

COMPLIMENTARY CODE:
HCGOph

The Health Care Group, Inc. 2023 Staff Salary Survey Summary

Practice Name _____

Address _____

City _____ State _____ Zip _____

Practice Telephone No. (_____) _____

Practice Specialty _____ E-mail Address of Respondent* _____

Name of Respondent* _____ Position of Respondent* _____

Practice Zip Code _____ No. of full-time employees _____ No. of part-time employees _____

Respondent's Telephone No.* (_____) _____ No. of full-time doctors _____ No. of part-time doctors _____

Individually List Each Employee Position (Use the job codes provided)	Hours per Week	Years in Current Position			Present Hourly Rate ¹ or Salary ²	Previous Hourly Rate or Salary
		2	2-5	> 5		
209 Office Manager	40		X		\$45,000	\$40,000
525 Cast Technician	25			X	\$11.00	\$10.75
101 Receptionist	40		X		\$11.25	\$10.75
101 Receptionist	40	X			\$9.75	\$9.35
101 Receptionist	40	X			\$9.75	

Important: We will send survey results to respondent, unless requested otherwise. Please be sure the person authorized to receive this information is listed as the respondent.

EMAIL SUMMARY VERSION OF SURVEY RESULTS TO:
EMAIL ADDRESS: _____
Please whitelist products@healthcaregroup.com to help ensure delivery of your complimentary summary report.

1. List hourly rates for all jobs, except supervisory positions.
2. Report annual salaries for all supervisory positions.

* Authorized person to verify questionable salary survey information.

(over)

If you prefer the questionnaire in Excel format, please go to <https://www.healthcaregroup.com/media/survey2023OPH.xlsx> to download.

Individually List Each Employee Position (Use the job codes provided)	Hours per Week	Years in Current Position			Present Hourly Rate ¹ or Salary ²	Previous Hourly Rate or Salary
		2	2-5	> 5		

Survey Questions

1. Staff Salaries are reviewed: Annually Semi-annually Other (specify) _____
2. Timing of salary increases based on: Budget period Employee anniversary Other (specify) _____
3. Do you have formal evaluation sessions? Yes No
4. Range of increases you anticipate giving in the upcoming year: _____% to _____%
5. Raises are: Merit based Cost-of-living based Both Other (specify) _____
6. How many hours are considered to be Full-time: 35 37.5 40 Other (specify) _____

7. Circle all core benefits provided to each staff member:

Regular Full-time	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Regular Part-time	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Irregular / As needed	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q

8. Circle all core benefits provided to each Management/Supervisors:

Regular Full-time	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Regular Part-time	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q

- | | |
|---|---------------------------------------|
| A. Health Insurance - Fully Paid | I. Uniforms/Allowance |
| B. Health Insurance - Partially Paid
Percent Paid: By Staff _____%; By Management _____% | J. Professional Development/Education |
| C. Life Insurance | K. Staff Malpractice Insurance |
| D. Retirement Plan | L. Flex-time |
| E. Sick Days | M. 401(k) Plan |
| F. Vacation Days | N. Vision |
| G. Personal Days | O. Dental |
| H. Dependent/Child Care | P. Long Term Disability |
| | Q. Short Term Disability |

For Full-time Employees:

	Year of Employment:	Number of Paid Vacation Days	Number of Paid Sick Days	Number of Paid Personal Days	Number of Paid Holidays	=	Total Paid Days Off (include all paid vacation, sick, personal & holidays)
9.	Year 1					=	
10.	Year 3					=	
11.	Year 5					=	
12.	Year 10					=	
13.	Year 20					=	

14. Is the Practice hospital owned? Yes No

15. Estimated Total Gross Revenue of the Practice: ≤ \$1,000,000 \$1,000,001-\$3,000,000
 \$3,000,001-\$6,000,000 \$6,000,001-\$9,000,000 \$9,000,001-\$11,000,000 \$11,000,001-\$13,000,000
 \$13,000,001-\$16,000,000 > \$16,000,000

16. In the last complete fiscal year, what percent ¹ of its Total Gross Revenue did the Practice pay for the following operational expenses for Staff (excluding any Physicians):

- A. Staff ² Salaries _____ %
 B. Staff Fringe Benefits ³ _____ %
 C. Staff Payroll Taxes ⁴ _____ %

Please use only one method of submission: mail, fax, or email. Thank you.

