

INSTRUCTIONS AND QUICK REFERENCE GUIDE FOR NON-PHYSICIAN PRACTITIONER TIME STUDY ACTIVITY / OBJECT CODES – UC

INSTRUCTIONS:

1. Complete the forms on a daily basis for the designated time study period.
2. The time study is only to be used for the time being compensated by UC
3. The total hours reported must agree with the normal paid work hours. Any difference must be accounted for.
4. Record separately the time spent in each of three settings when applicable: (a) UC hospital-based; (b) UC nonhospital clinics; and (c) non-UC settings.
5. Time recording format - quarter hour (.25) increments: 1 hour 15 minutes = 1.25; 1 hour = 1.00; 30 minutes = .50; 15 minutes = .25.
6. Daily totaled hours must equal all hours worked / paid.
7. Cross out days that are not worked and not paid (e.g., unpaid leave).
8. When multiple activities are performed in a fifteen minute period, the activity performed for the greater amount of time should be coded to that fifteen minute increment.
9. The forms may be completed electronically, but must be submitted in a paper form with all required signatures

QUICK REFERENCE GUIDE - TIME STUDY

Direct Patient Care Services

Activity / Object Code 00001

Direct Patient Care Services

This category consists of services which would give rise to a separate bill for your services in private practices. It includes activities which involve **identifiable, medical services** which contribute to the diagnosis and/or treatment of a patient. This category also includes the time spent providing direct patient care during clinical rounds (where the primary purpose is patient care and teaching is a by product of the activity). Clinical research conducted in conjunction with, and a part of, caring for patients is also considered patient care services if the services are considered usual patient care, and are not compensated through research funds. The following services related to clinical trials should be included: routine services that would be typically provided absent a clinical trial; services required solely for the provision of the investigational item or service; and services needed for reasonable and necessary care for complications resulting from the clinical trial.

Usual patient care is the care which is medically reasonable, necessary, and ordinarily furnished (absent research programs) in the treatment of patients by providers under the supervision of physicians as indicated by the medical condition of the patients.

Hospital Administration and Teaching Services

Hospital Administration and Teaching (Provider Services) - Generally these are services for which NO PATIENT BILL is prepared or sent. These are usually activities which directly deal with the operation of the hospital, and which affect its operating efficiency.

Activity / Object Code 00002

Supervision and Training of Nurses, Technicians, etc.

This category relates to functions which assist the hospital in general, but do not involve any of the approved medical education programs. This includes time spent in a group setting, as well as one-on-one. Include in this category time related to hospital or departmental administration and management, including the supervision of hospital employees. This category also includes time spent preparing teaching materials for nurses, technicians, etc.,

Activity / Object Code 00003

Utilization Review and Other Committee Meetings

This category relates to preparation for and attendance at hospital and medical staff committee meetings, departmental meetings, and other related matters, such as tumor boards and peer reviews.

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Activity / Object Code 00004

Quality Control, Medical Review, and Autopsies

This category relates to time spent on activities involving quality assurance functions, quality control investigations, and medical review functions related to quality improvement. This does not include Medical Review functions related to the diagnosis and treatment of an individual patient, which is included in Object Code 00001. Autopsies performed at the physician's request, to advance the knowledge base regarding the patient, should be reported under this code.

Activity / Object Code 00008

Other Administrative or Teaching; Hospital Patient Care

This category should include other time spent, as appropriate, related to the administrative or teaching function, or to patient care services in the hospital that are not separately billable. Use of this category requires that the reporter provide a specific description regarding the time reported.

Other Administrative and General, and Other Non-Billable Activities

Some of the other non-billable activities, such as conferences, lectures and non-productive time, are allocable between patient care services and hospital administration and teaching services. Some of the other non-billable activities, such as non-reimbursable research, are not allocable.

Activity / Object Code 00009

Conferences and Lectures

This category should include time spent for attending conferences or formally structured presentations for the purpose of receiving or providing information or materials for professional development, and attendance at lectures or similar educational forums including continuing medical education classes.

Activity / Object Code 00010

Non-Productive Hours

This category is for paid sick leave, paid vacation, etc. Do not use this category for "On Call".

