

2016 ANCO/MOASC STAFF SALARY SURVEY

Survey Question Data (14 TOTAL RESPONSES)

1. Salaries are reviewed: _____ Annually _____ Semi-annually _____ Other

R1=Annually
R2=Other
R3=Annually
R4=Annually
R5=Annually
R6=Annually
R7=Annually
R8=Annually
R9=Annually
R10=Annually
R11=Annually
R12=Annually
R13=Other
R14=Annually

2. Time of salary increases based on: _____ Budget period
_____ Employee anniversary
_____ Other

R1=Budget period, other
R2=Other
R3=Employee anniversary
R4=Budget period
R5=Budget period
R6=Employee anniversary
R7=Employee anniversary
R8=Other
R9=Other, year end
R10=Employee anniversary
R11=Employee anniversary
R12=Other
R13=Other
R14=no response

3. Do you have formal evaluation sessions: _____Yes _____No

- R1=Yes
- R2=No
- R3=Yes
- R4=Yes
- R5=Yes
- R6=Yes
- R7=Yes
- R8=Yes
- R9=Yes
- R10=Yes
- R11=No
- R12=Yes
- R13=Yes
- R14=No response

4. Range of increases
you anticipate giving this year: _____% to _____%

- R1=2-5%
- R2=no response
- R3=no response
- R4=1-2%
- R5=0-3%
- R6=0-3%
- R7=2-4%
- R8=2-5%
- R9=Practice owner/MD determines on a case-by-case basis
- R10=no response
- R11=no response
- R12=no response
- R13=2-5%
- R14=1-2%

5. Raises are:

_____ Merit based
_____ Cost-of-living based
_____ Both
_____ Other

R1=Both
R2=Both
R3=Merit based
R4=Both
R5=Both
R6=Both
R7=Both
R8=Both
R9=Merit based
R10=Both
R11=Merit based
R12=Both
R13=Both
R14=Both

6a. List existing positions for which you have seen a high rate of **turnover** (i.e., replacing one employee with another due to termination or resignation) over the last 12-18 months:

R1=None
R2=no response
R3=RN-oncology
R4=Radiation Therapists, RNs, Medical Assistants, Medical Receptionists
R5=no response
R6=Nurses
R7=Admin positions
R8=Front Desk
R9=Medical Assistant, Front Desk Receptionist
R10=RN
R11=No turnover
R12=Laboratory Assistant, Phlebotomist
R13=None, Receptionist seems the most difficult
R14=None

6b. List existing positions that you have **expanded** due to business growth (e.g., adding nurses) over the last 12-18 months:

R1=Financial counseling
R2=Chemotherapy nurse
R3=RN-oncology, MA, billing
R4=Billers, Patient Information Coordinators
R5=no response
R6=Nurse Practitioner, Physicians
R7=Schedulers, Pharm Tech
R8=no response
R9=Medical Assistant/Receptionist/Phlebotomist
R10=0
R11=Per diem nurses
R12=no response
R13=Billers
R14=None

6c. List existing positions that you have **reduced** (e.g., reducing nurses) over the last 12-18 months:

R1=None
R2=no response
R3=no response
R4=no response
R5=Business office
R6=Billers
R7=no response
R8=0
R9=None
R10=MD, MA
R11=Medical Records Clerks
R12=no response
R13=File Clerks
R14=None

7a. List **newly created** positions (i.e., that did not exist in the practice before) you have added to your staff in the last 12-18 months:

R1=None

R2=Certified Pharmacy Tech

R3=no response

R4=Billing A/R Supervisor, Imaging Manager, Oral Pharmacy Tech, Procedure Referral Coordinator, Medication Management Coordinator, Telephone Operator

R5=no response

R6=None

R7=Check out desk

R8=Pharm Tech

R9=Medical Assistant/Receptionist/Phlebotomist

R10=0

R11=no response

R12=no response

R13=Multipurpose Worker

R14=None

7b. List existing positions you have **eliminated** from your staff in the last 12-18 months:

