

# The Juice That's Left to Squeeze: How HR Information Systems Save Even the Most Cost-Effective ASCs Real Dollars



**Presented by:**  
**Tom Jacobs/MedHQ CEO &**  
**John Merski Jr./MedHQ ED**  
**of Human Resources**



# About Tom Jacobs

- ▶ President of Med HQ
- ▶ Works with over 50 physician affiliated organizations
- ▶ Current administrator of endoscopy center
- ▶ MBA, University of Notre Dame



# About John Merski Jr.

- ▶ Executive Director of Human Resources
- ▶ Responsible for more than 1,000 employees at client facilities
- ▶ 30 years of experience in HR
- ▶ Master's of education with a specialization in administration, Bowling Green State University

# 5 HR Practices for ASCs



<b>General Efficiency</b>	<b>\$20,000</b>
<b>Employee Insurance Benefit Bill Management</b>	<b>\$10,000</b>
<b>Automated Timekeeping/Payroll Integration</b>	<b>\$25,000</b>
<b>Online Training</b>	<b>\$5,000</b>
<b>Comp Management</b>	<b>\$25,000 to \$100,000</b>

---

**Total: \$50,000 to \$300,000,  
Annually**



## **General Efficiency**

**\$20,000**

Employee Insurance Benefit Bill  
Management

**\$10,000**

Automated Timekeeping/Payroll  
Integration

**\$25,000**

Online Training

**\$5,000**

Comp Management

**\$25,000 to  
\$100,000**

---

**Total: \$50,000 to \$300,000,  
Annually**



## General Efficiency

20 FTE employees

10 minutes per FTE per day

Average \$50K/FTE/Yr

240 workdays per year

20 FTE's

x 3.33 hrs/day

x \$29/hr

240 days/Yr

---

**\$23,102/Yr**

---

**Avg ASC Total: \$20,000 Annually**



# Employee Electronic Document Filing

The screenshot displays the 'Charme' employee management interface. On the left, a sidebar contains navigation links: Personal, Employment, Compensation, Job, Leave, Documents (selected), Notes, and Attachments. The main area shows the profile of an employee with ID 1202, Job Title 'Collection Specialist', and Employment Status 'Full Time'. A placeholder image for the employee is shown. To the right, the 'Charme - Attachments' window is open, displaying a list of attachments categorized by type (Employee info, Compensation, Benefits). The 'All Attachments' list includes items like 'Resume (Employee info)', 'Application (Employee info)', 'I-9 Form (Employee info)', and '2013 Ohio IT 4 Tax Form -'. A 'File Name' column on the right shows the actual file names, such as '9 Form - Austin, charme.pdf'.

**Charme**

- Personal
- Employment
- Compensation
- Job
- Leave
- Documents
- Notes
- Attachments

**Employee ID:** 1202  
**Job Title:** Collection Specialist  
**Employment Status:** Full Time  
**Work Phone Number:**  
**Work Email:**

**Charme - Attachments**

**Attachments**

Show: All Attachments

Type	Description	File Name
	All Attachments	
	Resume (Employee info)	
	Application (Employee info)	
	Other (Employee info)	
	Administrative Forms/Actions (Employee info)	
	Other (Employee info)	
	License (Employee info)	
	Vaccination and/or Immunizations (Employee info)	
	Review (Employee info)	
	Other (Employee info)	
	Handbook & Policy Acknowledgeme (Employee info)	
	I-9 Form (Employee info)	
	Identification Documents (Private) (Employee info)	
	Personal Action Form (PAF) (Employee info)	
	Professional Liscence & Certifications (Employee info)	
	Disciplinary Documents (Employee info)	
	Other (Employee info)	
	2013 Competencies (Employee info)	
	Orientation (Employee info)	
	Employee Coorespondence (Employee info)	
	Benefit Confirmations (Employee info)	
	Benefit Enrollment Forms (Employee info)	
	Employee Coorespondence (Employee info)	
	Garnishment Orders (Private) (Compensation)	
	Other (Compensation)	
	W4 & State Tax Forms (Compensation)	
	PAF (Compensation)	
	Direct Deposit & Voided Check (Compensation)	
	Employee Correspondence (Compensation)	
	FMLA (Benefits)	

**File Name**

- 9 Form - Austin, charme.pdf
- Documents - Austin, charme.pdf
- CEP Handbook Ack - Austin, Charme.pdf
- se Values - Austin, charme.pdf
- ew Hire PAF - Austin, charme.pdf
- 2013 Ohio IT 4 Tax Form -

# Employee Employment History File

Employee Information - Consult, HR1 - Active

Training/Inservice	Discipline	Assets	Security	Licenses Certifications	Vaccinations			
Personal	Contact	Employment	Job	OSHA	Dependents	Other	Notes	Attachments

Name: Consult, HR1 Emp ID: 1041

From	To	Employment Status
10-01-11		Full Time

From: 10-01-2011 To:

Employment Status:

Length of Service

Hire Date: 10-01-2011 Adjusted Seniority Date:

1 Year 7 Months from 10-01-11 to 05-31-13

Termination

Date:

Type:

Reason:

Rehire Status:

Employment Eligibility Verification

I9 Status:

Citizenship:

I9 Review Date:

Visa Type:

Number:

Expiration:

Changed 05-31-2013 by Gifford, Laura A.

