Questions and Input Data

You need to complete the 12 questions in the AHRA Staff Modeling Tool. You may need to do a little research beforehand to answer a few of them. The input data is typically easily available, either on standard monthly reports or basic knowledge of how the organization is managed.

Question 1: Procedures by Modality
Tell us about the number of procedures you perform in each of the following areas. Also tell us how many sites you operate in each area. (Do not count mobile service units.)

Not all systems collect/aggregate data the same way, but it should be found within the framework of your hospital’s data reporting systems. 1 procedure = 1 CPT code. (Note: we know that some CPT codes represent multiple procedures, if your procedure count breaks these out as separate procedures let us know)

In addition:
- Diagnostic (including flouro)
- Mammo (including dxa)
- IR SHOULD NOT be included in these statistics

Dates that are represented by the data: Data as much as possible should come from the same period - data may represent a recent month or year, just indicate the date and length of period represented. The black box will recognize the number of days represented by the dates entered.

<table>
<thead>
<tr>
<th>Operations</th>
<th>Total Procedures</th>
<th># of Sites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diagnostic Radiology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Magnetic Resonance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ultrasound</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nuclear Medicine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mammograms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PET</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The numbers in this table are for the period between ___________ TO ___________

Question 2: Sites and Hours
For each operation above you will need to know the hours of service for each site. Choose the operating schedule that is closest.

Sites of Service: Each location a modality is provided is counted as a site.
Hours of Operation: Indicate the number of hours a site is staffed - open for service - most hospital based departments covering ED are 24/7, and outpatient centers are M-F 8-5, Sat 8-12, this is how to represent it. In the hospital departments each section may have specific hours – only represent the hours with regular staff (NOT on-call staff, eg - nuc med is M-F 8-5, although an on-call person may be available other times). The model does not leave this open ended but suggests specific shift options. The user is expected to select the option closest to their situation.

Site

<table>
<thead>
<tr>
<th>MR Site #1</th>
<th>MR Site #2</th>
<th>MR Site #3</th>
</tr>
</thead>
</table>

Example:

<table>
<thead>
<tr>
<th>Mon thru Fri</th>
<th>Sat-Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Work ▼</td>
<td>No Work ▼</td>
</tr>
<tr>
<td>1 Shifts</td>
<td>No Work ▼</td>
</tr>
<tr>
<td>2 Shifts</td>
<td>No Work ▼</td>
</tr>
<tr>
<td>3 Shifts</td>
<td>No Work ▼</td>
</tr>
</tbody>
</table>

**Question 3: FTEs**

How many FTEs do you have in your imaging group that are covering the OR? ______ FTEs

Are these FTEs charged to the OR or Imaging Department? (check one)

- ___ OR Department
- ___ Imaging Department

OR coverage is handled differently in almost every organization – the most important issue is matching staffing and procedures here – so we are looking for three key things:

- How many staff / hours are given to cover the OR. Only the dedicated staff should be included, not those that go over only to perform a procedure then return to the department.
- Are these staff and hours included in the imaging department or the OR? Sometimes the RTs are included in the OR’s staffing (since the OR typically gets the revenue because the images are bundled in the surgical case cost.) But most often this staff is on the imaging department cost center.

**Question 4: Revenue**

What % of the total revenue does outpatient revenue represent the total imaging revenue? ______ %

The end goal here is to understand what % of your activity is IP vs OP. Most common industry conventions represent this as OP% = OP Revenue/Total Revenue. This OP% is a proxy measure for the acuity of the patients.

**Question 5: Productivity**

How important is PRODUCTIVITY to your imaging operation? (check all that apply)
● ___ Monitor & report on productivity MONTHLY
● ___ Monitor & report on productivity DAILY
● ___ We are a for-profit healthcare provider
● ___ None of the above

Ownership:
● Community/Not For Profit: This can be very broad but includes most hospitals.
● Investor Owned: Like Tenet and HCA but can also be a smaller corporation, pays an income tax on its profits, and is assumed to be very focused on expense management.
● Government: typically military and VA hospitals, most county hospitals should be included in the Community/NFP category.

Question 6: Patient Satisfaction
How important is SERVICE to your imaging operation? (check all that apply)
● ___ Monitor & report on productivity MONTHLY
● ___ Monitor & report on productivity DAILY
● ___ We have completed projects in the last 2 years that have improved service noticeably
● ___ None of the above

Question 7: Magnetic Resonance
Do you staff the MR operations to keep the machines operating all the time and maximize machine utilization? Yes or No (circle one)

Only MR operations result in the cost of the equipment exceeding the cost of staff. Some organizations that have a large enough market will staff the MR units in such a way that the unit is always in use – one patient is being prepped, another patient being scanned, and a tech is completing the work of the last patient on the scanner preparing the image for reading. Three techs are working one machine. If this is your hospital you will check that your work to maximize MR utilization through staffing.

Question 8: Flex Time
Are you flexing and / or sharing imaging staff as demand dictates? (check all that are true)
● ___ Overtime hours are running at more than 2.0% annually
● ___ More than 20% of the full time staff average less than 40 hours / week
● ___ If the work is just not sufficient to keep everyone busy we will regularly send staff home
● ___ If the work is just not sufficient to keep everyone busy we will regularly shift imaging staff to other sites
● ___ Staff are cross trained and regularly cover more than one modality to stay busy
● ___ None of the above
Question 9: Student Interns
Do you use student interns in your operation? If so, how many FTEs (shifts) do they IN TOTAL represent? (check one)
- ___ 16 or more FTEs (Shifts)
- ___ 7 to 15 FTEs (Shifts)
- ___ 0 to 6 FTEs (Shifts)
- ___ We don’t use student interns

Teaching:
- Academic: Has a medical school on campus
- Teaching: Has residency programs for training graduate MDs
- Radiology residencies need to be identified
- RT school: Estimate how many shifts a week students work

Question 10: Medical Residents
Do you use medical residents in your operation? If so, what type of residents are they? (check one)
- ___ General residents
- ___ Radiology-specific residents
- ___ We have no residents serving in our organization

Question 11: Location
Is your hospital(s) generally located in urban, suburban, or rural areas? (check one)
- ___ Urban
- ___ Suburban
- ___ Rural

Urban: In the city surrounded by other big buildings and typically serving a mixed population including indigents
Suburban: Near the city but with neighborhood and usually single family houses nearby
Rural: Usually a single hospital town

Question 12: Hospital Size
How large is your hospital(s) generally?
- ___ Small (<100 Beds)
- ___ Medium (101 to 250 Beds)
- ___ Large (250+ Beds)

Optional: Your Actual Staffing FTEs
Your organization’s actual staffing can be entered to allow comparison on the reporting page.
<table>
<thead>
<tr>
<th>Operation</th>
<th>Actual Staffing FTEs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dx</td>
<td></td>
</tr>
<tr>
<td>CT</td>
<td></td>
</tr>
<tr>
<td>MR</td>
<td></td>
</tr>
<tr>
<td>US</td>
<td></td>
</tr>
<tr>
<td>NM</td>
<td></td>
</tr>
<tr>
<td>MM</td>
<td></td>
</tr>
<tr>
<td>PT</td>
<td></td>
</tr>
</tbody>
</table>