




















## COMPREHENSIVE PEDIATRIC PRACTICE ASSESSMENT

*Helping Pediatricians Succeed*

### Items and Descriptions for Remote Package

<p>01. </p> <p><b>One-hour Initial Video / Phone Consultation</b></p> <p>Phone call or video conference with Managing Partner to discuss their concerns and objectives of an engagement.</p>	<p>02. </p> <p><b>Fee Schedule Analysis</b></p> <p>Compare practice fee schedule to 2014 Medicare fee schedule and make recommendations for adjustments based on payments received from the insurance companies.</p>	<p>03. </p> <p><b>Practice Cost Analysis</b></p> <p>Comparison of practice expenses from last 3 years to industry averages.</p>
<p>04. </p> <p><b>Payment Analysis</b></p> <p>Review payments received to identify specific CPT codes, by insurance company, that are not paying appropriately.</p>	<p>05. </p> <p><b>Labor Cost Analysis</b></p> <p>Review of payroll expense to identify, by employee type, the amount paid for regular &amp; overtime hours compared to the number of patients seen in the practice.</p>	<p>06. </p> <p><b>Key Performance Indicator Analysis</b></p> <p>Review of over 15 key performance indicators over the past 18 months to identify any trends adversely affecting the practice.</p>
<p>07. </p> <p><b>Account Receivable Analysis</b></p> <p>Detailed review of practice's accounts receivable to help identify any issues preventing timely payment of claims.</p>	<p>08. </p> <p><b>Employee Satisfaction Survey</b></p> <p>Survey for clinical and clerical staff soliciting feedback about overall job satisfaction, employer - sponsored benefits and their assessment of management effectiveness.</p>	<p>09. </p> <p><b>Physician Satisfaction Survey</b></p> <p>Survey for practice physicians covering compensation, bonus incentives, strategic direction of the practice and work environment</p>
<p>10. </p> <p><b>Office Manager Satisfaction Survey</b></p> <p>Survey for the practice management team to solicit feedback on overall job satisfaction, employer - sponsored benefits and their assessment of opportunities to improve the practice.</p>	<p>11. </p> <p><b>Written Report Detailing Findings &amp; Recommendations</b></p> <p>Easy to follow report detailing specific observations that need attention, its importance and recommendations for improvement.</p>	<p>12. </p> <p><b>Post Assessment Phone/Video Conference</b></p> <p>Phone / video conference with managing partner to discuss written report provided to the practice.</p>

### Additional Items and Descriptions for One Day Onsite Package

<p>13. </p> <p><b>One Day Onsite</b></p> <p>PMI consultant spends one day at the practice completing the tasks outlined below.</p>	<p>14. </p> <p><b>Review of Scheduling Process</b></p> <p>Systematic review of the scheduling process to ensure that all appropriate steps are taken to properly schedule patients.</p>
<p>15. </p> <p><b>Review of Check In Process</b></p> <p>Systematic review of the check in process to ensure that patients are properly checked in and all appropriate payments are collected at the time of service.</p>	<p>16. </p> <p><b>Review of Check Out Process</b></p> <p>Systematic review of the check out process to ensure that the patients are given the opportunity to schedule follow up appointments and collect &amp; deductible amounts owed.</p>
<p>17. </p> <p><b>Billing Office Process Review</b></p> <p>Systematic review of the billing office operations to ensure that claims are properly filed, adjudicated and followed up.</p>	<p>18. </p> <p><b>Shareholder Strategic Planning Meeting</b></p> <p>Two-hour meeting with shareholders to discuss the findings based on the initial financial analysis and facilitation of developing a strategic plan for the practice.</p>
<p>19. </p> <p><b>Employee Seminar on Patient Satisfaction</b></p> <p>Thirty-minute presentation to the staff by the PMI consultant to share with them the importance of providing excellent customer service and the impact it has on the practice.</p>	

Investment for Remote Package ( Number 1 -12 )

**\$4450**

Investment for One Day Onsite Package (Number 1 - 19) plus related travel expense

**\$5950**