# Company Electronic Documents Sharing



The screenshot displays the user interface of 'The Medical Center at MedHQ'. At the top left is the logo, a blue stylized 'M' inside a circle, followed by the text 'The Medical Center at'. To the right is a navigation bar with four buttons: 'Home' (house icon), 'My Self' (person icon), 'My Team' (group of people icon), and 'My Company' (building icon). Below this is a section titled 'My Company Links'. On the left side of this section is a sidebar with three links: 'My Company' (with a dropdown arrow), 'Company Directory', and 'My Company Links'. The main content area on the right lists several links: 'Attendance Portal for Employees at', 'Employee Handbook', 'Medical Center at \_\_\_\_\_ Website', and '401(k) participant disclosure 07/01/2012'.

# Electronic History of Compensation Adjustments

Approval History					
28 tasks					
Process Name	Employee	Date Initiated	Initiated By	Approval Date	Last Approved By
New Compensation	in, Brian	5/28/2013	Alexander M.	5/29/2013	Consult,
New Compensation	:queline E.	5/28/2013	Mary E.	5/28/2013	Consult,
New Compensation	, Casey D.	5/28/2013	Mary E.	5/28/2013	Consult,
New Compensation	, Mark L.	5/28/2013	Mary E.	5/28/2013	Consult,
New Compensation	ynthia E.	5/28/2013	Mary E.	5/28/2013	Consult,
New Compensation	Deron	5/28/2013	Mary E.	5/28/2013	Consult,
New Compensation	, Wendy	5/28/2013	Mary E.	5/28/2013	Consult,
New Compensation	r, Emily N.	5/28/2013	Mary E.	5/28/2013	Consult,
New Compensation	Kristal E.	5/28/2013	Mary E.	5/28/2013	Consult,
New Compensation	Kathy S.	5/25/2013	Lavonne	5/28/2013	Consult,

# Management Approval Processing

Approval Chains

▶ My Team

▼ Workflow

Workflow Home

Approver Roles

Approval Chains

▶ Users

▶ Widgets

Edit Approval Chain

Chain Name: Final Approval

If the initiator of a task is also involved in the approval chain, would you like to have the task automatically approved for that initiator?  
☐ Yes ☒ No

Approver 1 : Business Office Timothy

How many days does this approver have to approve or reject the request? 4 days

Where should the request be routed if no action is taken by the approver? ☒ HR ☐ Next Approver

Approver 2 : Final APPROVAL Alexander M.

How many days does this approver have to approve or reject the request? 4 days

Where should the request be routed if no action is taken by the approver? ☒ HR ☐ Next Approver

Approver 3 : HR Consult - prior to payroll Consult,

How many days does this approver have to approve or reject the request? 4 days

Where should the request be routed if no action is taken by the approver? ☒ HR ☐ Next Approver

# Former Employee Access to Records

**Terminated Employee Access**

Employees terminated through  HR can still retain access to Self-Service for a given time period. Please select how you would like to handle terminated employee access to Self-Service.

**Disable terminated employees' access to Self-Service:**

☐ Immediately upon termination

☒ After  days

☐ On the next   following termination

Showing 10 terminated employees who retain access to Self-Service based on the selected policy.

Name	Employee ID	Termination Date	Last day of Access
Imara D.	1071	12/19/2012	06/17/2013
Kenneth	1032	02/02/2013	08/01/2013
el	1011	02/14/2013	08/13/2013
Regina	1087	01/31/2013	07/30/2013
d, Kimberly	1031	01/05/2013	07/04/2013
en S.	1139	04/18/2013	10/15/2013
Carla K.	1152	02/06/2013	08/05/2013
irley C.	1154	03/30/2013	09/26/2013
ryl M.	1171	04/05/2013	10/02/2013
Elizabeth A.	1187	01/21/2013	07/20/2013

General Efficiency	\$20,000
<b>Employee Insurance Benefit Bill Management</b>	<b>\$10,000</b>
Automated Timekeeping/Payroll Integration	\$25,000
Online Training	\$5,000
Comp Management	\$25,000 to \$100,000

---

**Total: \$50,000 to \$300,000,  
Annually**



# Employee Insurance Benefit Bill Management

Four insurance plans (Health, Dental, Vision, Life)

1 incorrect EE's per plan

4 out of 12 months with error

1 EE health bill error

1 EE dental bill error

1 EE vision bill error

1 EE life bill error

**4 plans**

**x 1 error/plan**

**x 4 months**

**x** { **\$600 / month**  
**+ \$30 / month**  
**+ \$5 / month**  
**+ \$5 / month**

---

**\$10,240/yr**

---

**Avg ASC Total: \$10,000 Annually**



# Employee Benefits Recordkeeping

Employee Manager - MedHQ

Employee COBRA/HIPAA Reports Utilities Help

MedHQ Active Employees Sort by Name

Benefits - No Closing Date

Enrollment Eligibility Other Insurance Providers Beneficiaries Attachments Billing Adjustments