Survey/The Health Care Group, Inc., 120 W. Germantown Pike, Suite 100, Plymouth Meeting, PA 19462
OR (fax) 610-828-3658 with cover page **OR** (email) csprovs@healthcaregroup.com

¹ Divide dollars paid by the Practice for the particular expense by the Total Gross Revenue of the Practice and multiply by one hundred.

² Staff is defined as any member of the Practice not including any Physicians; for example, Physician Assistants, Nurse Practitioners and Optometrists are Staff members.

³ Fringe benefits paid by the Practice may include health insurance, disability insurance, life insurance, dental insurance, vision insurance, continuing education reimbursement, etc.

⁴ Payroll taxes are the portion paid by the Practice including Social Security, Medicare, Federal/State Unemployment, State Disability, etc.

Staff Salary Survey Job Titles
(Select only one job code that best describes duties performed.)

At A Glance

Job Title	Job Code
Administrator / Executive Director	210
Aesthetician	540
ASC Nurse Manager / Supervisor	218
Audiologist/Hearing Instrument Specialist	527
Billing / AR Clerk	130
Billing Coordinator	108
Billing Manager	220
Bookkeeper	106
Business Manager	211
Certified Coder	111
Certified Ophthalmic Assistant (COA)	518
Certified Ophthalmic Medical Technologist (COMT)	530
Certified Ophthalmic Photographer (COP)	531
Certified Ophthalmic Technician (COT)	517
Certified Registered Nurse Anesthetist (CRNA)	523
Clerical/Insurance	103
Clinical Manager	214
Contact Lens Technician	533
Data Entry	104
Dental Assistant	522
Dental Hygienist	521
Director of Refractive Surgery	215
Echo Technician	544
File Clerk / Medical Records Clerk	107
Head / Lead Tech / Supervisor	216
Human Resources Manager	217
Imaging Technician	543
Information Technician Manager	114
Insurance Coordinator	109
Laboratory Technician	515
Licensed Practical Nurse	512

Job Title	Job Code
Medical Assistant	513
Medical Secretary / Administrative Assistant	105
Medical Transcriptionist	119
Multi-Purpose Worker	102
Nuclear Medicine Technologist	546
Nurse Manager/Supervisor	221
Nurse Midwife	528
Nurse Practitioner	519
Office Manager	209
Ophthalmic Assistant/Technician (non-certified COA/COT)	560
Ophthalmic Echographer (certified CDOS)	562
Ophthalmic Echographer (non-certified)	563
Ophthalmic Electrophysiologist	564
Ophthalmic Photographer (non-certified)	565
Ophthalmic Ultrasound Biometrist (Certified ROUB)	566
Ophthalmic Ultrasound Biometrist (non-certified)	567
Optical Manager	219
Optician	535
Optometrist	536
Other (Describe Position)	525
Physical Therapist	516
Physician Assistant	520
Radiology Technician	514
Receptionist / Front Desk	101
Refractive Coordinator	120
Registered Nurse	511
Scribe	118
Surgical / Scrub Technician	529
Surgical Coordinator / Scheduler	110
Ultrasound Technician	524
Visual Field Technician	538

For a copy of this survey questionnaire or a complete list of the Job Title/Job Descriptions, go to

www.healthcaregroup.com/media/staffsurvey.pdf

Feel free to share this with anyone in the medical, dental and other related fields.

