



University of California
San Francisco

Provider Time Study

A Federal Requirement

Benioff Children's Hospital Oakland APP Training

Office of Advanced Practice Providers

12/27/2022

Terminology

CMS = Centers for Medicare & Medicaid Services

DHCS = California Department of Health Care Services

DPHs = Designated Public Hospitals

SPA = State Plan Amendment

Time Study (PNPP Time Study) = Physician and Non-Physician
Practitioner Time Study

History

- State Plan Amendment (SPA) 05-023 was approved by the Centers for Medicare and Medicaid Services (CMS) on December 21, 2007.
- The SPA allows for interim supplemental payments to reimburse for the uncompensated cost of providing professional services for inpatient and outpatient care to Medicaid (Medi-Cal) beneficiaries.
- The Time Study must be performed by each UC Medical Center and UCSF Benioff Children's Hospital Oakland to confirm professional time spent on patient care, underfunded care, and non-reimbursable activity.

What is the Time Study?

- The Time Study is the primary mechanism and methodology for identifying and categorizing services and activities performed by physician and non-physician practitioners.
- It is used to claim uncompensated costs incurred by Designated Public Hospitals (DPHs).
- Results are used to determine the amount of reimbursement that DPHs may claim.

Time Study Logistics

- Practitioners must time-study for **one week** at established intervals for BCH Oakland to receive reimbursement.
- All providers who Time Study must acknowledge an ongoing understanding of how to complete the form by way of attestation on the Time Study.

Who Must Do the Time Study?

- Clinical providers (physicians and non-physicians) at all UCs and UCSF Benioff Children's Hospital Oakland.
- This means all Oakland APPs must complete a monthly Time Study.

How to Complete the Time Study

- Participants will be notified by email 5 business days before the start of the Time Study.
- The Time Study will be completed via a [Qualtrics link sent by email](#).
- The Time Study must be [electronically signed](#) by the APP participant and a reviewer.
- The Time Study must account for 100% of the [APP's scheduled working hours](#) (aka FTE) during the selected week.
- Each department manager is responsible for ensuring that all Time Study forms are completed and signed.

Full Time Equivalent (FTE)

- Full time equivalent is an **employee's scheduled hours** divided by UCSF Health's full time work week, which is 40 hours.
- For example: 1.0 FTE = 40 hours scheduled per week, 0.8 FTE = 32 hours, 0.75 FTE = 30 hours, 0.5 FTE = 20 hours, 0.25 FTE = 10 hours.
- Overtime hours are not recorded in the Time Study.

What does the Time Study look like?

The image displays two versions of a UCSF Time Study form: a desktop version on the left and a mobile version on the right, shown within a smartphone frame. Both versions share the same content, including the UCSF logo, input fields for first and last names, and a list of professions (CNM, PA, CRNA, NP). The mobile version includes an additional field for 'Select your practice area' at the bottom.

Desktop Version:

UCSF
University of California
San Francisco

Please enter your first name

Please enter your last name

Select your profession

- CNM
- PA
- CRNA
- NP

Mobile Version:

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UCSF
University of California
San Francisco

Please enter your first name

Please enter your last name

Select your profession

- CNM
- PA
- CRNA
- NP

Select your practice area

What does the Time Study look like?

001 Direct Patient Care Services (billable activities)	0
002 Supervision and Training of Nurses, Technicians, and hospital staff.	0
003 Utilization Review and Other Committee Meetings	0
004 Quality Control and Medical Review	0
008 Administrative, Teaching, or Hospital Patient Care	0
009 Conferences and Lectures	0
010 Non-Productive Hours – Paid Sick Leave, Paid Vacations, etc.	0
011 Research	0
012 Other Non-Billable Activities	0
Total	0

001 Direct Patient Care Services - is the billable patient care which is medically reasonable, necessary and ordinarily furnished (absent research programs) in the treatment of patients by physicians and providers under the supervision of physicians as indicated by the medical condition of the patients. Also, this definition intends that the appropriate level of care criteria must be met for the costs of this care to be reimbursable. Such care is represented by items and services (routine and ancillary) which may be diagnostic, therapeutic, rehabilitative, medical, psychiatric, skilled nursing, and other related professional health services. Examples of this includes independent and shared patient encounters, telehealth, and procedures.