Name: Donna M. Emp ID: 1003

Show Enrollment as of: 05-31-2013 Paycheck deduction: \$325.57

☒ Hide waived benefits

Plan Name	Type	Status	Event	Begins	Ends	Enrolle...
2012 - HSA - ER Cont. Family	Med	Active	04-21-13	11-01-12		E,S,4C
2012 - HSA Family Contribution	125	Active	10-16-12	11-01-12		E
401k Employee Retirement Plan	Ret	Active	05-30-12	07-31-10		E
AD&D - Employees - Guardian (...)	Life	Active	11-01-12	11-01-12		E
Basic Life - Guardian (Staffing)	Life	Active	11-01-12	11-01-12		E
Dental - Guardian (Staffing)	Den	Active	05-14-13	11-01-12		E,S,4C
EAP - Employee Assistance Plan	Other	Active	11-01-12	11-01-12		E
Health Care Section 125	125	Active	11-01-09	11-01-09		E
Medical HSA (Staffing)	Med	Active	05-14-13	11-01-12		E,S,4C
STD - Employees - Hartford	STD	Active	10-16-12	11-01-12		E
Vision - Guardian VSP (Staffing)	Vis	Active	05-14-13	11-01-12		E,S,4C

Plan Payroll dct: \$17.52 Changed 05-14-13 Gifford, Laura A.

Plan Description: Dental - Guardian (Staffing)

Self-Service Administration Marriage/divorce Last Recalc: 05-14-13

New... Change... View... Delete... Recalc... Close

Benefit Detail for Donna M.

Health Life - AD&D Disability Retirement Section 125 Other

Name: Dental - Guardian (Staffing) Change Reason: Marriage/divorce Event Date: 05-14-2013

Employee Election

Benefit Status: Active Eligibility Begins on: 11-01-2012

Benefit Begins: 11-01-2012 Ends:

Enroll Dependents - Dependent 1 of 7

Shawanna [Child] Date of Birth: 01-28-1991

Benefit Status:

Costs Per Month

EE Only Premium	Dep Only Premium	Total Premium	Employee Contribution	Employer Contribution
\$32.73	\$75.91	\$108.64	\$75.91	\$32.73

Deduction is \$17.52 52 times/year ESC

Comments: Per Donna, remove Lexus effective today. He has own insurance through the military

Calcs OK Cancel

Setup Manager Applicant Manager Payroll Connect QuickStart Print Screen Help

# Monthly Electronic Benefits Billing

591731537-P0-Q2-C0-R0-L0-E0-B0-S0-H0.pdf - Adobe Reader

hr.ascentis.com

File Edit View Window Help

Tools Sign Comment

Click on Sign to add text and place signature on a PDF File.

MedHQ  
Four Westbrook Corporate Center  
Suite 440  
Westchester, IL  
(708) 492-0519

As of 06-01-13

2012 - Client Monthly billing for M-D-V-BL-ADD  
By Employee

Plan	Employee	Status	Begin	End	Coverage	Rate Tier or Volume	Employee	Premium Dependent	Total	Contribution Employee	Employer
Dental - Guardian (Staffing)	David M.	Active	11-01-12		E,S,1C	ESC	32.73	75.91	108.64	75.91	32.73
Den	Laura A.	Active	11-01-12		E	E	32.73	0.00	32.73	0.04	32.69
Group #	ward J.	Active	11-01-12		E,S,3C	ESC	32.73	75.91	108.64	75.91	32.73
Dental - Guardian (Staffing)	Thomas	Active	11-01-12		E	E	32.73	0.00	32.73	0.04	32.69
	Debra T.	Active	11-01-12		E,S	ES	32.73	27.89	60.62	27.89	32.73
	John	Active	11-01-12		E	E	32.73	0.00	32.73	0.04	32.69
	ric D.	Active	11-01-12		E	E	32.73	0.00	32.73	0.04	32.69
	Christine	Active	11-01-12		E,S	ES	32.73	27.89	60.62	27.89	32.73
	n, Donna M.	Active	11-01-12		E,S,4C	ESC	32.73	75.91	108.64	75.91	32.73
	ra	Active	11-01-12		E	E	32.73	0.00	32.73	0.04	32.69
Totals for Dental - Guardian (Staffing)					5 E 2 E,S 1 E,S,1C 1 E,S,3C 1 E,S,4C	5 E 3 ESC 2 ES	327.30	283.51	610.81	283.71	327.10



# Employee Online Benefits Access

The screenshot displays the MedHQ Employee Online Benefits Access portal. At the top left is the MedHQ logo. To its right is a navigation bar with four tabs: Home, My Self, My Team, and My Company. On the far right of the navigation bar is a user profile for Donna, accompanied by a small photo and a dropdown arrow. Below the navigation bar is a section titled "My Benefits Summary". On the left side of this section is a vertical sidebar menu with the following items: My Self, My Family, My Benefits (expanded), Benefits Summary, Plan Information & Comparison, Providers, Beneficiaries, My Benefits Links, Messages and Reminders, My Paycheck, My Time Off, and MedHQ Customer Service Contact Information. The main content area of the "My Benefits Summary" section contains the following information:

Shown below is a summary of your benefits as of the dates shown. If you need to make a change, click the Change button next to the benefit you want to change. You will need to supply a qualifying change reason and all changes will be sent to HR for approval.