Staff Salary Survey Job Descriptions

Job Title	Job Description	Job Code
Administrator / Executive Director	Responsible to the Board of Directors and/or Physicians for the administration, management, direction and coordination of all practice activities except those directly involving professional medical judgment. Handles business planning, financial operations, human resource management, and corporate overview.	210
Aesthetician	Received training in the areas of services provided and holds a current aesthetician license. Responsibilities include practicing the care and beautification of the skin of the human body.	540
ASC Nurse Manager / Supervisor	Also known as Director of Nursing. Responsible for managing clinical activities and resources of the Operating Room, Post Anesthesia Care Unit, Sterile Processing Department, and Patient Care consistent with the philosophy and objectives of the facility. They have primary responsibilities for staffing, budgeting, and day-to-day operations of the unit.	218
Audiologist/Hearing Instrument Specialist	Responsible for obtaining patient history, rendering professional hearing testing services, accurately measuring hearing loss, referring patients as medically appropriate, and counsel and assist patients regarding candidacy for and selection of hearing instruments.	527
Billing / AR Clerk	Processes statements and claims daily/weekly. Generates monthly A/R report for all accounts. Posts payments, credits and/or charges. Responsible for follow-up and collection of all insurance claims.	130
Billing Coordinator	Oversees all facets of billing and collection.	108
Billing Manager	Manages the submission, reimbursement and collections of claims billed under and through the practice providers. Also manages CPT and ICD-9 coding. Handles collection responsibilities and activities for designated third party payors and patients. Oversees billing office.	220
Bookkeeper	Manages accounts payable, payroll, cash management and general ledger. Reports the financial status to the Partners. May work with the Practice Accountant.	106
Business Manager	Oversees all practice accounting and financial matters. Also includes controllers and finance managers. Supervises accounting and billing staff.	211
Certified Coder	Reviews, analyzes, and codes diagnostic and procedural information that determines Medicare, Medicaid and private insurance reimbursement. Certified by authorizing agency.	111
Certified Ophthalmic Assistant (COA)	Aids ophthalmologists by obtaining medical records, medical histories, performing preliminary eye function testing and explaining to patients about medication or procedures, preparing the patient for the exam and beginning the examination with standard tests and measurements. Maintains certification through continuing education.	518
Certified Ophthalmic Medical Technologist (COMT)	Holds a COMT certification and is expected to perform advanced technical ophthalmic procedures. This individual assists the physician with tests and patient care.	530
Certified Ophthalmic Photographer (COP)	Performs ophthalmic photography for diagnostic, documentation and educational purposes. This individual holds Certification in Retinal Angiography.	531
Certified Ophthalmic Technician (COT)	Holds the COT designation and performs a broad breadth of technician duties to include patient histories, patient testing, patient counseling, and physician assistance. Demonstrates a higher level of proficiency and analytical abilities in patient testing and maintains a more comprehensive general medical knowledge base.	517
Certified Registered Nurse Anesthetist (CRNA)	Administers anesthetics following specified methods and procedures. Performs pre- and post-anesthesia patient visits and documents anesthesia notes on patient records.	523
Clerical/Insurance	Duties are third party and/or billing related activities. May include handling routine referrals for managed care plans. Also includes legal clerks.	103
