

2008 AIM/APM Departmental Statistical and Salary Survey

Please complete the Administrators of Internal Medicine (AIM) / Association of Professors of Medicine Statistical and Salary Survey by **Friday, December 14, 2007**. Your responses for the survey should reflect close of business for your most recent fiscal year. For example, if your fiscal year ended June 30, 2007, your answers would reflect activity, staffing, etc. for the period from July 1, 2006, through June 30, 2007. Completed paper surveys should be mailed to:

John Ashworth
Administrators of Internal Medicine
2501 M Street NW
Suite 550
Washington, DC 20037

An electronic copy of the survey can be found at <http://www.im.org/AAIM/Data/CurrentSurveys.htm>.

The survey can also be completed online. Please note that the statistical and salary survey sections are separate in the online version to ensure your institution's anonymity with regard to your salary information.

The statistical and salary survey can be accessed at: **<http://tinyurl.com/yq3nem>**

Your username for the online survey is your email address and your password is your phone number entered without spaces, hyphens, or parentheses. Every time you move from one page to the next, your answers will be stored automatically. Answers are not saved when you select the "Back" button. To save answers on the last page, please be sure to click "Finish." You can edit stored answers upon re-entering the survey, even after clicking "Finish." AIM recommends that you print each page as you complete the online survey and save the copies for your records.

If you have questions regarding the survey, please contact AIM Project Coordinator John R. Ashworth at (202) 861-9351 or jashworth@im.org.

Contact Information

1. Chief Administrative Officer:

2. Institution:

3. Telephone:

4. Fax:

5. Email Address:

Faculty and Staff

6. Does your department have a VA affiliation?

Yes No

7. **Total number of full-time faculty with a primary appointment in the department.**

Full-time faculty refers to those individuals with full-time faculty appointments in your department; it does not include emeritus faculty or faculty without a primary appointment in your department. SEPARATE faculty who are maintained on your payroll from those with full-time faculty appointments in your department but based and paid full-time at a teaching affiliate (such as a VA or community medical center) and paid by that affiliate. DO NOT include voluntary faculty in these counts.

8. **Total number of post-doctoral (PhD) fellows in the department:**

Faculty Compensation Funding

9. Please provide the percentage of total faculty salaries funded by:

	Percent funded by source
	Please round to one decimal place. Column sum must equal 100.
Hospital (including support through the hospital operating budget and Medicare educational pass-through for teaching, supervision of residents, administration, etc.)	
School of Medicine, Dean, University, or State	
Sponsored research programs (federal and non-federal grants and contracts)	
VA medical center or network (Please answer "N/A" if you do not have a VA affiliation; please write "0" if you have a VA affiliation but receive no revenue from this source)	
Practice plan	
Other sources	

Clinical Practice

10. What is the organizational structure of your practice plan?

Centralized: One faculty practice plan exists for all or most of the clinical departments in the medical school. There is a charter that defines the clinical faculty as a single entity for purposes of its institutional relationships with the medical school and teaching hospitals. Centralized practice plans typically have a central administrative staff, a unified budget, integrated financial reporting, and a centralized billing system.

Decentralized: Your department has its own practice plan separate from the practice plans of other clinical departments in your medical school.

Hybrid: All clinical departments share some functional components of the practice plan while others are specific to your department and your department's supervision. For example, in a hybrid organization, the department may perform portions of the billing and collection functions while other parts of the process are performed by the central practice plan.

11. Estimate the gross professional fees *collected* by your department during the most recent fiscal year.

These fees should include capitated revenue.

12. Total days in accounts receivable reported by your practice plan for your department at the close of business of the most recent fiscal year.

13. What was the gross collection rate reported by your practice plan for your department at the end of the most recent fiscal year?

This rate can be calculated by dividing total collections by total charges.

14. Dean's tax stated as a percentage of clinical practice revenue:

15. Please list patient professional charges, billed in each financial class, expressed as a percentage of total charges for the most recent fiscal year. The sum across all financial classes must total 100 percent.