R1=None

R2=no response

R3=no response

R4=Bookkeeper

R5=Billing/Collections

R6=None

R7=no response

R8=0

R9=None

R10=Authorization Coordinator

R11=no response

R12=no response

R13=File Clerks

R14=None

8. Circle all benefits (see below for definitions) provided to each staff category:

Regular **full-time** staff:

A=Health Insurance

B=Dental Insurance

C=Vision Insurance

D=Life Insurance

E=Retirement Plan (e.g., 401K)

F=Vacation Days

G=Disability/Personal Days/Sick Days

H=Professional Development/Education

I=Career Development

J=Staff Malpractice Insurance

K=Dependent/Child Care

L=Flex-Time

M=Uniforms/Allowance

N=Profit-sharing

O=Bonus

R1=A D E F G H J N O

R2=A B E F G H J O

R3=A B C E F G H J N O

R4=A B C E F G H N

R5=A D E F G H N O

R6=A B D E F G J M

R7=A B C E F M

R8=A E H J M

R9=A B C F G H

R10=A B E F G H

R11=A B C E F G H O

R12=A B C D E F O

R13=A B C D E F G H J M N O

R14=no response

8 (continued). Circle all benefits (see below for definitions) provided to each staff category:

Regular **part-time** staff:

A=Health Insurance

B=Dental Insurance

C=Vision Insurance

D=Life Insurance

E=Retirement Plan (e.g., 401K)

F=Vacation Days

G=Disability/Personal Days/Sick Days

H=Professional Development/Education

I=Career Development

J=Staff Malpractice Insurance

K=Dependent/Child Care

L=Flex-Time

M=Uniforms/Allowance

N=Profit-sharing

O=Bonus

R1=D E F G H N O

R2=A B F G J O

R3=F G H J N O

R4=A B C E F G H N

R5=no response

R6=A B D E F G M

R7=F

R8=A E H J M

R9=G

R10=no response

R11=no response

R12=O

R13=no response

R14=no response

8 (continued). Circle all benefits (see below for definitions) provided to each staff category:

Irregular/As needed staff:

A=Health Insurance

B=Dental Insurance

C=Vision Insurance

D=Life Insurance

E=Retirement Plan (e.g., 401K)

F=Vacation Days

G=Disability/Personal Days/Sick Days

H=Professional Development/Education

I=Career Development

J=Staff Malpractice Insurance

K=Dependent/Child Care

L=Flex-Time

M=Uniforms/Allowance

N=Profit-sharing

O=Bonus

R1=G N O

R2=G J O

R3=no response

R4=G

R5=no response

R6=M

R7=no response

R8=no response

R9=no response

R10=no response

R11=no response

R12=no response

R13=no response

R14=no response

8 (continued). Circle all benefits (see below for definitions) provided to each staff category:

A. Health Insurance (___% paid for employee; ___% paid for dependents)

R1=100%/0%

R2=85%/0%

R3=\$300/month

R4=no response

R5=100%/0%

R6=85%/45%

R7=20%/0%

R8=100%/100%

R9=\$400 paid by practice

R10=100%/0%

R11=90%/0%

R12=no response

R13=no response

R14=Paid by employer

B. Dental Insurance

R1=no response

R2=no response

R3=no response

R4=no response

R5=no response

R6=no response

R7=no response

R8=no response

R9=\$15 paid by practice

R10=no response

R11=no response

R12=no response

R13=no response

R14=Check

C. Vision Insurance

R1=no response
R2=no response
R3=no response
R4=no response
R5=no response
R6=no response
R7=no response
R8=no response
R9=no response
R10=no response
R11=no response
R12=no response
R13=no response
R14=no response

D. Life Insurance

R1=no response
R2=no response
R3=no response
R4=no response
R5=no response
R6=no response
R7=no response
R8=no response
R9=no response
R10=no response
R11=no response
R12=no response
R13=no response
R14=no response