Clinical Manager	Responsible for the day-to-day management of clinical activities. Develops and implements policies and procedures and educate employees about changes. They manage and evaluate the work quality of clinical staff.	214
Contact Lens Technician	Responsible for independently fitting patients for all types of contact lenses. Oversees the functioning of the contact lens department including maintaining inventory.	533
Data Entry	Exclusively inputs data to computer.	104
Dental Assistant	Prepares patients for oral examination and assists other dental professionals in providing treatment to the teeth, mouth and gums. Responsibilities may include chair side patient assistance.	522
Dental Hygienist	Licensed mid-level provider working under the supervision of a dentist. Responsibilities include examine, clean and polish teeth, note conditions of decay, disease and deviations from normal oral health.	521
Director of Refractive Surgery	Responsible for the administration, direction, and coordination of all practice activities involving LASIK, Refractive Lens Exchange, and cataract surgery with multi-focal IOLs. Promotes public and professional relations. Supervises refractive staff.	215
Echo Technician	Performs various non-invasive echo tests on different parts of the body. Echo technicians make sure the image is clear and ready for the doctor to read.	544
File Clerk / Medical Records Clerk	Responsible for chart preparation, filing and storage. Oversees medical record release and protection of health information.	107
Head / Lead Tech / Supervisor	Provides comprehensive personnel management and supervision to clinical staff, surgery schedulers, refractive and photography staff. Responsible for daily supervision, employee selection, orientation, staff development, counseling and appraisals. Ensures that practice protocols for patient care are communicated and followed and may be responsible for the practice's OSHA program, clinical supply management, and also may participate in Compliance and Risk Management capacities.	216
Human Resources Manager	Ensures practice compliance with all aspects of the Human Resources program and designs and implements new programs/policies as necessary to comply with all legal and regulatory requirements. Maintains all personnel files, processes hiring and termination activities, ensures practice staff are aware of practice personnel policies, prepares and submits appropriate regulatory reports, manages the drug free workplace program, and provides guidance, enrollment, and record keeping on various benefit programs.	217
Imaging Technician	Including MRI Technicians and X-ray Technicians. Responsibilities include following physician instructions/protocols to administer the testing, prepare and operate imaging equipment and maintain patient treatment records including recording amounts and handling prescribed imaging agents, as applicable.	543
Information Technician Manager	Installs, configures, and maintains a variety of computer equipment. Determines source of computer malfunction. Also upgrades computer software and hardware.	114
Insurance Coordinator	Oversees third-party managed care plans. Handles pre-certification, authorizations and coordination among patients, third party and practice.	109
Laboratory Technician	Collects specimens for patients, performs lab test/analysis. May provide instructions to patients. Maintains laboratory controls and operates laboratory equipment. Has previous experience and/or training or certification.	515
Licensed Practical Nurse	Works under the direction of a physician and/or registered nurse. Provides nursing care that requires technical knowledge and skill but not the in-depth professional education and training of a registered nurse.	512
Medical Assistant	Multi-skilled person who assists in all aspects of medical practice having clinical and clerical responsibilities. Prepares rooms for patients, takes history, vital signs, etc. Operates diagnostic and other equipment.	513

