources	692
Manager, Human Resources	2112	Human Resources	694
Manager, Intensive Care Services	7395	Nursing Management	696
Manager, Labor / Employee Relations	2113	Human Resources	Insufficient Data
Manager, Laboratory - Clinic	7255	Laboratory	698
Manager, Laundry	0342	Hskpg, Facilities, Mntce & Security	700
Manager, Medical/Surgical Unit	7398	Nursing Management	702
Manager, Nurse	7166	Nursing Management	704
Manager, Nursing Support	0180	Nursing Management	706
Manager, OB/Maternity	7405	Nursing Management	708
Manager, Occupational Therapy	0255	Rehabilitation Therapies	710
Manager, Pharmacy - Clinic	7310	Pharmacy	Insufficient Data
Manager, Physical Therapy	0252	Rehabilitation Therapies	712
Manager, Physician Compensation	7597	Human Resources	Insufficient Data
Manager, Physician Recruitment	0337	Human Resources	714
Manager, Purchasing	0225	Materials Management	716
Manager, QA/UR	7281	Medical Records / Health Info	Insufficient Data
Manager, Radiation Therapy	7514	Radiology	Insufficient Data
Manager, Radiology	7489	Radiology	718
Manager, Radiology - Clinic	7322	Radiology	720
Manager, Recreational Therapy	0231	Rehabilitation Therapies	722
Manager, Reimbursement Analysis	7477	Actg, Finance & Business Office	724
Manager, Retail Pharmacy Operation	7480	Pharmacy	726
Manager, Surgery (OR)	7402	Nursing Management	728
Site Supervisor (Non-RN)	7246	General Mgmt & Admin Support	730
Supervisor, Admitting	0424	Actg, Finance & Business Office	732
Supervisor, Blood Bank	0512	Laboratory	Insufficient Data
Supervisor, Clinic RN	3154	Nursing Management	734

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Job Title	Job Code	Report Section	Page
Supervisor, Clinical Services	7301	Nursing Management	736
Supervisor, Coding	2119	Medical Records / Health Info	738
Supervisor, Coding - Clinic	7261	Medical Records / Health Info	740
Supervisor, Food Service	0445	Food Service	742
Supervisor, Front Office - Clinic	7213	Actg, Finance & Business Office	744
Supervisor, Health Information	7350	Medical Records / Health Info	746
Supervisor, Hospital Patients Accounts	7347	Actg, Finance & Business Office	748
Supervisor, Housekeeping/Environmental Services	0441	Hskpg, Facilities, Mntce & Security	750
Supervisor, Laboratory Section	0473	Laboratory	752
Supervisor, Laundry	0443	Hskpg, Facilities, Mntce & Security	754
Supervisor, Medical Records	7273	Medical Records / Health Info	756
Supervisor, Medical Transcription	7276	Medical Records / Health Info	758
Supervisor, Nurse Staffing	0426	Nursing Management	760
Supervisor, Nursing	7164	Nursing Management	762
Supervisor, Occupational Therapy	0355	Rehabilitation Therapies	764
Supervisor, Optical	7337	Specialized Care	Insufficient Data
Supervisor, Pharmacy	0408	Pharmacy	766
Supervisor, Physical Therapy	7202	Rehabilitation Therapies	768
Supervisor, Radiology	7492	Radiology	770
Supervisor, Retail Optical	7417	Specialized Care	Insufficient Data
Supervisor, Sleep Lab	2117	Specialized Care	772
Supervisor, Stores and Receiving	0425	Materials Management	774
Supervisor, Systems Analysis & Programming	7182	Information Systems	776
Supervisor, Telecommunications	0433	General Mgmt & Admin Support	778
Supervisor, Transcription	2120	Medical Records / Health Info	780
Supervisor, X-Ray	7325	Radiology	782

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Administrative Secretary

1.4% of participants reported this job is Exempt.

0.4% of employees in this job are represented by a union.

98.3% reported this job is Non-Exempt.

0.3% did not report this job's exemption status.

Performs secretarial and minor executive duties for member of administrative staff. Answers telephone, interviews and screens office callers; makes appointments; composes routine correspondence. May record minutes of meetings.

Requires excellent oral and written communication skills and sound secretarial skills; some experience in healthcare setting helpful.