In the event that you desire to make a plan change, please contact the MedHQ Benefit Department. Click here to make contact: [Benefit Change Request](#)

**Medical Benefit Plans for Employees**

**United Health Care: Medical Benefit Plan - (High Deductible Health Savings Account - HSA)**

You have been enrolled since 11-01-2012. You pay \$249.73 per paycheck. The company pays \$138.46 per paycheck. Covered family members:

**HSA Employee Contributions**

**Optum Health Bank: 2012- HSA Family Contribution**

You pay \$30.00 per paycheck. This level of contribution has been effective since 11-01-2012.

**Medical Care Spending Account**

You have waived all coverage.

**Dental Benefit Plan for Employees**

**Guardian: Dental Benefit Plan**

You have been enrolled since 11-01-2012. You pay \$17.52 per paycheck. The company pays \$7.55 per paycheck. Covered family members: Donna



# Employee Benefits Access Online

Plan Information & Comparisons - Windows Internet Explorer

File Edit View Favorites Tools Help

★ Favorites ★ New Tab

Plan Information & Comparisons

Plan Type: Dental Benefit Plan for Employees

Plans:

☒ Dental Benefit Plan

**Compare**

Dental Benefit Plan	
Carrier Website	<a href="https://www.guardiananytime.com/">https://www.guardiananytime.com/</a>
Plan Document	<a href="#">Dental Benefits Summary</a>
Provider Directory	<a href="#">Go to Provider Directory</a>
Eligibility	1 month waiting
Plan Year Deductible	Individual - \$50.00/plan year Family - \$150.00/plan year
Co-Insurance	Preventive Care Paid at 100% Basic Care Paid at 80% Major Care paid at 50% Orthodontia Care paid at 50%
Dependent Child(ren) Coverage	Up to age 26
Annual Maximum	\$1,000
Lifetime Orthodontia Maximum	\$1,000
Network	Guardian Network
Below are Employee Deductions listed on a per paycheck basis	
Employee Only Plan	\$0.02
Employee & Spouse Plan	\$0.02
Employee & Child(ren) Plan	\$0.02
Family Plan	\$0.02

# Benefits Master Billing Process

Medical HSA (Staffing)

A rate table has been created below from the information that you provided. If this does not look correct, go back and change your answers to any of the previous questions.  
Wherever possible, the table has been calculated, filled in, and corrected as needed.

Rates effective from 11-01-2012 to  Create new rates ...  
Change these dates ...

	Monthly Rate	Contribution	
		Company	Employee
Employee Only	\$541.23	\$490.00	\$51.23
Employee + Spouse	\$1,136.59	\$480.00	\$656.59
Employee + Spouse + Children	\$1,682.16	\$600.00	\$1,082.16
Employee + Children	\$1,028.34	\$480.00	\$548.34

Health 9

Exit < Back Next >

This plan is 80% completed

General Efficiency	\$20,000
Employee Insurance Benefit Bill Management	\$10,000
<b>Automated Timekeeping/Payroll Integration</b>	<b>\$25,000</b>
Online Training	\$5,000
Comp Management	\$25,000 to \$100,000

---

**Total: \$50,000 to \$300,000, Annually**



# Automated Timekeeping/Payroll Integration

20 FTE employees	20 FTE's
7 minutes on each "side"	x 4.67 hrs/day
of the shift per FTE per day	
Average \$50K/FTE/Yr	x \$29/hr
240 workdays per year	240 days/Yr
	<hr/>
	\$32,480/Yr

**Avg ASC Total: \$25,000 Annually**



# Employee Online Work Calendar

The screenshot displays the MedHQ Employee Online Work Calendar interface. The top navigation bar includes the MedHQ logo, a user profile icon, and a dropdown menu for 'HR1 Consult'. Below this is a secondary navigation bar with links for 'Home', 'My Self', 'My Team', and 'My Company'. The main content area is titled 'Calendar' and shows a monthly view for May 2013. A legend indicates that blue squares represent weekends, purple squares represent holidays, green squares represent approved time, and yellow squares represent pending time. The calendar grid shows various employee absences and approvals, including: Morse, Eric D. (PTO) on May 1st; Thompson, Donna M. (PTO) on May 5th; Gifford, Laura A. (Personal Leave) on May 8th; Lubbers, Debra T. (PTO) on May 9th; Villanueva, Juan (PTO) on May 13th; Schukies, Christine (PTO) on May 19th; Vong, Sara (Personal Leave) on May 23rd; Thompson, Donna M. (PTO) on May 24th; Gifford, Laura A. (PTO) on May 29th; and Memorial Day on May 26th. A 'Finder' button is located in the left sidebar, and a 'Time Line View' link is in the top right corner of the calendar area.