Staff Salary Survey Job Descriptions

Medical Secretary / Administrative Assistant	Performs administrative and clerical duties necessary to run an organization efficiently. Plans and schedules meetings and appointments, organizes and maintains paper and electronic files. They may also handle travel and guest arrangements.	105
Medical Transcriptionist	Interprets and transcribes dictation by physicians and other healthcare professionals regarding patient assessment, work-up, therapeutic procedures, clinical course, diagnosis, prognosis, etc.	119
Multi-Purpose Worker	Receptionist duties as well as assisting the doctor, preparing the rooms, handling insurance, or filing. Primary "back-up" person.	102
Nuclear Medicine Technologist	Prepares, administers, and measures radioactive isotopes in therapeutic, diagnostic, and tracer studies utilizing a variety of radioisotope equipment. Prepares solutions of radioactive materials and calculates doses to be administered by radiologists.	546
Nurse Manager/Supervisor	Coordinates staff to assure that effective nursing services are provided, and quality standards are met. Supervises and evaluates employees, and works with patients and family of patients to provide assistance for care.	221
Nurse Midwife	Provides care and advice to women during pregnancy, labor and birth, and post-natal care for women and babies. Scope of services depends on state licensing statute.	528
Nurse Practitioner	A Registered Nurse with one to two years of additional education in specialized areas. Responsibilities may include performing examinations, prescribing medications, ordering tests in collaboration with a physician.	519
Office Manager	Responsible for day-to-day operations of the business. Maintains appropriate staffing levels. Monitors patient flow and scheduling. Responsible for scheduling of staff, payroll, vacation approval, cash flow, credentialing physicians, accounts payable and accounts receivable.	209
Ophthalmic Assistant / Technician (non-certified COA / COT)	Performs an extensive number of data collection functions as delegated by the physician to allow for proper professional diagnosis of patients' conditions. Assists physician with all aspects of patient care. Accurately records patient histories, medications, allergies, present complaint, family history, and prior medical conditions. Triage patients and maintains patient flow throughout office.	560
Ophthalmic Echographer (certified CDOS)	JCAHPO certified. Performs B-Scan sonography. Certified Diagnostic Ophthalmic Sonographer.	562
Ophthalmic Echographer (non-certified)	Performs B-Scan sonography.	563
Ophthalmic Electrophysiologist	Performs a battery of tests including electroretinography, electrooculography, focal macular electroretinography and Goldmann-Weekers dark adaptometry.	564
Ophthalmic Photographer (non-certified)	Documents specific disease process through photography and other imaging devices as requested by the ordering provider. Maintains camera(s), related equipment and inventory of supplies. Maintains all patient-related records as they pertain to imaging systems. Performs fundus, anterior segment and external photography, Scanning Computerized Ophthalmic Diagnostic Imaging, and intravitreal fluorescein angiographies and/or indocyanine green angiographies.	565
Ophthalmic Ultrasound Biometrist (Certified ROUB)	JCAHPO certified. Performs A-scan biometry on the eye. Registered Ophthalmic Ultrasound Biometrist.	566
Ophthalmic Ultrasound Biometrist (non-certified)	Performs A-scan biometry on the eye.	567
Optical Manager	Responsible for the successful operation of the optical shop to include effective personnel management, inventory selection and control, quality control, and budgetary management. Provides direct supervision over dispensing opticians, contact lens technician(s), optical lab and receptionist and works to ensure a positive customer service environment.	219
Optician	Designs, measures, fits and adapts lenses and frames for clients according to written optical prescription or specification. Assists clients with selecting frames. Prepares work orders for optical laboratories containing instructions for grinding and mounting lenses in frames. Verifies exactness of finished lens spectacles.	535
Optometrist	A graduate of an accredited school of optometry with a valid license to practice optometry. The OD provides complete eye exams, refractive and contact lens services to patients.	536
Other (Describe Position)		525
Physical Therapist	Depending on state law, evaluates and treats individuals with temporary or long term physical disabilities to relieve pain, restore function and promote healing by applying the therapeutic properties of exercise, heat, cold and other forms of treatment.	516
Physician Assistant	As permitted by state law provides follow-up care to physician services including prepare patient medical histories, perform physical examinations, diagnose and treat patients, suture wounds, initiate therapy, prescribe medicine and give vaccinations.	520
Radiology Technician	Uses x-ray or magnetic scanning equipment to make images of internal organs. Responsibilities include positioning patient to expose the affected area of the body to prescribed doses of radiation, preparing records and may process x-ray film.	514
Receptionist / Front Desk	Schedules, reschedules, and cancels appointments as necessary. Greets patients and/or handles check-out. Answers telephone calls and directs all calls to appropriate personnel.	101
Refractive Coordinator	Assists in the development and implementation of practice marketing and business development plans for refractive surgery. Responsibilities include managing/conducting internal and external marketing efforts, staff training, patient education, and development/maintenance of a referral/co-management network. Position may be responsible for patient screenings, counseling and pre-operative work-ups.	120
Registered Nurse	Licensed by State Board of Nursing. Assists physician in clinic or surgery, may perform work-ups, patient testing and education. Limit of duties defined by state statute.	511
Scribe	Accurately maintains patient charts. Correctly summarizes and documents what the physician says during an examination, including but not limited to, proper charting of the examination, documenting additions to the chief complaint, assessment and recommendations for treatment.	118
Surgical / Scrub Technician	Assists the physician during surgical procedures. Sets up sterile operating field with instruments and supplies necessary for that particular procedure; arranges instruments, sutures, drapes and supplies. Passes instruments, supplies and sutures to the surgeon and assistants as needed.	529
Surgical Coordinator / Scheduler	Responsible for all aspects of scheduling surgeries. This person serves as the liaison between patient and surgeon, facility, pre-op staff, etc.	110
Ultrasound Technician	Uses high frequency waves to make a picture of the organs or structures of the body. Responsibilities may include tracking patients' records, film images and other documentation.	524
Visual Field Technician	Ensures the testing equipment is properly functioning, enters the appropriate settings based on the physician's order for the test. Responsible for patient instruction prior to testing and patient oversight during the test.	538