002 Supervision and Training of Nurses, Technicians, and hospital staff - the supervision and training of nurses, technicians, and hospital staff in a setting that does not involve any of the approved medical education programs. This also includes review of care

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the best of your ability and understanding.

001 Direct Patient Care Services (billable activities)	0
002 Supervision and Training of Nurses, Technicians, and hospital staff.	0
003 Utilization Review and Other Committee Meetings	0
004 Quality Control and Medical Review	0
008 Administrative, Teaching, or Hospital Patient Care	0
009 Conferences and Lectures	0
010 Non-Productive Hours – Paid Sick Leave, Paid Vacations, etc.	0
011 Research	0
012 Other Non-Billable Activities	0
Total	0

What does the Time Study look like?

010 Non-Productive Hours – Paid Sick Leave, Paid Vacations, etc. - time spent as paid time off.

011 Research - non-patient related activities including research performed for scientific knowledge, planning, preparation of research materials and reports. Research involving a systematic, extensive study directed at better scientific knowledge of the science and diagnosis, treatment, cure, or prevention of mental or physical disease. 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,) this time should be excluded.

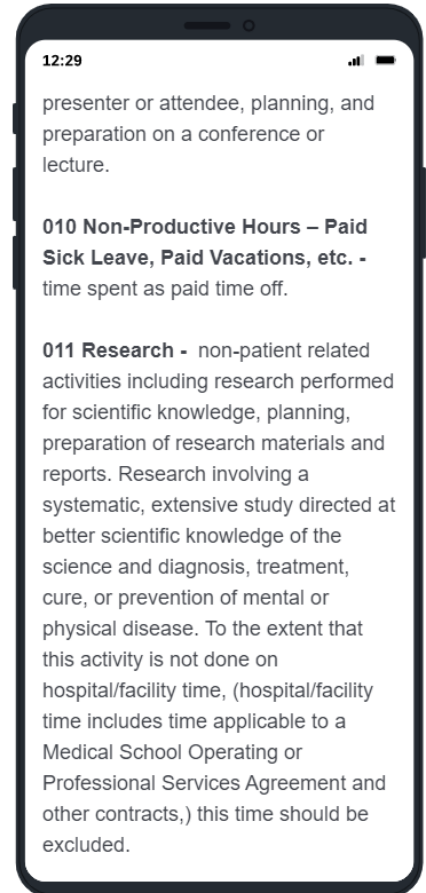
012 Other Non-Billable Activities - is intended to capture all other time which is not described by other categories. Use of this category requires a description. e.g., legal review, expert witness, journal review, grant related activity.

If you are unsure whether or not your activities submit a bill please contact Office of Advance Practice Providers by emailing AdvancedPractice@ucsf.edu with attention to Ivette Becerra-Ortiz DNP. Please include your name, full time equivalent (FTE), and practice areas.

FTE - Full time equivalent is an employee's scheduled hours divided by UCSF Health's full time work week, which is 40 hours. For an example 1.0 FTE = 40 hours scheduled per week, 0.8 FTE = 32 hours, 0.75 FTE = 30 hours, 0.5 FTE = 20 hours, 0.25 FTE = 10 hours.

For additional information please see PNPP Time Study Implementation Plan:
<https://www.dhcs.ca.gov/provgovpart/Documents/PNPP/TimeStudyImplementationPlan.pdf>

For questions please reach out to UCSF Health Office of Advanced Practice Providers:
AdvancedPractice@ucsf.edu



What does the Time Study look like?



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Attestation of training:

Click here to confirm you have received training via the UC Learning Center module prior to the start of this Time Study and know to contact UCSF Health Office of Advanced Practice Providers AdvancedPractice@ucsf.edu with Time Study Related Questions.

Please sign here indicating that your responses are accurate to the best of your ability and understanding.

×

SIGN HERE

clear

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UCSF

University of California
San Francisco

Attestation of training:

Click here to confirm you have received training via the UC Learning Center module prior to the start of this Time Study and know to contact UCSF Health Office of Advanced Practice Providers AdvancedPractice@ucsf.edu with Time Study Related Questions.