	Charges as percent of total charges
	Round to nearest whole percent. Column sum must equal 100.
Medicare charges (capitated, managed, and traditional)	
Medicaid charges (capitated, managed, and traditional)	
Capitation for non-governmental payers	
Commercial charges (indemnity, PPO, non-capitated HMO, workers compensation)	
Self-pay/uninsured/indigent charges	
Other charges	

16. What is your department's total billing expense expressed as a percentage of collections?

This is the percent of your total net collections required to recover your clinical income. In a highly centralized environment, this may take the form of a global assessment from a management services organization-type entity. In a hybrid situation, it may be both central and department-based collection costs. For departmental-based plans, it is your personnel, system, and other costs of collection.

Research

17. What is the total dollar amount of direct expenditures for federally-sponsored research grants for the most recent fiscal year?

Please round to one decimal place. Exclude expenditures under VA research.

18. What are the total direct expenditures for VA-sponsored research for the most recent fiscal year?

Please round to one decimal place. Please note that this question will not appear on the online survey (and is not applicable on this form) if you answered no to question #6. If you do not have a VA affiliation, please answer "N/A"; please write "0" if you have a VA affiliation but receive no revenue from this source. If you are unable to obtain this information, please respond with "difficult to obtain."

19. What are the total direct expenditures for research funded by non-federal/non-VA sources for the most recent fiscal year?

The total should include clinical trials, foundation-supported research, etc. Please round to one decimal place.

20. What is the square footage assigned by the institution (school of medicine, university hospital) for the performance of wet/dry lab and/or patient-based research?

Typically, specific grants are assigned to such space and the institution(s) receive indirect cost recovery to maintain it.

Contributions

21. Please provide the percentage of total department revenue received from:

	Percent of total department revenue Please round to one decimal place. Column sum must equal 100.
Dean, school of medicine, university, state	
Hospital	
Clinical practice	
Grants and contracts excluding VA	
Endowment/gifts	
Restricted funds (other than those listed above, such as state appropriations and other university/non-dean funds)	
Other	

2008 AIM Salary Survey

The Chief Administrative Officer (In most cases, the AIM Institutional Member) of the department should complete this survey for himself/herself and for the other members of the department who fit in the job categories described below. The salary components will remain confidential and will only be disseminated in the aggregate. For the salary survey section, please use the most current salary information available.

Chief Administrative Officer

1. Indicate the gender of the Chief Administrative Officer.

The Chief Administrative Officer could have the title of Administrative Director or Officer, Senior Department Administrator, Administrator, Senior Executive Officer, Chief Operating Officer, Vice Chair for Administration, Business Manager, etc. This person is the chief administrative, financial, and operating officer for the department; he/she reports to the chair and usually has subordinate managers.

Male Female

2. What is the highest level of education completed by the Chief Administrative Officer?

- High School
 Undergraduate
 Post Graduate

3. How many years of health care administration experience does the Chief Administrative Officer have?

Relevant experience includes any time served in an administrative capacity in any health care environment.

4. How many years has the Chief Administrative Officer worked in the administration of a department of internal medicine?

5. How many years has the Chief Administrative Officer served in his or her current position in the department of internal medicine?

6. What is the Chief Administrative Officer's annual salary?

Please use the most recent salary information available.

7. What bonuses and/or incentive payments over and above salary are provided by the institution to the Chief Administrative Officer?

Financial Administrator**8. Indicate the gender of the Financial Administrator.**

The Financial Administrator could have the title of Director of Finance, Department Financial Manager, Manager of Business and Fiscal Operations, Controller, etc. This person's primary focus is on the overall financial reporting for the department. He or she will generally have one or more accounting specialists reporting to them. This person generally reports to the Chief Administrative Officer.

Male Female

9. What is the highest level of education completed by the Financial Administrator?

- High School
 Undergraduate
 Post Graduate

10. How many years of health care administration experience does the Financial Administrator have?

Relevant experience includes any time served in an administrative capacity in any health care environment.

11. How many years has the Financial Administrator worked in the administration of a department of internal medicine?**12. How many years has the Financial Administrator served in his or her current position in the department of internal medicine?****13. What is the Financial Administrator's annual salary?**

Please use the most recent salary information available.

14. What bonuses and/or incentive payments over and above salary are provided by the institution to the Financial Administrator?**Research, Grants, and/or Contracts Administrator****15. Indicate the gender of the Research, Grants, and/or Contracts Administrator.**

The Research, Grants, and/or Contracts Administrator is responsible for the overall administration of the department's research, grants, and/or contracts.