MedHQ

Home My Self My Team My Company

My Team

My Team Home

Direct Reports

Task List

Calendar

Approval History

Finder

Calendar

All Employees

Time Line View

May 2013

Weekend Holiday Approved Pending

Sun Mon Tue Wed Thu Fri Sat

1 Morse, Eric D. (PTO)

2

3

4

5 Thompson, Donna M. (PTO)

6

7

8 Gifford, Laura A. (Personal Leave)

9

10 Lubbers, Debra T. (PTO)

11

12

13 Villanueva, Juan (PTO)

14

15

16

17

18

19 Schukies, Christine (PTO)

20

21

22

23

24 Vong, Sara (Personal Leave)

25

26 Memorial Day

27

28

29 Gifford, Laura A. (PTO)

30

31

# Employee Electronic Time Off Request System

MedHQ

[Home](#)[My Self](#)[My Team](#)[My Company](#)

HR1  
Consult

My Team

My Team Home

Direct Reports

Task List

Calendar

Approval History

Finder

Available Leave

Employee Vong, Sara  
Shown below is a summary of time off balances afforded you by MedHQ. Special Notation - If you have a leave that will require you to use a combination of time, please submit individual requests; ie. PTO 2 days as a one request, with Leave without pay for 3 days, in the event you may be taking a full week off, and you have time only to cover 2 days with PTO. In this example then two separate requests are needed.  
[In the event that you feel your balance is incorrect or that you need any assistance in knowing whether you have taken your personal day this quarter, please feel free to contact HR Services. Click here to make contact: Time Off Inquiry to HR](#)  
Show Totals as of: 5/31/2013 Go  
Leave amounts shown below are expressed in Hours  
☐ Include Pending Changes in Calculations

Type	Period Start Date	Carryover	Accrued	Taken	Adjusted	Available
Holiday Leave	01-01-2013	0.00	48.00	0.00	0.00	48.00
PTO	10-01-2012	40.00	94.25	92.00	0.00	42.25
Personal Leave	01-01-2013			16.00		

Enter Leave

Leave Scheduled

All

Start Date	End Date	Amount (Hours)	Comments
05-24-2013	05-24-2013	8.00	
04-18-2013	04-19-2013	16.00	Employee comments: Flood
04-11-2013	04-12-2013	16.00	Employee comments: Mini Vacation Weekend
03-01-2013	03-01-2013	8.00	
02-01-2013	02-01-2013	8.00	Employee comments: Ryan is leaving to Europe
12-27-2012	12-28-2012	16.00	
12-21-2012	12-21-2012	8.00	Employee comments: Last shopping day before christmas
11-23-2012	11-23-2012	4.00	Employee comments: Day after thanksgiving half day
11-08-2012	11-09-2012	16.00	
10-12-2012	10-12-2012	8.00	Employee comments: Horse Show



# Employee Time Off History Record

Attendance

Summary Leave Taken FMLA

Name Emp ID 1020

Show Totals as of 05-31-2013

Type	Status	Period Start Date	Carry Over Amount	Accrued	Taken	Adjusted	Available
Bereavement Leave	Non-Accruing	01-01-13			0.00		
Holiday Leave	Started	01-01-13	0.00	48.00	0.00	0.00	48.00
Leave Without Pay	Non-Accruing	01-01-13			0.00		
Personal Leave	Non-Accruing	01-01-13			16.00		
PTO	Started	10-01-12	40.00	94.25	92.00	0.00	42.25
Time Away Salary	Non-Accruing	01-01-13			0.00		

☒ Show All Leave Types

Start... Stop... Delete Calcs... Policy... Report... Close

# Employee Time Off History Record

Attendance

Summary Leave Taken FMLA

Name Emp ID 1020

Show All Leave Types

Type	Start	End	Amount	Comments
Personal Leave	05-24-13	05-24-13	8.00	
PTO	04-18-13	04-19-13	16.00	
PTO	04-11-13	04-12-13	16.00	
Personal Leave	03-01-13	03-01-13	8.00	
PTO	02-01-13	02-01-13	8.00	
PTO	12-27-12	12-28-12	16.00	
PTO	12-21-12	12-21-12	8.00	
Personal Leave	11-30-12	11-30-12	8.00	
PTO	11-23-12	11-23-12	4.00	
PTO	11-08-12	11-09-12	16.00	
PTO	10-12-12	10-12-12	8.00	

Type

Amount Hours Start Date: End Date

Approver Comments Employee Comments

New Delete Adjustment... Report... OK Cancel

# Employee Notification of Approved Time Off

**From:** Laura Gifford  
**Sent:** Tuesday, December 25, 2012 2:01 PM  
**To:** Consult HR  
**Subject:** Leave request was approved

Consult HR,

Your leave request for Time Away Salaried - Other from 11-26-2012 to 11-26-2012, for 8.00 Hours, has been approved.

*Approver comments:* Enjoy your day off!