E. Retirement Plan (e.g., 401K)

R1=no response
R2=no response
R3=no response
R4=no response
R5=no response
R6=no response
R7=no response
R8=no response
R9=no response
R10=no response
R11=no response
R12=no response
R13=no response
R14=Retirement plan

8 (continued). Circle all benefits (see below for definitions) provided to each staff category:

F. Vacation Days

(#= ___ if employed < 1 year; #=__ if employed 1-5 years; #=__ if employed > 5 years)

R1=no response

R2=10/11/15

R3=no response

R4=no response

R5=15/20/25

R6=FT: 16/18/21-25; PT: 13/15/17-20

R7=17/22/27

R8=0/15/20

R9=10-15/10-15/10-15

R10=no response/10/no response

R11=5/15/15

R12=no response

R13=no response

R14=10/10/10

G. Disability/Personal Days/Sick Days

R1=no response

R2=no response

R3=no response

R4=no response

R5=no response

R6=no response

R7=no response

R8=no response

R9=3 for hourly; 5 for salaried

R10=no response

R11=no response

R12=no response

R13=no response

R14=Check

H. Professional Development/Education (e.g., meeting registrations, CEUs)

- R1=no response
- R2=no response
- R3=no response
- R4=no response
- R5=no response
- R6=no response
- R7=Physician and nursing staff only
- R8=no response
- R9=As needed for clinical staff
- R10=no response
- R11=no response
- R12=no response
- R13=no response
- R14=Check

I. Career Development (e.g., tuition assistance)

- R1=no response
- R2=no response
- R3=no response
- R4=no response
- R5=no response
- R6=no response
- R7=no response
- R8=no response
- R9=no response
- R10=no response
- R11=no response
- R12=no response
- R13=no response
- R14=no response

J. Staff Malpractice Insurance

R1=no response
R2=no response
R3=no response
R4=no response
R5=no response
R6=Physicians and NPs only
R7=Physicians only
R8=no response
R9=Physician Assistant
R10=no response
R11=no response
R12=no response
R13=no response
R14=Check

K. Dependent/Child Care

R1=no response
R2=no response
R3=no response
R4=no response
R5=no response
R6=no response
R7=no response
R8=no response
R9=no response
R10=no response
R11=no response
R12=no response
R13=no response
R14=no response

L. Flex-Time

R1=no response
R2=no response
R3=no response
R4=no response
R5=no response
R6=no response
R7=no response
R8=no response
R9=no response
R10=no response
R11=no response
R12=no response
R13=no response
R14=no response

M. Uniforms/Allowance

R1=no response
R2=no response
R3=no response
R4=no response
R5=no response
R6=no response
R7=no response
R8=no response
R9=no response
R10=no response
R11=no response
R12=no response
R13=no response
R14=no response

N. Profit-sharing.

R1=no response
R2=no response
R3=no response
R4=401(k) matching
R5=no response
R6=no response
R7=no response
R8=no response
R9=no response
R10=no response
R11=no response
R12=no response
R13=no response
R14=no response

8 (continued). Circle all benefits (see below for definitions) provided to each staff category:

O. Bonus (Please list positions provided with bonuses in last 12-18 months)

R1=no response

R2=All

R3=All positions

R4=Asst Site Mgr, Billing Positions, Dosimetrist, Finance Mgr, Imaging Mgr, Informatics Mgr, Lab Asst, Clinical Social Worker, LVN, Medical Asst, Medical Records Clerk, Nurse Practitioner, Oral Pharm Tech, OPS Managers, Patient Info Coord, Pharmacy Tech, Physicist, Provider Services Coord, Medical Receptionist, RN, Radiation Therapist Manager, Site Mgr, Surgical Scheduler

R5=All positions

R6=no response

R7=no response

R8=no response

R9=All staff excluding lab staff

R10=no response

R11=All staff

R12=3

R13=All

R14=one month bonus