Male Female

16. What is the highest level of education completed by the Research, Grants, and/or Contracts Administrator?

- High School
 Undergraduate
 Post Graduate

17. How many years of health care administration experience does the Research, Grants, and/or Contracts Administrator have?

Relevant experience includes any time served in an administrative capacity in any health care environment.

18. How many years has the Research, Grants, and/or Contracts Administrator worked in the administration of a department of internal medicine?

19. How many years has the Research, Grants, and/or Contracts Administrator served in his or her current position in the department of internal medicine?

20. What is the Research, Grants, and/or Contracts Administrator's annual salary?

Please use the most recent salary information available.

21. What bonuses and/or incentive payments over and above salary are provided by the institution to the Research, Grants, and/or Contracts Administrator?

Division Administrators

22. Please fill in the chart for individuals serving as division administrators within the department of internal medicine at your institution. For the salary survey section, please use the most current salary information available.

Division Administrators have the broad administrative responsibilities for one or more subspecialty divisions within the department of internal medicine. This person generally reports to the Division Chief and/or the Chief Administrative Officer.

Division Administrator	Indicate the division administrator's gender		What is the highest level of education completed by the Division Administrator?	How many years of health care administration experience does the Division Administrator have?	How many years has the Division Administrator worked in the administration of a department of internal medicine?	How many years has the Division Administrator served in his or her current position in the department of medicine?	How many faculty have a primary appointment to this division?	What is the Division Administrator's annual salary?	What bonuses and/or incentive payments over and above salary are provided by the institution to the Division Administrator?
	Male	Female							
Allergy and Immunology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> High School <input type="checkbox"/> Undergraduate <input type="checkbox"/> Post Graduate					\$	\$
Cardiology or Cardiovascular Disease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> High School <input type="checkbox"/> Undergraduate <input type="checkbox"/> Post Graduate					\$	\$
Dermatology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> High School <input type="checkbox"/> Undergraduate <input type="checkbox"/> Post Graduate					\$	\$
Endocrinology and Metabolism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> High School <input type="checkbox"/> Undergraduate <input type="checkbox"/> Post Graduate					\$	\$
Gastroenterology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> High School <input type="checkbox"/> Undergraduate <input type="checkbox"/> Post Graduate					\$	\$
General Internal Medicine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> High School <input type="checkbox"/> Undergraduate <input type="checkbox"/> Post Graduate					\$	\$

Division Administrator	Indicate the division administrator's gender		What is the highest level of education completed by the Division Administrator?	How many years of health care administration experience does the Division Administrator have?	How many years has the Division Administrator worked in the administration of a department of internal medicine?	How many years has the Division Administrator served in his or her current position in the department of medicine?	How many faculty have a primary appointment to this division?	What is the Division Administrator's annual salary?	What bonuses and/or incentive payments over and above salary are provided by the institution to the Division Administrator?
	Male	Female							
Geriatric Medicine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> High School <input type="checkbox"/> Undergraduate <input type="checkbox"/> Post Graduate					\$	\$
Hematology and Oncology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> High School <input type="checkbox"/> Undergraduate <input type="checkbox"/> Post Graduate					\$	\$
Infectious Diseases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> High School <input type="checkbox"/> Undergraduate <input type="checkbox"/> Post Graduate					\$	\$
Nephrology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> High School <input type="checkbox"/> Undergraduate <input type="checkbox"/> Post Graduate					\$	\$
Pulmonary and Critical Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> High School <input type="checkbox"/> Undergraduate <input type="checkbox"/> Post Graduate					\$	\$
Rheumatology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> High School <input type="checkbox"/> Undergraduate <input type="checkbox"/> Post Graduate					\$	\$

Department Clinic Practice Manager**23. Indicate the gender of the Department Clinic Practice Manager.**

The Department Clinic Practice Manager plans, directs, and coordinates all of the department of internal medicine's group practice plan clinical activities including patient processing, billing, collections, and accounts receivable. This person may have subordinate managers, such as Billing Managers and Clinical Managers, and deals with the medical group physicians on billing and accounts receivables matters. This person also may be involved in or lead strategic planning for the clinical mission.