Please sign here indicating that your responses are accurate to the best of your ability and understanding.

×

SIGN HERE

clear

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Activity / Object Codes

- Activity / Object Codes in the Time Study represent the actual duties and responsibilities of the participants.
- Activity / Object Codes are used to allocate costs for reimbursement purposes.
- Once you have a good understanding of the Activity / Object codes, the Time Study will take 3 minutes to complete. It may take a little longer if you need to check your calendar.

Activity / Object Codes Continued

Please indicate how much time in hours you spent in each of the following activities during the time period indicated above. The time entered should not exceed the total number of hours equivalent to your FTE. Time recording format should be in quarter hour (.25) increments: 1 hour 15 minutes = 1.25; 1 hour = 1.00; 30 minutes = .50; 15 minutes = .25. If needed, please see definition of activities and FTE below. Complete to the best of your ability and understanding.

001 Direct Patient Care Services (billable activities)	<input type="text" value="0"/>
002 Supervision and Training of Nurses, Technicians, and hospital staff.	<input type="text" value="0"/>
003 Utilization Review and Other Committee Meetings	<input type="text" value="0"/>
004 Quality Control and Medical Review	<input type="text" value="0"/>
008 Administrative, Teaching, or Hospital Patient Care	<input type="text" value="0"/>
009 Conferences and Lectures	<input type="text" value="0"/>
010 Non-Productive Hours – Paid Sick Leave, Paid Vacations, etc.	<input type="text" value="0"/>
011 Research	<input type="text" value="0"/>
012 Other Non-Billable Activities	<input type="text" value="0"/>
Total	<input type="text" value="0"/>

Activity / Object Codes Continued

001 Direct Patient Care Services - the billable patient care which is medically reasonable, necessary and ordinarily furnished (absent research programs) in the treatment of patients by physicians and providers under the supervision of physicians as indicated by the medical condition of the patients.

Such care is represented by items and services (routine and ancillary) which may be diagnostic, therapeutic, rehabilitative, medical, psychiatric, skilled nursing, and other related professional health services.

Use this code when performing duties for services directly related to patient care that can be billed to a specific patient.

Examples: independent and shared patient encounters, billable telehealth visits, performing procedures, and clinical rounds

Activity / Object Codes Continued

001 Direct Patient Care Services

Also use this code:

- CRNAs: Preoperative visits and preoperative sedation and anesthesia services to patients undergoing surgery
- Clinical Rounds
- Clinical Research: IF the services are considered USUAL patient care and not compensated by research funds
- Clinical Trials: IF there are services that would TYPICALLY be provided absent a clinical trial, and services needed for reasonable and necessary care for complications resulting from the clinical trial.

Activity / Object Codes Continued

001 Direct Patient Care Services

Use this code when performing duties for services directly related to patient care that can be billed to a specific patient.

If you are unsure whether your activities submit a bill, contact the Office of Advance Practice Providers by emailing AdvancedPractice@ucsf.edu with attention to Ivette Becerra-Ortiz, DNP. Please include your name, full time equivalent (FTE), and practice area(s).

Activity / Object Codes Continued

002 Supervision and Training of Nurses, Technicians, and Hospital Staff - the supervision and training of nurses, technicians, and hospital staff in a setting that does not involve any of the approved medical education programs. This includes group and on-on-one teaching/training.

Examples: supervision of nurses, technicians, and other hospital staff, hospital or departmental administration involving supervision of hospital employees, and time spent preparing teaching materials for nurses, technicians.

Activity / Object Codes Continued

003 Utilization Review and Other Committee Meetings - activities include meeting preparation and attendance for hospital, medical staff, and departmental meetings and tumor boards and peer reviews.

004 Quality Control, Medical Review, and Autopsies - participating individually or as a panel or board member in quality assurance functions, informal and formal investigation, and medical review functions related to quality improvement.

Activity / Object Codes Continued

008 Other Administrative or Teaching; Hospital Patient Care - related to other administrative or teaching functions, or patient care services in the hospital that are not separately billable. Activities should not be applicable to other activities listed.

When using this category, you will be prompted to provide a very brief description such as one of the examples listed below.