Data by Organization Type	Number of Firms	Number of EES	***** Base Wage/Salary *****							***** Pay Range *****		
			10th Percentile	25th Percentile	Average Firm Rate	Average EE Rate	Median	75th Percentile	90th Percentile	Average Minimum	Average Midpoint	Average Maximum
<i>Hospitals up to 250 FTEs</i>	18	34	14.91	16.51	18.27	17.85	17.46	19.47	20.64	14.97	18.09	21.58
<i>Hospitals 251 - 500 FTEs</i>	25	76	15.58	17.48	18.86	18.78	18.25	20.22	22.02	14.68	17.84	20.97
<i>Hospitals 501 - 1,000 FTEs</i>	20	85	17.30	18.36	20.08	20.15	20.00	21.41	22.75	15.92	19.40	22.80
<i>Hospitals > 1,000 FTEs</i>	39	1,471	16.50	17.90	19.32	19.71	19.86	21.72	22.29	15.26	18.94	22.36
<i>Clinics - Multi Site</i>	16	66	15.34	16.86	20.02	19.39	18.92	21.01	23.23	15.85	19.55	23.33
<i>Clinics - Part of Health System</i>	17	57	16.63	18.44	19.88	20.30	20.39	22.12	23.56	16.44	20.42	24.21
<i>Other</i>	6	26	*	18.83	20.67	20.23	19.94	22.83	*	16.67	20.75	24.83
<i>All Organizations - 2011</i>	138	1,504	16.51	17.89	19.20	19.54	19.50	21.55	21.85	15.10	18.43	21.83
<i>All Organizations - 2012</i>	150	1,828	16.43	17.83	19.42	19.67	19.76	21.62	22.29	15.48	19.02	22.48

Organizations by Size (# of Full Time Equivalent Employees)

<i>Up to 150 FTEs</i>	14	18	15.52	16.51	18.97	18.89	18.87	20.41	24.17	15.76	19.30	23.09
<i>151 to 300 FTEs</i>	30	61	14.71	16.86	19.51	18.50	18.67	20.12	22.38	15.10	18.34	21.79
<i>301 to 600 FTEs</i>	41	123	16.22	17.71	19.48	19.31	19.13	20.69	22.45	15.61	19.29	22.72
<i>601 to 1,700 FTEs</i>	30	217	16.64	18.16	19.61	19.89	19.87	21.79	23.00	15.81	19.30	22.79
<i>1,701 or more FTEs</i>	35	1,409	16.52	17.91	19.27	19.72	19.86	21.73	22.29	15.28	18.94	22.32

Information for this job continues on the following page.

Data not displayed if fewer than 5 firms in Organization Type, Location or Size Group 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.

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Administrative Secretary

Continued from previous page.

Organizations by Location	Number of Firms	Number of EES	***** Base Wage/Salary *****							***** Pay Range *****		
			10th Percentile	25th Percentile	Average Firm Rate	Average EE Rate	Median	75th Percentile	90th Percentile	Average Minimum	Average Midpoint	Average Maximum
<i>Northwest MN (District 1)</i>	7	12	*	15.07	17.73	17.66	17.44	20.12	*	13.80	16.94	19.32
<i>Northeast MN (District 2)</i>	11	37	15.81	18.50	19.59	19.60	20.49	20.89	22.27	15.33	18.46	21.71
<i>Central MN (District 3)</i>	19	125	16.28	17.60	19.75	19.18	18.51	20.43	21.76	15.29	18.46	21.66
<i>Twin Cities Metro (District 4)</i>	51	537	16.62	18.11	20.64	20.05	19.92	21.74	23.72	16.74	20.65	24.65
<i>Southwest MN (District 5)</i>	11	30	15.65	17.64	18.19	18.24	17.71	19.25	22.57	14.43	17.31	20.63
<i>Southeast MN (District 6)</i>	11	701	17.46	18.87	19.36	20.33	20.58	22.29	22.29	15.53	19.02	22.48
<i>All MN Organizations</i>	110	1,442	17.00	18.27	19.83	20.04	20.12	22.04	22.29	15.80	19.33	22.88
<i>Western Wisconsin</i>	14	97	15.70	16.58	18.60	17.81	17.65	18.74	20.11	15.35	18.84	22.56
<i>Eastern Wisconsin</i>	9	166	*	17.27	19.41	19.17	19.52	20.44	*	15.58	19.13	22.68
<i>All WI Organizations</i>	23	263	15.88	17.00	18.91	18.67	18.51	20.07	21.70	15.45	18.96	22.61
<i>North Dakota</i>	7	57	*	15.24	17.12	17.08	16.29	19.68	*	14.00	*	20.27
<i>South Dakota</i>	6	37	*	16.29	17.22	17.73	17.92	19.29	*	12.56	15.65	18.72
<i>North & South Dakota</i>	13	94	14.83	15.38	17.17	17.34	17.10	19.42	20.11	13.35	16.63	19.57
Minnesota Organizations by Size (# of Full Time Equivalent Employees)												
<i>Up to 150 FTEs</i>	13	17	15.33	16.48	19.07	18.97	18.94	20.76	24.26	15.70	19.22	23.01
<i>151 to 300 FTEs</i>	23	48	14.13	16.67	19.83	18.55	18.59	20.40	23.30	14.98	18.26	21.59
<i>301 to 600 FTEs</i>	34	105	16.66	17.71	19.80	19.62	19.47	20.71	22.54	15.99	19.76	23.19
<i>601 to 1,700 FTEs</i>	22	198	16.99	18.25	19.93	20.01	19.96	21.86	23.02	16.06	19.52	23.12
<i>1,701 or more FTEs</i>	18	1,074	17.15	18.46	20.29	20.17	20.34	22.29	22.29	16.26	19.82	23.56