Male Female

24. What is the highest level of education completed by the Department Clinic Practice Manager?

High School
 Undergraduate
 Post Graduate

25. How many years of health care administration experience does the Department Clinic Practice Manager have?

Relevant experience includes any time served in an administrative capacity in any health care environment.

26. How many years has the Department Clinic Practice Manager worked in the administration of a department of internal medicine?**27. How many years has the Department Clinic Practice Manager served in his or her current position in the department of internal medicine?****28. What is the Department Clinic Practice Manager's annual salary?**

Please use the most recent salary information available.

29. What bonuses and/or incentive payments over and above salary are provided by the institution to the Department Clinic Practice Manager?

Department Outpatient Clinic Manager**30. Indicate the gender of the Department Outpatient Clinic Manager.**

The Department Outpatient Clinic Manager manages the day-to-day operations of the nursing and/or clinical functions in the department's clinics and communicates and provides feedback to physicians and nursing staff regarding clinic activities, staffing needs, patient flow, etc. This person also acts as liaison between physicians and administration to improve clinic activities and patient flow, helps establish nursing care delivery systems and staffing standards, and troubleshoots day-to-day clinic problems.

Male Female

31. What is the highest level of education completed by the Department Outpatient Clinic Manager?

High School

Undergraduate

Post Graduate

32. How many years of health care administration experience does the Department Outpatient Clinic Manager have?

Relevant experience includes any time served in an administrative capacity in any health care environment.

33. How many years has the Department Outpatient Clinic Manager worked in the administration of a department of internal medicine?**34. How many years has the Department Outpatient Clinic Manager served in his or her current position in the department of internal medicine?****35. What is the Department Outpatient Clinic Manager's annual salary?**

Please use the most recent salary information available.

36. What bonuses and/or incentive payments over and above salary are provided by the institution to the Department Outpatient Clinic Manager?

Department Professional Billing Administrator**37. Indicate the gender of the Department Professional Billing Administrator.**

The Department Professional Billing Administrator is responsible for insurance processing, insurance claims filing, billing, accounts receivable, credit, and collections for the Department Practice Plan.

Male Female

38. What is the highest level of education completed by the Department Professional Billing Administrator?

High School

Undergraduate

Post Graduate

39. How many years of health care administration experience does the Department Professional Billing Administrator have?

Relevant experience includes any time served in an administrative capacity in any health care environment.

40. How many years has the Department Professional Billing Administrator worked in the administration of a department of internal medicine?**41. How many years has the Department Professional Billing Administrator served in his or her current position in the department of internal medicine?****42. What is the Department Professional Billing Administrator's annual salary?**

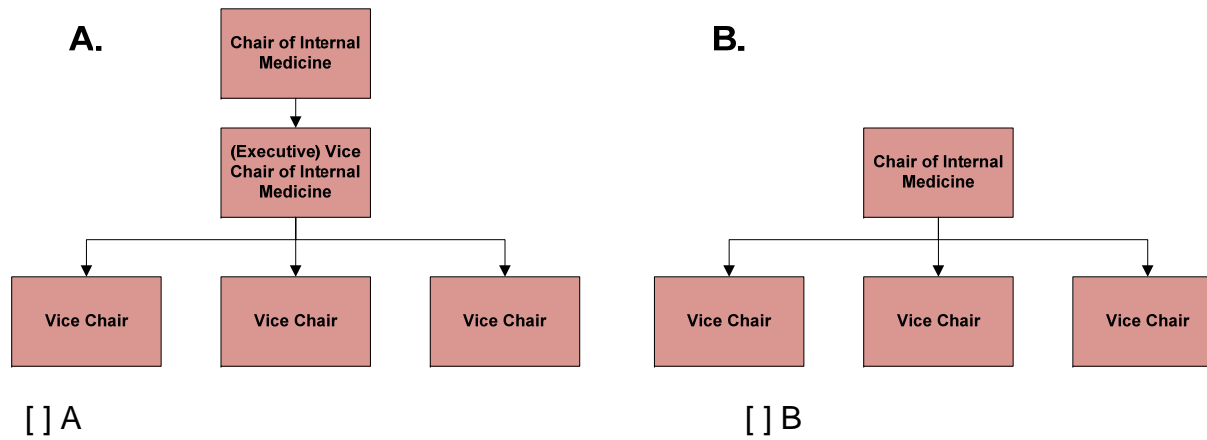
Please use the most recent salary information available.