Examples: Admissions, discharges, care coordination (inpatient or outpatient), surveys, peer evaluations, recruiting, credentialing, emails or computer issues, merit and promotion tasks, interviewing candidates

Activity / Object Codes Continued

009 Conferences and Lectures - list hours under this activity when attending conferences and lectures, or similar educational forums including continuing medical education classes and workshops to maintain active licensure status if done during compensated time. This includes travel and attendance as a presenter or attendee, planning, and preparation for a conference or lecture.

010 Non-Productive Hours – time spent as paid time off. Paid Sick Leave, Paid Vacations, etc. Do not use this category for “on call.”

Activity / Object Codes Continued

011 Research - use this code for non-reimbursable research or research activities performed for scientific knowledge, planning, preparation of research materials and reports. This code is for activities that are not related to patient care.

EXCLUDE: hospital / facility time, including time applicable to a Medical School Operating or Professional Services Agreement and other contracts.

Also EXCLUDE: research done outside of your work time

Activity / Object Codes Continued

012 Other Non-Billable Activities – is intended to capture all other time which the respondent does not believe is described by other categories.

When using this category, you will be prompted to provide a very brief description such as one of the examples listed below.

Examples: legal review, expert witness, journal review, grant related activity.

Activity / Object Code Questions

- For questions, please reach out to the UCSF Health Office of Advanced Practice Providers via email at AdvancedPractice@ucsf.edu

How do you record call time?

- Only report actual time worked
- Do not include stand-by call, home call, or overtime for the Time Study
- If you are returning a call or performing work-related duties, record the activities in the appropriate category

Does it really matter what I report?

- Participation and accuracy are very important!
- Every participating provider makes a difference.
- Recorded answers impact the dollars our health system receives, and many of our activities are auditable through a variety of means.

How would you record Scenario 1 below?

- An APP practices in adult critical care at 0.9 FTE. They had 12-hour shifts on Monday and Thursday caring for patients where they submitted independent time-based codes for the services provided. They also worked 2 hours of overtime on Monday. On Tuesday, they spent 6 hours working on a True North Board initiative specific to the Patient Experience Pillar, 4 hours attending a lecture on antibiotic stewardship, and 2 hours serving as a member on the APP Advisory Board.
- Question 1 – How would you record the 12 hours shifts on Monday and Thursday?
 - A) 008 Administrative or Teaching; Hospital Patient Care – 24 hours
 - B) 001 Direct Patient Care Services – 24 hours
 - C) 001 Direct Patient Care Services – 26 hours

How would you record Scenario 1 below?

- An APP practices in adult critical care at 0.9 FTE. They had 12-hour shifts on Monday and Thursday caring for patients where they submitted independent time-based codes for the services provided. They worked 2 hours of overtime on Monday. On Tuesday, they spent 6 hours working on a True North Board initiative specific to the Patient Experience Pillar, 4 hours attending a lecture on antibiotic stewardship, and 2 hours serving as a member on the APP Advisory Board.
- Question 1 – How would you record the 12 hours shifts on Monday and Thursday?
 - A) 008 Administrative or Teaching; Hospital Patient Care – 24 hours
 - B) 001 Direct Patient Care Services – 24 hours. Correct! Overtime is not included in the Time Study.
 - C) 001 Direct Patient Care Services – 26 hours

How would you record Scenario 1 below?

- An APP practices in adult critical care at 0.9 FTE. They had 12-hour shifts on Monday and Thursday caring for patients where they submitted independent time-based codes for the services provided. They worked 2 hours of overtime on Monday. On Tuesday they spent 6 hours working on a True North Board initiative specific to the Patient Experience Pillar, 4 hours attending a lecture on antibiotic stewardship, and 2 hours serving as a member on the APP Advisory Board.
- Question 2 - How would you record the 6 hours spent working on the True North Board Initiatives?
 - A) 004 Quality Control, Medical Review, and Autopsies
 - B) 008 Administrative or Teaching; Hospital Patient Care – 24 hours
 - C) 009 Conferences and Lectures

How would you record Scenario 1 below?

