

Subject Full and Part Time Physician Time Reporting Policy	No.	Page 1
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GENERAL

This policy establishes the time reporting requirements for physicians employed full time or part time by Beaumont Health (Beaumont) to provide documentation for either a full work week per month (“Monthly Time Study”) or complete a weekly time report (“Weekly Time Report”).

AUTHORITY

This policy is ultimately governed by the Beaumont Board of Directors through its designated committee. The policy is administered by Corporate Medical Administration and must be approved by the Physician Compensation Operations Group (PCOG).

PURPOSE

The purpose of the policy is to ensure that Beaumont has sufficient information to comply with CMS reporting requirements and to ensure that arrangements between physicians and the Beaumont comply with all federal and/or state laws and regulations, guidance and directives.

TIME REPORTING REQUIREMENT

Weekly Time Report

Each part time physician providing non-clinical services must complete a contemporaneous Weekly Time Report, with the exception of part time Beaumont Medical Group (BMG) physicians, who must complete the Monthly Time Study

Each weekly time report should be completed no later than seven calendar days following the end of the period being reported.

Monthly Time Study

Each full time employed physician, and part time BMG physician who performs non-clinical services must complete a Monthly Time Study, which accounts for time for a designated week. No time reporting is required for a full time or part time employed physician whose work is 100% clinical.

The designated week must be a full work week and must be equally distributed among the months in the calendar year, which is Beaumont’s reporting period. A physician on vacation or away from for a designated week must choose an alternative week. If an alternative week is selected for the Monthly Time Study, the time requirement to submit this report will be seven calendar days after the end of the week selected; the date where occurrences will apply will be calculated from the last day of the week selected.

Monthly Time Studies for each quarter should be completed no later than seven calendar days following the end of the period being reported.

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Time Reporting Requirements Summary

Status	Role	Monthly Time Study	Weekly Time Report
Full time	100% Clinical	no	no
Full time	100% Non-Clinical	yes	no
Full time	Non-Clinical & Clinical	yes	no
Part time	100% Clinical	no	no
Part time	100% Non-Clinical	no	yes
Part time	Non-Clinical & Clinical	no	yes

Review

All physician time reports and time studies must be reviewed and approved by the individuals listed in the table below, unless the authority has been delegated in writing.

Funding Division	Approver
Beaumont Medical Group	Accountable Administrator or Physician Leader as assigned by the SVP & Executive Director, BMG
Hospital	Accountable Administrator or Physician Leader as assigned by the Hospital President
Research Institute	Vice President, Research Institute
Other (e.g. Post-Acute)	Appropriate Senior Vice President or Executive Vice President

Physician Notifications

Monthly time study preparers receive a notice on the first and last day of the week to be reported.

Additional notifications to monthly time study preparers and the only notifications to weekly report preparers are as follows:

Timeline	Notification
28 calendar days late	OCCURRENCE – system notification to physician

These notifications are only sent to the preparers.

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Delinquent Reports - Occurrences

The process to be followed for delinquent time reporting is based on the number of occurrences (the number of times a report is 28 calendar days late) as defined in the tables below.

Occurrences are tracked on a rolling twelve (12) month period and drop off at the end of twelve months if delinquent reports have been completed. Corporate Medical Administration is responsible for providing a monthly report of the number of occurrences to the physician's supervisor and CMO so the required action can be initiated.

Weekly Time Reports

# of occurrences	Action required	Notes
Three (3)	Supervisor intervention	Discretion to suspend employment related duties
Six (6)	Suspension of employment related duties letter signed by CMO	Suspension of employment related duties until reports complete, at discretion of CMO if extenuating circumstances
2nd occasion of six (6)	Suspension of employment related duties letter signed by CMO	Suspension of employment related duties until reports complete, at discretion of CMO if extenuating circumstances
3rd occasion of six (6)	Termination of employment	Termination for cause; CMO discretion if extenuating circumstances

Monthly Time Studies

# of occurrences	Consequence	Notes
Three (3)	Supervisor intervention	Discretion to suspend employment related duties
Four (4)	Suspension of employment related duties letter signed by CMO	Suspension of employment related duties until studies complete, at discretion of CMO if extenuating circumstances
2nd occasion of four (4)	Suspension of employment related duties letter signed by CMO	suspension of employment related duties until studies complete at discretion of CMO if extenuating circumstances
3rd occasion of four (4)	Termination of employment	Termination for cause; CMO discretion if extenuating circumstances

TIME STUDY AND REPORT CATEGORIES¹⁶

Physician time is reported by "categories." Please reference Guide to Physician Time Reporting Categories (In development) for a description of the categories and examples of activities which fall within those categories.

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