43. What bonuses and/or incentive payments over and above salary are provided by the institution to the Department Professional Billing Administrator?

Chairs and Vice/Associate Chairs

44. What is the generic organizational structure of your department of medicine?

"Vice" Chair as indicated below may be substituted for "Associate" Chair where necessary.



45. Please fill in the chart for individuals serving as chairs or vice chairs within the department of internal medicine at your institution.

For the salary survey section, please use the most current salary information available.

Please list an individual twice if that individual fills multiple job roles.

	Gender: Male Female	Degree(s)	Academic Rank:	Specialty:	Annual base salary including stipends for service as vice/ associate chair?	Bonus salary in addition to base salary?
Chair	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> MD <input type="checkbox"/> PhD <input type="checkbox"/> MD, PhD <input type="checkbox"/> Other	<input type="checkbox"/> Professor <input type="checkbox"/> Assistant Professor <input type="checkbox"/> Associate Professor		\$	\$
Executive Vice Chair	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> MD <input type="checkbox"/> PhD <input type="checkbox"/> MD, PhD <input type="checkbox"/> Other	<input type="checkbox"/> Professor <input type="checkbox"/> Assistant Professor <input type="checkbox"/> Associate Professor		\$	\$
Vice/Associate Chair for Research	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> MD <input type="checkbox"/> PhD <input type="checkbox"/> MD, PhD <input type="checkbox"/> Other	<input type="checkbox"/> Professor <input type="checkbox"/> Assistant Professor <input type="checkbox"/> Associate Professor		\$	\$
Vice/Associate Chair for Education	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> MD <input type="checkbox"/> PhD <input type="checkbox"/> MD, PhD <input type="checkbox"/> Other	<input type="checkbox"/> Professor <input type="checkbox"/> Assistant Professor <input type="checkbox"/> Associate Professor		\$	\$
Vice/Associate Chair for Clinical Affairs	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> MD <input type="checkbox"/> PhD <input type="checkbox"/> MD, PhD <input type="checkbox"/> Other	<input type="checkbox"/> Professor <input type="checkbox"/> Assistant Professor <input type="checkbox"/> Associate Professor		\$	\$
Vice/Associate Chair for VA Affairs	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> MD <input type="checkbox"/> PhD <input type="checkbox"/> MD, PhD <input type="checkbox"/> Other	<input type="checkbox"/> Professor <input type="checkbox"/> Assistant Professor <input type="checkbox"/> Associate Professor		\$	\$

	Gender:		Degree(s)	Academic Rank:	Specialty:	Annual base salary including stipends for service as vice/ associate chair?	Bonus salary in addition to base salary?
	Male	Female					
Residency Program Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> MD <input type="checkbox"/> PhD <input type="checkbox"/> MD, PhD <input type="checkbox"/> Other	<input type="checkbox"/> Professor <input type="checkbox"/> Assistant Professor <input type="checkbox"/> Associate Professor		\$	\$
Director of Medical Student Education or Clerkship Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> MD <input type="checkbox"/> PhD <input type="checkbox"/> MD, PhD <input type="checkbox"/> Other	<input type="checkbox"/> Professor <input type="checkbox"/> Assistant Professor <input type="checkbox"/> Associate Professor		\$	\$
(Other) Vice/Associate Chair of _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> MD <input type="checkbox"/> PhD <input type="checkbox"/> MD, PhD <input type="checkbox"/> Other	<input type="checkbox"/> Professor <input type="checkbox"/> Assistant Professor <input type="checkbox"/> Associate Professor		\$	\$
(Other) Vice/Associate Chair of _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> MD <input type="checkbox"/> PhD <input type="checkbox"/> MD, PhD <input type="checkbox"/> Other	<input type="checkbox"/> Professor <input type="checkbox"/> Assistant Professor <input type="checkbox"/> Associate Professor		\$	\$
(Other) Vice/Associate Chair of _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> MD <input type="checkbox"/> PhD <input type="checkbox"/> MD, PhD <input type="checkbox"/> Other	<input type="checkbox"/> Professor <input type="checkbox"/> Assistant Professor <input type="checkbox"/> Associate Professor		\$	\$