- An APP practices in adult critical care at 0.9 FTE. They had 12-hour shifts on Monday and Thursday caring for patients where they submitted independent time-based codes for the services provided. They worked 2 hours of overtime on Monday. On Tuesday they spent 6 hours working on a True North Board initiative specific to the Patient Experience Pillar, 4 hours attending a lecture on antibiotic stewardship, and 2 hours serving as a member on the APP Advisory Board.
- Question 2 - How would you record the 6 hours spent working on the True North Board Initiatives?
 - A) 004 Quality Control, Medical Review, and Autopsies.
Correct! Working on patient experience improvements is quality control.
 - B) 008 Administrative or Teaching; Hospital Patient Care – 24 hours
 - C) 009 Conferences and Lectures

How would you record Scenario 1 below?

- An APP practices in adult critical care at 0.9 FTE. They had 12-hour shifts on Monday and Thursday caring for patients where they submitted independent time-based codes for the services provided. They worked 2 hours of overtime on Monday. On Tuesday they spent 6 hours working on a True North Board initiative specific to the Patient Experience Pillar, 4 hours attending a lecture on antibiotic stewardship, and 2 hours serving as a member on the APP Advisory Board.
- Question 3 – How would you record the 2 hours spent as a member on the APP Advisory Board?
 - A) 004 Quality Control, Medical Review, and Autopsies
 - B) 003 Utilization Review and Other Committee Meetings
 - C) 010 Non-Productive Hours

How would you record Scenario 1 below?

- An APP practices in adult critical care at 0.9 FTE. They had 12-hour shifts on Monday and Thursday caring for patients where they submitted independent time-based codes for the services provided. They worked 2 hours of overtime on Monday. On Tuesday they spent 6 hours working on a True North Board initiative specific to the Patient Experience Pillar, 4 hours attending a lecture on antibiotic stewardship, and 2 hours serving as a member on the APP Advisory Board.
- Question 3 – How would you record the 2 hours spent as a member on the APP Advisory Board?
 - A) 004 Quality Control, Medical Review, and Autopsies
 - B) 003 Utilization Review and Other Committee Meetings. Correct! The APP Advisory Board is a committee.
 - C) 010 Non-Productive Hours

How would you record Scenario 1 below?

- An APP practices in adult critical care at 0.9 FTE. They had 12-hour shifts on Monday and Thursday caring for patients where they submitted independent time-based codes for the services provided. They worked 2 hours of overtime on Monday. On Tuesday they spent 6 hours working on a True North Board initiative specific to the Patient Experience Pillar, 4 hours attending a lecture on antibiotic stewardship, and 2 hours serving as a member on the APP Advisory Board.
- Question 4 – How many total hours should an APP working 0.9 FTE record in their time study?
 - A) 30
 - B) 36
 - C) 40

How would you record Scenario 1 below?

- An APP practices in adult critical care at 0.9 FTE. They had 12-hour shifts on Monday and Thursday caring for patients where they submitted independent time-based codes for the services provided. They worked 2 hours of overtime on Monday. On Tuesday they spent 6 hours working on a True North Board initiative specific to the Patient Experience Pillar, 4 hours attending a lecture on antibiotic stewardship, and 2 hours serving as a member on the APP Advisory Board.
- Question 4 – How many total hours should an APP working 0.9 FTE record in their time study?
 - A) 30
 - B) 36 Correct! $0.9 \times 40 = 36$ hours. Overtime is not included in the time study.
 - C) 40

How would you record Scenario 1 below?

- An APP practices in adult critical care at 0.9 FTE. They had 12-hour shifts on Monday and Thursday caring for patients where they submitted independent time-based codes for the services provided. They worked 2 hours of overtime on Monday. On Tuesday they spent 6 hours working on a True North Board initiative specific to the Patient Experience Pillar, 4 hours attending a lecture on antibiotic stewardship, and 2 hours serving as a member on the APP Advisory Board.
- Question 5 – How would you record the 4 hours spent attending a lecture on antibiotic stewardship?
 - A) 004 Quality Control, Medical Review, and Autopsies
 - B) 008 Administrative or Teaching; Hospital Patient Care – 24 hours
 - C) 009 Conferences and Lectures

How would you record Scenario 1 below?