General Efficiency	<b>\$20,000</b>
Employee Insurance Benefit Bill Management	<b>\$10,000</b>
Automated Timekeeping/Payroll Integration	<b>\$25,000</b>
<b>Online Training</b>	<b>\$5,000</b>
Comp Management	<b>\$25,000 to \$100,000</b>

---

**Total: \$50,000 to \$300,000, Annually**



## Online Training

20 FTE employees

\$250 annual savings  
per EE per year

20 EE's

x \$250 / EE

---

\$5,000/Yr

---

**Avg ASC Total: \$5,000 Annually**



# Employee Training Record

Employee Manager - MedHQ

Employee COBRA/HIPAA Reports Utilities Help

MedHQ Active Employees Sort by Name

Employee Information - Thompson, Donna M.

Employee Information Personal Contact Employment Job OSHA Dependents Other Notes Attachments

Training/Inservice Discipline Assets Security Licenses Certifications Vaccinations

Name: Thompson, Donna M. Emp ID: 1003

Class Date	Name of Inservice/Training Session	Training offered by	Cost of Class
08-24-2012	HIPAA Course	Healthstream	\$0.00
07-31-2012	Tax Levies and Creditor Garnish...	Ascentis Webinars	\$0.00
07-19-2012	The HR Professional as Coach	Ascentis Webinars	\$0.00

Class Date: 08-24-2012

Name of Inservice/Training Session: HIPAA Course

Training offered by: Healthstream

Recertification Required: ☐ Yes ☒ No

Cost of Class: \$0.00

Number of Class Hours: 0.00

Number of Credits (if applicable): 0.00

New Delete Last changed by Corbett-Coleman, Donna M. on 09-04-2012 OK Cancel

Setup Manager Applicant Manager Payroll Connect QuickStart Print Screen Help



# Training Document Storage

The screenshot displays the MedHQ Employee Manager application. The left sidebar contains navigation icons for Employee, Compensation, Benefits, Attendance, COBRA, Report Wizard, Self-Service, and Correspondence Wizard. The main window shows the 'Employee Information' for Donna M. with tabs for Training/Inservice, Discipline, Assets, Security, Licenses/Certifications, and Vaccinations. The 'Training/Inservice' tab is active, showing a list of training documents. Below the list, there are fields for Type, Date, Followup Date, and Description, along with buttons for New, Delete, Open, Save, and OK.

Type	Date	Followup Date	File Name
Other	08-02-2012		INT - DC Tax Levies Conf alter
Other	08-02-2012		INT - DC HR Prof Webinar.pdf
Other	08-02-2012		INT - DC Hand Payroll Overpay
Other	08-02-2012		INT - DC Multistate Tax.pdf - 20
Other	08-02-2012		INT - DC Social Media.pdf - 20
Other	09-04-2012		INT-DC HIPAA Course Certifica
Other	10-16-2012		ColemanDonna8-20-2012.pdf -

Below the table, the 'Type' is set to 'Other', 'Date' is '09-04-2012', and 'Followup Date' is empty. The 'Description' is 'INT - DC HIPAA Course Certification' and it was 'Changed 09-04-2012 by Corbitt-Coleman, Donna M.'.

Overlaid on the right is the Adobe Reader window showing a 'Certificate of Completion' for Donna Coleman, dated 8/24/2012, for completing the 'HIPAA' course. The certificate features the HealthStream logo. The Adobe Reader window also shows a sidebar with options like 'Export PDF Files', 'Create PDF Files', and 'Send Files'.



# Manager Access to Training Online

**My Team**

Search by: All my down level reports

**My Direct Reports**

**Donna M.**

**Personal**

Employee ID: 1003  
Job Title: Payroll Services Manager  
Employment Status: Full Time  
Work Phone Number: (708) 492-0519  
Work Email:

**Training/Inservice**

Actions	Class Date	Name of Inservice/Training Session	Training offered by
change   delete	08-24-2012	HIPAA Course	Healthstream
change   delete	07-31-2012	Tax Levies and Creditor Garnishments	Ascentis Webinars

**Class Date:** 08-24-2012  
**Name of Inservice/Training Session:** HIPAA Course  
**Training offered by:** Healthstream  
**Recertification Required:** No  
**Cost of Class:** \$0.00  
**Number of Class Hours:** 0.00  
**Number of Credits (if applicable):** 0.00

**Add New** **Close**



General Efficiency	\$20,000
Employee Insurance Benefit Bill Management	\$10,000
Automated Timekeeping/Payroll Integration	\$25,000
Online Training	\$5,000
<b>Comp Management</b>	<b>\$25,000 to \$100,000</b>

---

**Total: \$50,000 to \$300,000,  
Annually**



Turnover cost for a typical ASC with 20% annual turnover and 15 employees is \$45,000 per year.

