



Current Status: Active

PolicyStat ID: 3153714

Effective: 01/2017

Approved: 01/2017

Last Revised: 01/2017

Expiration: 01/2020

Owner: Richard Shimp, MD: Chief Medical Officer

Department: Administrative Services - Executive Offices

References:

Applicability: Columbia St. Mary's Hospital Milwaukee

Columbia St. Mary's Hospital Ozaukee

Sacred Heart Rehabilitation Institute



Medical Director Time Requirements

POLICY STATEMENT

All paid medico-administrative relationships (medical director, physician leader, etc.) between Columbia St. Mary's entities (CSM) and physicians must be in writing, comply with applicable law and policy, and may not exceed fair market value compensation for the services rendered. To ensure compliance and support for payments for medico-administrative services rendered by employed and independent physicians, CSM requires physicians to accurately document the time spent providing such services in CSM's timekeeping system and for such timesheets to be reviewed and approved by the CSM operational owner of the agreement.

SCOPE

This policy applies to all medico-administrative agreements with employed or independent physicians at CSM entities including CSM-Milwaukee, CSM-Ozaukee and Sacred Heart Rehabilitation Institute.

PROCEDURE

Payment for physician medico-administrative activities may not be made by a CSM entity unless and until the Physician has recorded his/her time in CSM's DocPort timekeeping/reporting system as set forth in the Job Aid – Physician Administrative Time Entry. Documentation should incorporate the responsibilities provided by the Physician in accordance with the following:

1. Each Physician's time tracking must be submitted on a monthly basis. It is preferred if this tracking is completed by the 5th day of the month immediately following the month the Physician's medico-administrative services were provided.
2. Physician must accurately document in DocPort the date of the service, a description of the medico-administrative services or activity rendered and, if appropriate, to whom the services were rendered. Medical Director activities shall be tracked in 30 min. increments.
3. Unless otherwise specified, time tracking submitted more than 60 days following the end of the month will not be honored and no payment will be due for such medical administrative services.

4. Time tracking will be reviewed and approved by Operational Vice President responsible for the department or service. Discrepancies will be resolved before the Operational Vice President sign off. There is expectation that timely sign off occurs to support the Medical Director payments. Time tracking spreadsheet notification is sent out monthly by Medical Staff office personnel with an expectation for sign off within 5-7 business days. Operational leaders have a responsibility to initial and date as evidence of their review. In the event a Physician is not meeting the minimum hourly expectations set forth in their medico-administrative services agreement, the Operational Vice President shall be meet with the Physician to discuss the variances and, if applicable, provide coaching, counseling and/or reduce the amount of the Physician's administrative payment proportionately to correspond to the hours actually worked.
5. **Note:** This Medical Director time tracking requirement is a requirement for internal control and compliance monitoring. Please note that Medicare requires different record keeping procedures if such payments are qualified for reimbursement and Physician shall cooperate with same as designated by CSM.

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EXHIBIT A

Job Aid - Physician Administrative Time Entry

The methods described below should be used to record the time spent in duties related to Medical Director, Service Chair and other administrative physician positions as described in your individual contract(s).

REQUIREMENTS

- Computer with internet access (also works on iPad and iPhone but may be difficult to navigate on a small screen).
- Docport username and password.
- Account authorized for the Docport Time Submission security group.
- Number of hours worked for each position with associated dates and information.

SUBMITTING TIME

Go to the following link on Docport: <http://docport.columbia-stmarys.org/PhysicianTimeEntry/tabid/214/Default.aspx>

This link can also be accessed from the home page of Docport under the Quick Links section:



If you are not logged in, you will be directed to the login page. Enter your Docport username and password to proceed:



You will be directed to the Physician Time Entry page. If you are met with a security error, you may not have been added to the time entry security group yet. Please contact Medical Staff Office Informatics at 262.243.7427 to be added to the appropriate group.

SUBMISSION GUIDELINES

Deadlines:

- You can submit time multiple times throughout the month or you can submit once each month.
- An email reminding you to enter your time for the previous month by 11:59 pm on the 5th of the following month will be sent to you by the Docport administrator on the first of each month.
- Time entry submissions should be made no later than 60 days past the end of the month in which they were completed.

Payments:

- Payments are made with the second check release of each month. The current pay schedule can be found at the top of the Time Entry form on Docport.
- Payment for time submitted after the 5th of each month will be delayed and paid in the subsequent month.

Reporting:

- If you have no hours to report, you can still submit a form indicating there are no hours to report. When reporting no hours, you will need to indicate the month and year that you have no hours.
- Submit a separate electronic form for each position you need to report.
- Detailed information to include dates, times, location(s) and brief descriptions of the duties performed should be submitted for each position. The following are examples of sufficient entries:

Date	Hours Worked	Description of Services
06/01/2016	1.50	MSC meeting at CSM Milwaukee, group discussion of administrative issues and review of 2 policy changes.
06/05/2016	2.0	CPC meeting at CSM Ozaukee. Discussion with group about West Allis Clinic processes and procedures.

FORM COMPLETION

1. **Name**
 - Your name is populated automatically based on your login information.
2. **Position Type**
 - Choose a position type. If you are unsure, choose 'Other (please specify)' and indicate the position in the field that becomes available. Providing accurate position information will ensure that you are paid appropriately according to your individual contract.
3. **Date**
 - Enter a date in MM/DD/YYYY format or use the Select Date link to choose from a pop-up calendar.
4. **Hours Worked**
 - Enter hours in numerical format. If an entry is less than 1 full hour, you will need to enter the hours using decimal format with a leading zero: 0.50.
 - Hours should be entered per day (i.e. do not lump hours across multiple dates).
5. **Description of Services**
 - Include a short detailed description of the duties performed for each date entry (i.e. Meeting names, locations, topics, etc.).

6. Submit Time

- After clicking the 'Submit Time' button, you should be directed to a confirmation page. This page also contains a link to the time submission page, which will allow you to return to the form to complete another submission form if needed.

7. Email Confirmation

- You will receive an email confirmation of each form submission sent to the email you have on file with Docport. If you do not receive a confirmation, please contact Medical Staff Informatics at 262.243.7427 to report the issue.

CONTACTS FOR QUESTIONS, SUGGESTIONS OR PROBLEMS		
Docport Mailbox docport@columbia-stmarys.org	Zachary Zeyen Medical Staff Informatics Specialist zachary.zeyen@columbia-stmarys.org Phone: 262.243.7427	Meredith Shupe Manager, Medical Staff Informatics mshupe@columbia-stmarys.org Phone: 262.243.7320

DOCPORT TIME ENTRY FORM – SCREENSHOT

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Attachments:

- Job Aid-Physician Administrative Time Entry Part 1
- Job Aid-Physician Administrative Time Entry Part 2



Approval Signatures

Step Description	Approver	Date
	Gloria Rawski: Policy/Clinical Database Coordinator	01/2017
	Leilani Ziller: Director Accreditation & Operations Improvement	01/2017

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