- An APP practices in adult critical care at 0.9 FTE. They had 12-hour shifts on Monday and Thursday caring for patients where they submitted independent time-based codes for the services provided. They worked 2 hours of overtime on Monday. On Tuesday they spent 6 hours working on a True North Board initiative specific to the Patient Experience Pillar, 4 hours attending a lecture on antibiotic stewardship, and 2 hours serving as a member on the APP Advisory Board.
- Question 5 – How would you record the 4 hours spent attending a lecture on antibiotic stewardship?
 - A) 004 Quality Control, Medical Review, and Autopsies
 - B) 008 Administrative or Teaching; Hospital Patient Care – 24 hours
 - C) 009 Conferences and Lectures. Correct! Preparing for, travel to, or attending lectures/conferences should be included in the time study if done during your regularly scheduled work hours.

How would you record Scenario 1 below?

- An APP practices in adult critical care at 0.9 FTE. They had 12-hour shifts on Monday and Thursday caring for patients where they submitted independent time-based codes for the services provided. They worked 2 hours of overtime on Monday. On Tuesday they spent 6 hours working on a True North Board initiative specific to the Patient Experience Pillar, 4 hours attending a lecture on antibiotic stewardship, and 2 hours serving as a member on the APP Advisory Board.

Please indicate how much time in hours you spent in each of the following activities during the time period indicated above. The time entered should not exceed the total number of hours equivalent to your FTE. Time recording format should be in quarter hour (.25) increments: 1 hour 15 minutes = 1.25; 1 hour = 1.00; 30 minutes = .50; 15 minutes = .25. If needed, please see definition of activities and FTE below. Complete to the best of your ability and understanding.

001 Direct Patient Care Services (billable activities)	24
002 Supervision and Training of Nurses, Technicians, and hospital staff.	0
003 Utilization Review and Other Committee Meetings	2
004 Quality Control and Medical Review	6
008 Administrative, Teaching, or Hospital Patient Care	0
009 Conferences and Lectures	4
010 Non-Productive Hours – Paid Sick Leave, Paid Vacations, etc.	0
011 Research	0
012 Other Non-Billable Activities	0
Total	36

How would you record Scenario 2 below?

- An APP practices both inpatient and outpatient in adult rheumatology at 0.8 FTE. They spent Monday and Tuesday (16 hours) evaluating and treating patients in ambulatory clinic. On Wednesday, they spent 2 hours rounding on admitted patients and 6 hours preparing a lecture for an upcoming rheumatology conference. On Thursday, they spent 4 hours clearing the APeX in basket and 4 hours onboarding a new ambulatory APP to the rheumatology clinic.
- Question 6 – How would you record the 4 hours spent clearing the APeX inbasket?
 - A) 001 Direct Patient Care Services
 - B) 008 Other Administrative or Teaching; Hospital Patient Care
 - C) Either 001 Direct Patient Care Services and/or 008 Administrative or Teaching; Hospital Patient Care

How would you record Scenario 2 below?

- An APP practices both inpatient and outpatient in adult rheumatology at 0.8 FTE. They spent Monday and Tuesday (16 hours) evaluating and treating patients in ambulatory clinic. On Wednesday, they spent 2 hours rounding on admitted patients and 6 hours preparing a lecture for an upcoming rheumatology conference. On Thursday, they spent 4 hours clearing the APeX in basket and 4 hours onboarding a new ambulatory APP to the rheumatology clinic.
- Question 6 – How would you record the 4 hours spent clearing the APeX inbasket?
 - A) 001 Direct Patient Care Services
 - B) 008 Other Administrative or Teaching; Hospital Patient Care
 - C) Either 001 Direct Patient Care Services and/or 008 Administrative or Teaching; Hospital Patient Care. Correct! Most inbasket work is 008 because Hospital Patient Care covers inpatient and outpatient work that doesn't result in a bill to a specific patient. However, if you convert some of the inbasket work to billable medical advice messages or billable telehealth visits (phone or Zoom), then that portion of time is 001 Direct Patient Care Services.

How would you record Scenario 2 below?