	Turnover Rate					
#FF's	15%	20%	25%	30%	35%	40%
15	\$30,000	\$45,000	\$60,000	\$75,000	\$75,000	\$90,000
20	\$45,000	\$60,000	\$75,000	\$90,000	\$105,000	\$120,000
25	\$60,000	\$75,000	\$90,000	\$120,000	\$135,000	\$150,000
30	\$75,000	\$90,000	\$120,000	\$135,000	\$165,000	\$180,000
35	\$75,000	\$105,000	\$135,000	\$165,000	\$180,000	\$210,000
40	\$90,000	\$120,000	\$150,000	\$180,000	\$210,000	\$240,000

Source: Employment Policy Foundation

# Automated Timekeeping/Payroll Integration

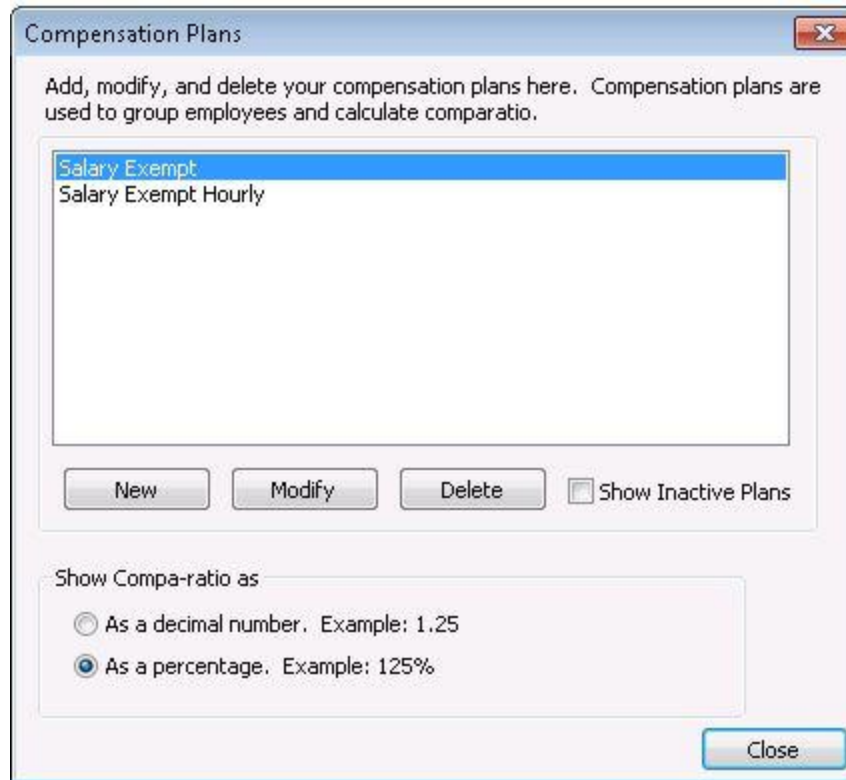
Reduced Turnover	\$30,000
0.9% First Year Comp Savings	\$10,000
Second Year Comp Savings	\$30,000
Third Year Comp Savings	\$70,000

---

**Avg ASC Total: \$25,000 to  
\$100,000 Annually**



# Compensation Systems Online



The screenshot shows a web application window titled "Compensation Plans". Inside the window, there is a text area with the instruction: "Add, modify, and delete your compensation plans here. Compensation plans are used to group employees and calculate comparatio." Below this text area is a list box containing two items: "Salary Exempt" (which is highlighted with a blue background) and "Salary Exempt Hourly". Under the list box are three buttons: "New", "Modify", and "Delete". To the right of these buttons is a checkbox labeled "Show Inactive Plans". Below the buttons and checkbox is a section titled "Show Compa-ratio as" with two radio button options: "As a decimal number. Example: 1.25" and "As a percentage. Example: 125%". The "As a percentage" option is selected. At the bottom right of the window is a "Close" button.

Compensation Plans

Add, modify, and delete your compensation plans here. Compensation plans are used to group employees and calculate comparatio.

Salary Exempt  
Salary Exempt Hourly

New Modify Delete ☐ Show Inactive Plans

Show Compa-ratio as

☐ As a decimal number. Example: 1.25  
☒ As a percentage. Example: 125%

Close

# Compensation Systems Online

Compensation Plan

Compensation Plan

Description

Salary Unit Type ☒ Yearly, Monthly, and Weekly ☐ Daily ☐ Hourly

☒ Active

Modify the paygrades below as needed.

Note that annualized ranges need to be used for Weekly and Monthly types so that they are comparable.

Pay Grade Name	Range Min	Range Max
32	\$44,074.00	\$68,875.00
33	\$48,130.00	\$77,142.00
34	\$52,946.00	\$84,849.00
37	\$67,764.00	\$112,940.00
38	\$74,540.00	\$124,234.00
39	\$81,994.00	\$136,657.00
40	\$90,198.00	\$150,327.00

New Modify Delete

Close

# Compensation History Records

Compensation - Active

Compensation

Review

Bonus

Benefits Compensation

Attachments

Name

Emp ID 1020

Award Date

12-20-2012

Bonus Type

Annual Company Bonus

Review Date

None

Bonus Calculation

Amount

\$777.09

Percent Of Pay

0.0

% of

0

pay = \$777.09

example:

50

% of

3

Months'

pay = \$XXXXXX (at current pay rate)

