

Recommended Schedule for Completing the AAOE Benchmarking Survey

Scheduling Recommendations

AAOE Benchmarking Survey participants recommend that you schedule 30 minutes to an hour each week throughout the survey period to pull and compile the data requested and complete data entry.

Start early and work on it for 30 minutes to an hour each day. It can actually be a nice break for you. – Kim Marden, CEO, Watauga Orthopaedics PLC

It will take some time, but the reward is definitely beneficial. Setup a schedule, 30 minutes each day. – Chad Sackman, COO, Signature Medical Group

Determine Staff Assignments

The AAOE Benchmarking Survey can be completed by an individual staff member (e.g., CEO or practice administrator), or by several staff members familiar with specific data sources and systems. Prior to starting the survey, **review the following two tools to identify what staff resources and data sources will be needed to complete the survey.**

- [Benchmarking Survey Checklist](#) - Provides a list of data elements included in the Benchmarking Survey and can be used to assign sections of the Benchmarking Survey to staff within a practice.
- [Data Sources and Reporting Guide](#) - Specifies the information systems that capture the data needed for the AAOE Benchmarking Survey and the reports within those systems that can be pulled to generate the data.

Creating Staff Schedules for the Benchmarking Survey

After determining the staff who will pull and analyze the data needed for the Benchmarking Survey, ask each staff member to estimate the amount of time they will need to complete the survey sections assigned to them.

A time estimate for each survey section is provided in the table below and is based on practices with 4 to 8 physicians. Individual practices may need more or less time to complete the sections noted with asterisks (*) below based on the number of physicians, providers, and employees that will be entered.

Time Estimates per Benchmarking Survey Section

Benchmarking Survey Section	AAOE Estimate (in minutes)	Practice Estimate
Practice Profile	5	
Physician Productivity & Compensation*	30	
PA-NP Productivity & Compensation*	30	
Recruitment & Additional Physician Data	15	
Practice Administrator Compensation	10	
Employees*	30	

Benchmarking Survey Section	AAOE Estimate (in minutes)	Practice Estimate
Non-Staff Expenses	30	
Income Statement	5	
AR & Payer Mix	20	
Ancillary Services	20	
Square Footage	10	
Call Data	15	
Databases & Information Systems	5	
Government Affairs	5	
Total	230	

Estimating Staff Time per Week

Most AAOE members do not complete the Benchmarking Survey in one block of time.

Instead, time is scheduled throughout the survey period to make sure that the time needed to complete the survey does not detract from the daily operations of the practice.

Use the following tool to estimate the amount of time each staff member will need to schedule to complete the survey each week based on the remaining survey period or the time period in which your practice would like to complete the survey.

Staff Time per Week

Staff Position	Hours	Weeks Remaining	Hours per Week
CEO/Practice Administrator	0.0	16	0.0
Operations Staff	0.0	16	0.0
Finance Staff	0.0	16	0.0
Human Resources Staff	0.0	16	0.0
[Additional Staff]	0.0	16	0.0
[Additional Staff]	0.0	16	0.0
Total	0.0	16	0.0

Scheduling Staff Time

Using the estimated time needed per week to complete the survey for each staff person and the practice's operating schedule, add the necessary time blocks to staff schedules to serve as a reminder to work on the survey throughout the survey period and to protect the time to complete the survey to the extent possible.

Monitoring Progress

Practice Administrators can also use the following survey milestones to monitor progress throughout the survey period. These milestones are based on when data related to each survey section is generally available within orthopedic practices.

Survey Launch Date: March 18

Month 1 Sections to Complete (by March 31)

- Practice Profile
- AR & Payer Mix
- Ancillary Services
- Call Data

Month 2 Sections to Complete (by April 30)

- Practice Administrator Compensation
- Employees
- Non-Employee Expenses
- Income Statement

Month 3 Sections to Complete (by May 31)

- Physician Productivity & Compensation
- PA-NP Productivity & Compensation
- Recruitment & Additional Physician Data

Month 4 Sections to Complete & Final Submission (by June 30)

- Square Footage
- Databases & Information Systems
- Government Affairs

Survey Submission Deadline: July 15

Survey Assistance

If you have any questions about the AAOE Benchmarking Survey, please contact AAOE staff at info@aaoe.net or 800-247-9699.

You can also contact Vicki Sprague, AAOE Chief Integration Officer at vsprague@aaoe.net or (317) 749-0626 or Carol Klippel, AAOE Chief Financial Officer at cklippel@aaoe.net or (317) 749-0285 for assistance.

Additional information about the AAOE Benchmarking Survey can be found online at [Benchmarking - American Alliance of Orthopaedic Executives](#).