- An APP practices both inpatient and outpatient in adult rheumatology at 0.8 FTE. They spent Monday and Tuesday (16 hours) evaluating and treating patients in ambulatory clinic. On Wednesday, they spent 2 hours rounding on admitted patients and 6 hours preparing a lecture for an upcoming rheumatology conference. On Thursday, they spent 4 hours clearing the APeX in basket and 4 hours onboarding a new ambulatory APP to the rheumatology clinic.
- Question 7 - How would you record the hours for Thursday?
 - A) 001 Direct Patient Care Services – 4 hours and 002 Supervision and Training of Nurses, Technicians, and Hospital Staff - 4 hours
 - B) Either 001 Direct Patient Care Services and/or 008 Administrative or Teaching; Hospital Patient Care – 4 hours and 002 Supervision and Training of Nurses, Technicians, and Hospital Staff - 4 hours
 - C) 008 Administrative or Teaching; Hospital Patient Care – 4 hours and 002 Supervision and Training of Nurses, Technicians, and Hospital Staff - 4 hours

How would you record Scenario 2 below?

- An APP practices both inpatient and outpatient in adult rheumatology at 0.8 FTE. They spent Monday and Tuesday (16 hours) evaluating and treating patients in ambulatory clinic. On Wednesday, they spent 2 hours rounding on admitted patients and 6 hours preparing a lecture for an upcoming rheumatology conference. On Thursday, they spent 4 hours clearing the APeX in basket and 4 hours onboarding a new ambulatory APP to the rheumatology clinic.
- Question 7 - How would you record the hours for Thursday?
 - A) 001 Direct Patient Care Services – 4 hours and 002 Supervision and Training of Nurses, Technicians, and Hospital Staff - 4 hours
 - B) Either 001 Direct Patient Care Services and/or 008 Administrative or Teaching; Hospital Patient Care – 4 hours and 002 Supervision and Training of Nurses, Technicians, and Hospital Staff - 4 hours. Correct!
 - C) 008 Administrative or Teaching; Hospital Patient Care – 4 hours and 002 Supervision and Training of Nurses, Technicians, and Hospital Staff - 4 hours

How would you record Scenario 2 below?

- An APP practices both inpatient and outpatient in adult rheumatology at 0.8 FTE. They spent Monday and Tuesday (16 hours) evaluating and treating patients in ambulatory clinic. On Wednesday they spent 2 hours rounding on admitted patients and 6 hours preparing a lecture for an upcoming rheumatology conference. On Thursday they spent 4 hours clearing the APeX in basket and 4 hours onboarding a new ambulatory APP to the rheumatology clinic.
- Question 8 – How would you record the 6 hours preparing a lecture for the rheumatology conference?
 - A) 002 Supervision and Training of Nurses, Technicians, and Hospital Staff
 - B) 008 Administrative or Teaching; Hospital Patient Care
 - C) 009 Conferences and Lectures

How would you record Scenario 2 below?

- An APP practices both inpatient and outpatient in adult rheumatology at 0.8 FTE. They spent Monday and Tuesday (16 hours) evaluating and treating patients in ambulatory clinic. On Wednesday they spent 2 hours rounding on admitted patients and 6 hours preparing a lecture for an upcoming rheumatology conference. On Thursday they spent 4 hours clearing the APeX in basket and 4 hours onboarding a new ambulatory APP to the rheumatology clinic.
- Question 8 – How would you record the 6 hours preparing a lecture for the rheumatology conference?
 - A) 002 Supervision and Training of Nurses, Technicians, and Hospital Staff
 - B) 008 Administrative or Teaching; Hospital Patient Care
 - C) 009 Conferences and Lectures. Correct! Include preparation for lectures if done during your regularly scheduled work time.

How would you record Scenario 2 below?

- An APP practices both inpatient and outpatient in adult rheumatology at 0.8 FTE. They spent Monday and Tuesday (16 hours) evaluating and treating patients in ambulatory clinic. On Wednesday they spent 2 hours rounding on admitted patients and 6 hours preparing a lecture for an upcoming rheumatology conference. On Thursday they spent 4 hours clearing the APeX in basket and 4 hours onboarding a new ambulatory APP to the rheumatology clinic.
- Question 9 – How would you record the 2 hours rounding on admitted patients?
 - A) 001 Direct Patient Care Services
 - B) 002 Supervision and Training of Nurses, Technicians, and Hospital Staff
 - C) 008 Administrative or Teaching; Hospital Patient Care

How would you record Scenario 2 below?