Comments

View/Edit History

Review Wizard

Bonus History

Award Date	Review Date	Bonus Amount	Bonus Type
12-20-2012	None	\$777.09	Annual Company Bonus
10-25-2012	None	\$425.00	Company - HR Incentive Bonus PI
07-15-2012	None	\$770.00	Company - HR Incentive Bonus PI
05-15-2012	None	\$465.00	Company - HR Incentive Bonus PI
03-14-2012	None	\$25.00	Company - HR Incentive Bonus PI
02-15-2012	None	\$400.00	Annual Company Bonus

Bonus

Award Date

12-20-2012

Type

Annual Compar

Review Date

None

Bonus Calculation

Amount

\$777.09

Percent of Pay

0.0

% of

0

pay = \$777.09

example:

50

% of

3

Months'

pay = \$XXXXXX (at current pay rate)

Comments

New

Delete

PrintScreen

OK

Cancel

Compensation - Active

Compensation Review Bonus Benefits Compensation Attachments

Name Emp ID 1020

Last Column Comp Plan - Pay Grade

From	To	Type	Hours	Amount	Comp Plan - Pay Grade
01-14-13		Salary Exempt	40.0	\$45,947.20/Year	Salary Exempt - 31
01-01-12	01-13-13	Hourly Non-Exempt	40.0	\$19.88/Hour	None
01-01-11	12-31-11	Hourly Non-Exempt	40.0	\$19.49/Hour	None
01-01-10	12-31-10	Hourly Non-Exempt	40.0	\$19.09/Hour	None
01-21-08	12-31-09	Hourly Non-Exempt	40.0	\$18.75/Hour	None

Changed 03-18-2013 by

New... View

Compensation -

Compensation Calculation Compa-ratio Comments What If

Effective 01-14-2013 to

Change Reason  
Change from Hourly to Salaried

Pay  
Amount \$45,947.20  
Per Year  
Pay Period Weekly  
Hours Per Week 40.00  
☒ Day Shift ☐ Swing Shift ☐ Night Shift

Categories  
Salary Type Salary Exempt  
Compensation Plan Salary Exempt  
Pay Grade 31  
Payroll Directory MHQ1 (MHQ1)  
Benefits  
Deduction Frequency 52 times/year  
Key/Highly Compensated Employee  
☐ Retirement ☐ Section 125

OK Cancel

# Compensation/Bonus Record Keeping

**Review and Bonus Setup Wizard**

Now setup your bonus types. The "type" is simply the name that will appear as an option when awarding an employee a bonus and on reports. For example, you may have Executive bonuses, Performance bonuses, and leveling bonuses. When you are done, click Finish.

Bonus types:

- Annual Company Bonus
- Company - HR Incentive Bonus Plan
- Monthly Commission
- Quarterly Reconciliation

Bonus type

Annual Company Bonus

Add Bonus Type

Delete Bonus Type

Bonus Types

< Back Finish

# Manager Approval Process Compensation

**MedHQ**

Home My Self My Team My Company

My Team Search by All my down level reports

My Team Home

My Direct Reports

Sara

Personal

Employment

Compensation

Compensation Information

Job

Leave

Documents

Sara - Compensation Information

Compensation Information

Start Date : 5/31/2013 End Date :

Compensation Change Reason : None

Previous Pay: \$45,947.20 per Year

Add Comments

Pay Categories

Amount : 0.00 Model Salary Type : Salary Exempt

Salary Unit : Year Payroll Directory : MHQ1

Pay Period : Weekly

Hours Per Week : 40.00

Benefits

Key/Highly Compensated Employee:

Save New Compensation Cancel

# Manager Records Access by Employee

**Kimber A.**

- Personal
- Employment
- Compensation
  - Compensation Information
- Payroll
- Job
- Leave
- Documents

**Kimber A.**

Employee ID: 1160  
Job Title: Registered Nurse  
Employment Status: LOA - FMLA  
Work Phone Number:  
Work Email:

**Kimber A. - Compensation Information**

**Compensation Information**

Start Date : 5/31/2013 End Date :  
Compensation Change Reason : None  
Previous Pay: \$22.70 per Hour  
[Add Comments](#)

Pay	
Amount :	0.00 <a href="#">Model</a>
Salary Unit :	Hour
Pay Period :	Bi-Weekly
Hours Per Week :	40.00

Salary Type :  
Payroll Directory  
Bei  
Key/Highly Comp

[Save New Compensation](#) [Cancel](#)

<b>General Efficiency</b>	<b>\$20,000</b>
<b>Employee Insurance Benefit Bill Management</b>	<b>\$10,000</b>
<b>Automated Timekeeping/Payroll Integration</b>	<b>\$25,000</b>
<b>Online Training</b>	<b>\$5,000</b>
<b>Comp Management</b>	<b>\$25,000 to \$100,000</b>

---

**Total: \$50,000 to \$300,000,  
Annually**



# Thank You

For a free back office assessment from today's presenters visit [www.medhq.net](http://www.medhq.net) or contact:

**Tom Jacobs**

**tjacobs@medhq.net**

**708-492-0519**

**John Merski Jr.**

**jmerski@medhq.net**

**708-492-0519**