Data not displayed if fewer than 5 firms in Organization Type, Location or Size Group 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.

2012 HHRAM Healthcare Wage & Salary Survey

Manager, Business Office

Job Code: 0321

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. Typically reports to the Director of Business Office or Director of Finance.

Requires Bachelor's degree in a related field or equivalent and 2 or more years of billing experience.

Data by Organization Type	Number of:		***** Salary (\$000's / Yr.)*****				***** Bonus Data *****				** Total Comp (\$000's / Yr.) **				* * Range (\$000's / Yr.) * *		
	Firms	EEs	25P	Avg	Median	75P	# Firms	Avg Target	Incentive Paid (\$000s)		25P	Avg	Median	75P	Avg Min	Avg Mid	Avg Max
Hospitals up to 250 FTEs	11	12	54.3	56.7	57.6	62.2	0	*	*	*	54.3	56.7	57.6	62.2	46.2	56.7	67.8
Hospitals 251 - 500 FTEs	8	11	48.4	59.5	61.7	66.9	1	*	*	*	48.4	59.5	61.7	66.9	52.4	*	76.9
Hospitals 501 - 1,000 FTEs	7	8	55.1	62.3	62.4	71.6	0	*	*	*	55.1	62.3	62.4	71.6	48.8	60.8	72.6
Hospitals > 1,000 FTEs	17	52	58.0	71.3	68.7	78.7	1	*	*	*	58.0	71.6	68.7	79.5	54.1	68.6	81.0
Long Term Care Facilities	5	5	*	50.3	50.0	*	0	*	*	*	*	50.3	50.0	*	*	*	*
Clinics - Single Site	5	6	*	61.3	64.9	*	2	*	*	*	*	62.6	64.9	*	*	*	*
Clinics - Multi Site	19	39	50.8	59.4	57.5	69.0	2	*	*	*	50.8	60.6	57.5	69.0	44.8	57.3	69.2
All Organizations - 2011	72	128	54.3	61.2	64.3	71.4	0	*	*	*	*	*	*	*	47.7	59.8	71.2
All Organizations - 2012	76	137	53.4	61.3	60.5	68.9	6	10.5%	5.6	4.1	53.4	61.8	60.5	68.9	48.8	60.7	72.9

Organizations by Size (# of Full Time Equivalent Employees)

Up to 150 FTEs	18	21	46.9	54.0	54.6	61.0	2	*	*	*	46.9	54.3	54.6	61.0	45.5	55.6	66.4
151 to 300 FTEs	14	14	53.2	59.6	62.0	65.1	1	*	*	*	53.2	59.6	62.0	65.1	44.5	55.3	66.1
301 to 600 FTEs	15	24	46.3	59.2	57.9	67.4	2	*	*	*	46.3	60.7	57.9	67.9	49.9	60.8	75.8
601 to 1,700 FTEs	11	21	53.4	62.2	62.4	69.0	0	*	*	*	53.4	62.2	62.4	69.0	46.9	58.3	69.8
1,701 or more FTEs	18	57	58.7	71.2	69.1	78.3	1	*	*	*	58.7	71.5	69.1	79.5	53.6	68.1	80.6

Information for this job continues on the following page.