- An APP practices both inpatient and outpatient in adult rheumatology at 0.8 FTE. They spent Monday and Tuesday (16 hours) evaluating and treating patients in ambulatory clinic. On Wednesday they spent 2 hours rounding on admitted patients and 6 hours preparing a lecture for an upcoming rheumatology conference. On Thursday they spent 4 hours clearing the APeX in basket and 4 hours onboarding a new ambulatory APP to the rheumatology clinic.
- Question 9 – How would you record the 2 hours rounding on admitted patients?
 - A) 001 Direct Patient Care Services. Correct! Clinical rounds are considered direct patient care services.
 - B) 002 Supervision and Training of Nurses, Technicians, and Hospital Staff
 - C) 008 Administrative or Teaching; Hospital Patient Care

How would you record Scenario 2 below?

- An APP practices both inpatient and outpatient in adult rheumatology at 0.8 FTE. They spent Monday and Tuesday (16 hours) evaluating and treating patients in ambulatory clinic. On Wednesday they spent 2 hours rounding on admitted patients and 6 hours preparing a lecture for an upcoming rheumatology conference. On Thursday they spent 4 hours clearing the APeX in basket and 4 hours onboarding a new ambulatory APP to the rheumatology clinic.
- Question 10 – How many total hours would you record on the Time Study?
 - A) 24
 - B) 30
 - C) 32

How would you record Scenario 2 below?

- An APP practices both inpatient and outpatient in adult rheumatology at 0.8 FTE. They spent Monday and Tuesday (16 hours) evaluating and treating patients in ambulatory clinic. On Wednesday they spent 2 hours rounding on admitted patients and 6 hours preparing a lecture for an upcoming rheumatology conference. On Thursday they spent 4 hours clearing the APeX in basket and 4 hours onboarding a new ambulatory APP to the rheumatology clinic.
- Question 10 – How many total hours would you record on the Time Study?
 - A) 24
 - B) 30
 - C) 32 Correct! $0.8 \times 40 = 32$ hours. Only include your regularly scheduled work hours in the Time Study.

How would you record this?

- An APP practices both inpatient and outpatient in adult rheumatology at 0.8 FTE. They spent Monday and Tuesday (16 hours) evaluating and treating patients in ambulatory clinic. On Wednesday they spent 2 hours rounding on admitted patients and 6 hours preparing a lecture for an upcoming rheumatology conference. On Thursday they spent 4 hours clearing the APeX in basket and 4 hours onboarding a new ambulatory APP to the rheumatology clinic. Which is the correct time study report for this example?

Please indicate how much time in hours you spent in each of the following activities during the time period indicated above. The time entered should not exceed the total number of hours equivalent to your FTE. Time recording format should be in quarter hour (.25) increments: 1 hour 15 minutes = 1.25; 1 hour = 1.00; 30 minutes = .50; 15 minutes = .25. If needed, please see definition of activities and FTE below. Complete to the best of your ability and understanding.

001 Direct Patient Care Services (billable activities)	20
002 Supervision and Training of Nurses, Technicians, and hospital staff.	4
003 Utilization Review and Other Committee Meetings	0
004 Quality Control and Medical Review	0
008 Administrative, Teaching, or Hospital Patient Care	2
009 Conferences and Lectures	6
010 Non-Productive Hours – Paid Sick Leave, Paid Vacations, etc.	0
011 Research	0
012 Other Non-Billable Activities	0
Total	32

Common Questions

- **Q:** What if I am paid by an outpatient department but work inpatient department?
- **A:** The SPA report is not specific to cost center. Select the department which is closest to your work setting.
- **Q:** How do I categorize CQI work?
- **A:** CQI (continuous quality improvement), if performed outside of a committee, would be **category 004 Quality Control, Medical Review**. If the CQI is performed within the efforts of a committee, this would fall under **category 003 Utilization Review and Other Committee Meetings**.

Common Questions

- **Q:** A lot of my direct patient care work is non-billable. We file a lot of non-billable "plan of care notes" for patients we don't see. Where does that go?
- **A:** Non-billable patient care would go under **category 008 Other Administrative or Teaching; Hospital Patient Care**



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