Activity / Object Code 00011

Research (Non-Reimbursable)

This category relates to research activities involving a systematic, intensive study directed to better scientific knowledge of the science and of the diagnosis, treatment, cure, or prevention of mental or physical disease. Usually such knowledge is obtained in the laboratory or on chart review, and does not necessarily involve direct individual or collective patient care. To the extent that this activity is not done on hospital/facility time (hospital/facility time includes time applicable to a Medical School Operating or Professional Services Agreement and other contracts), please exclude this time from your report.

Activity / Object Code 00012

Other Non-Billable Activities

This category should be used for other non-patient care related activities that are compensated by UC, are not specified above, and would not ordinarily permit or generate a bill for patient care services, e.g., consulting or medical review that is chargeable to a non-UC entity.

NON-PHYSICIAN PRACTITIONER TIME STUDY – UC

Normal Paid Work Hours per Week:

Quarter of the State Fiscal Year 2008-2009 Q1

Name (Last, First, MI)		Job Classification/Position		Employee Number		Facility/Hospital		Department																													
						UC -																															
Activity / Object Code		Day 1				Day 2				Day 3				Day 4				Day 5				Day 6				Day 7											
		Date				Date				Date				Date				Date				Date				Date											
		Hosp-Based Time (Hrs in .25 incr)	Non-Hosp Time (Hrs in .25 incr)	Non-UC Time (Hrs in .25 incr)	Daily Total	Hosp-Based Time (Hrs in .25 incr)	Non-Hosp Time (Hrs in .25 incr)	Non-UC Time (Hrs in .25 incr)	Daily Total	Hosp-Based Time (Hrs in .25 incr)	Non-Hosp Time (Hrs in .25 incr)	Non-UC Time (Hrs in .25 incr)	Daily Total	Hosp-Based Time (Hrs in .25 incr)	Non-Hosp Time (Hrs in .25 incr)	Non-UC Time (Hrs in .25 incr)	Daily Total	Hosp-Based Time (Hrs in .25 incr)	Non-Hosp Time (Hrs in .25 incr)	Non-UC Time (Hrs in .25 incr)	Daily Total	Hosp-Based Time (Hrs in .25 incr)	Non-Hosp Time (Hrs in .25 incr)	Non-UC Time (Hrs in .25 incr)	Daily Total	Hosp-Based Time (Hrs in .25 incr)	Non-Hosp Time (Hrs in .25 incr)	Non-UC Time (Hrs in .25 incr)	Daily Total								
	Direct Patient Care Services																																				
00001	Direct Patient Care Services (which would give rise to a separate practitioner's bill in private practice)																																				
	Hospital Administration and Teaching Services																																				
00002	Supervision and Training of Nurses, Technicians, etc.																																				
00003	Utilization Review and Other Committee Meetings																																				
00004	Quality Control, Medical Review, and Autopsies																																				
00008	Other Administrative or Teaching; Hospital Patient Care (specify)																																				
	Total Administrative and Teaching																																				
	Other Administrative and General																																				
00009	Conferences and Lectures																																				
00010	Non-Productive Hours - Paid Sick Leave, Paid Vacation, etc.																																				
	Other Non-Billable Activities																																				
00011	Research (Non-Reimbursable)																																				
00012	Other Non-Billable Activities (specify)																																				
TOTAL HOURS																																					
Physician / Employee Signature (blue ink)					Telephone Number					Date (blue ink)																											
Sign & date your Time Study Form on the last day worked of the week and give it to your supervisor/reviewer for signature.																																					
I hereby confirm that the time represented on this form for action and services performed by this individual are true and correct.										Supervisor/Reviewer Signature (blue ink)										Telephone Number					Date (blue ink)												

NON-PHYSICIAN PRACTITIONER TIME STUDY – UC

Normal Paid Work Hours per Week:

Quarter of the State Fiscal Year 2008-2009 Q1

Name (Last, First, MI)		Job Classification/Position		Employee Number		Facility/Hospital		Department																					
		UC -																											
Activity / Object Code		Day 8				Day 9				Day 10				Day 11				Day 12				Day 13				Day 14			
		Date				Date				Date				Date				Date				Date							
		Hosp-Based Time (Hrs in .25 incr)	Non-Hosp Time (Hrs in .25 incr)	Non-UC Time (Hrs in .25 incr)	Daily Total	Hosp-Based Time (Hrs in .25 incr)	Non-Hosp Time (Hrs in .25 incr)	Non-UC Time (Hrs in .25 incr)	Daily Total	Hosp-Based Time (Hrs in .25 incr)	Non-Hosp Time (Hrs in .25 incr)	Non-UC Time (Hrs in .25 incr)	Daily Total	Hosp-Based Time (Hrs in .25 incr)	Non-Hosp Time (Hrs in .25 incr)	Non-UC Time (Hrs in .25 incr)	Daily Total	Hosp-Based Time (Hrs in .25 incr)	Non-Hosp Time (Hrs in .25 incr)	Non-UC Time (Hrs in .25 incr)	Daily Total	Hosp-Based Time (Hrs in .25 incr)	Non-Hosp Time (Hrs in .25 incr)	Non-UC Time (Hrs in .25 incr)	Daily Total				
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	Total Administrative and Teaching																												
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00012	Other Non-Billable Activities (specify)																												
TOTAL HOURS																													
Physician / Employee Signature (blue ink)					Telephone Number		Date (blue ink)																						
Sign & date your Time Study Form on the last day worked of the week and give it to your supervisor/reviewer for signature.																													
I hereby confirm that the time represented on this form for action and services performed by this individual are true and correct.					Supervisor/Reviewer Signature (blue ink)			Telephone Number		Date (blue ink)																			

NON-PHYSICIAN PRACTITIONER TIME STUDY ACTIVITY EXAMPLES – UC

Name (Last, First, MI)	Job Classification / Position	Employee Number	Facility/Hospital		Time Study Dates
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Note: Add any activity that is not already identified in the activity examples to the applicable activity/object codes below.

Activity / Object Code 00001 - Direct Patient Care Services: Use this code when performing duties for those services directly related to patient care that can be billed to a specific patient. Activities include : Direct patient care - diagnosis, treatment, therapeutic, rehabilitative, medical, psychiatric, etc. Examples: Perform physical examinations and take medical histories and vital signs, instruct and counsel patients in matters pertaining to physical and mental health, maintain and sign medical records pertaining to treatments and examinations administered, make preoperative visits including providing preoperative sedation and anesthesia services to patients undergoing surgery (nurse anesthetist).

Activity / Object Code 00002 - Supervision and Training of Nurses, Technicians, etc.: Use this code when performing duties related to the supervision or training of nurses, technicians, etc. in a setting that does not involve any of the approved medical education programs. Activities include: Supervision of nursing staff, technicians, and other hospital staff, review of care related to a specific patient, and hospital or departmental administration and management, including the supervision of hospital employees.

Activity / Object Code 00003 - Utilization Review and Other Committee Meetings: Use this code when performing utilization review, participating on committees, or attending meetings. Activities include: Meeting preparation and attendance for hospital, medical staff, and departmental meetings. Preparation and attendance at tumor boards, and peer reviews.

Activity / Object Code 00004 - Quality Control, Medical Review, and Autopsies: Use this code when performing quality control reviews or quality control investigations, or autopsies. Activities include: Participating individually or as a panel or board member in quality assurance functions, informal and formal investigations, and medical review functions related to quality improvement. Also, autopsies performed at a physician's request, to advance the knowledge base regarding the patient.

Activity / Object Code 00008 - Other Administrative or Teaching; Hospital Patient Care: Use this code to include other time spent as appropriate related to other administrative or teaching functions, or to patient care services in the hospital that are not separately billable. Activities must be fully described and explained, and should not be applicable to the other teaching activity / object codes.

Activity / Object Code 00009 - Conferences and Lectures: Use this code when attending conferences and lectures, or similar educational forums including continuing medical education classes. Activities include: Travel and attendance either as a presenter or attendee, planning and preparation of materials, and presentation. Attendance at lectures or similar educational forums, including continuing medical education classes and workshops to maintain active licensure status if done during compensation time.

Activity / Object Code 00010 - Non-Productive Hours: Use this code for paid sick leave, paid vacation, etc.

Activity / Object Code 00011 - Research (Non-Reimbursable): Use this code for activities that are not related to patient care. Activities include: Research activities performed for scientific knowledge, planning, preparation of research materials and reports.

Activity / Object Code 00012 - Other Non-Billable Activities: Use this code for activities that are compensated by UC, are not specified above, are not related to patient care, and would not ordinarily permit or generate a bill for patient care services, e.g., consulting or medical review that is chargeable to a non-UC entity.