Notes:

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3. Bonus data includes only firms which paid a bonus.
4. Total Compensation is Salary + Incentive and includes all firms matching the job.

2012 HHRAM Healthcare Wage & Salary Survey

Manager, Business Office

Continued from previous page.

	Number of:		***** Salary (\$000's / Yr.)*****				***** Bonus Data*****				** Total Comp (\$000's / Yr.)**				** Range (\$000's / Yr.)**		
	Firms	EEs	25P	Avg	Median	75P	# Firms	Avg Target	Incentive Paid (\$000s)	Median	25P	Avg	Median	75P	Avg Min	Avg Mid	Avg Max
Organizations by Location																	
<i>Northwest MN (District 1)</i>	6	8	44.7	52.3	47.6	61.0	1	*	*	*	44.7	52.3	47.6	61.0	24.0	29.0	34.3
<i>Northeast MN (District 2)</i>	7	8	50.0	57.6	61.6	68.7	0	*	*	*	50.0	57.6	61.6	68.7	27.0	34.0	41.1
<i>Central MN (District 3)</i>	10	11	47.2	56.2	56.8	65.8	0	*	*	*	47.2	56.2	56.8	65.8	30.9	37.8	45.0
<i>Twin Cities Metro (District 4)</i>	20	48	53.8	64.0	64.8	75.3	4	*	*	*	53.8	65.6	67.0	77.7	34.1	43.3	52.4
<i>Southeast MN (District 6)</i>	9	12	52.4	61.2	57.6	62.2	0	*	*	*	52.4	61.2	57.6	62.2	40.4	49.6	58.7
<i>All MN Organizations</i>	55	90	50.3	60.1	59.9	68.7	5	10.6%	6.2	4.1	50.3	60.7	59.9	68.7	32.5	39.0	48.5
<i>Western Wisconsin</i>	8	15	52.7	58.9	60.2	65.6	0	*	*	*	52.7	58.9	60.2	65.6	41.5	51.1	60.9
<i>Eastern Wisconsin</i>	5	7	*	77.2	79.6	*	0	*	*	*	*	77.2	79.6	*	57.5	72.7	86.9
<i>All WI Organizations</i>	13	22	53.3	65.9	64.9	75.7	0	*	*	*	53.3	65.9	64.9	75.7	47.7	59.4	70.9
<i>North & South Dakota</i>	5	13	*	59.5	59.5	*	0	*	*	*	*	59.5	59.5	*	48.5	50.5	72.8
Minnesota Organizations by Size (# of Full Time Equivalent Employees)																	
<i>Up to 150 FTEs</i>	16	19	45.7	52.1	53.4	57.6	1	*	*	*	45.7	52.3	53.4	57.6	45.5	55.6	66.4
<i>151 to 300 FTEs</i>	10	10	48.8	59.3	62.0	65.7	1	*	*	*	48.8	59.3	62.0	65.7	42.9	53.9	64.3
<i>301 to 600 FTEs</i>	13	20	48.1	59.5	57.9	68.5	2	*	*	*	48.1	61.3	57.9	69.8	50.3	60.8	77.0
<i>601 to 1,700 FTEs</i>	9	17	54.3	62.4	62.4	68.8	0	*	*	*	54.3	62.4	62.4	68.8	46.5	57.8	69.5
<i>1,701 or more FTEs</i>	7	24	68.7	77.6	75.3	77.9	1	*	*	*	68.7	78.2	77.8	79.5	57.9	71.5	85.6
Organizations by Revenue																	
<i>Up to \$40 Million</i>	25	27	47.7	56.2	57.2	64.6	3	*	*	*	47.7	56.4	57.2	64.6	44.6	54.8	65.2
<i>\$40 Million to \$99.9 Million</i>	17	22	48.1	59.1	61.8	66.3	0	*	*	*	48.1	59.1	61.8	66.3	47.2	56.6	70.6
<i>\$100 Million to \$299.9 Million</i>	13	26	54.3	64.6	62.1	69.2	2	*	*	*	54.3	66.4	62.4	69.2	46.2	57.6	69.2
<i>\$300 Million or more</i>	17	57	58.0	69.9	71.8	77.9	1	*	*	*	58.0	70.2	71.8	78.7	54.3	69.4	82.3

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