

## Feedback & Changes

Request	Change
Survey takes too long to complete	Removed some nonessential fields, format remains the same so that you can use last year's questionnaire as a starting point
Survey report takes too long to produce	Previously, we have allowed a few practices to submit late questionnaires and waited for them to arrive. This year there will be no late questionnaires accepted
Freeze the column headings in the staff, non-physician and physician matrices	Done!
It's not fair that all members receive a copy of the report if they do not contribute data	New policy this year. If members do not submit a survey they may purchase a copy of the report for \$50, nonmembers must pay \$250

### Tips on how to spend less time completing the questionnaire:

1. Save your questionnaire from year to year. The format is kept the same for a reason—to give you a head start the following year. Just fill in the things that changed over your last year's version.
2. Documents needed to complete the survey:
  - Retirement plan census
  - Payroll reports
  - Benefit policies
  - Knowledge of staff job descriptions
  - Number of years with the practice for individual staff, physicians and non-physicians
  - Productivity reports for physicians and non-physicians for clinical time and revenue generated
3. Export data from your records whenever possible. If your payroll system can generate custom reports you need only do this one time.
4. Ask for help. Use the contact information within the questionnaire to find out the easiest way to complete the survey.