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| **Figure 2.7** | **Medical Staff Services Department Time-Management Log** | | | |
|  | | | | |
| **Responsibility** | | **MSP 1** | **MSP 2** | **MSP 3** |
| Number/Estimated Hours  2,080 hrs/yr 52 wks x 40 hours/week – 168 nonproductive hours (PTO) = 1,912 total yearly hrs  315 practitioners | |  |  |  |
| **Credentialing** | |  |  |  |
| Application requests  79 x 1.5 hrs ea | |  |  |  |
| Applications  62 x 17 hrs ea | | 42/714 |  |  |
| Meet with clinical service line chief to review files  25 x 1 hr ea | | 42/25 |  |  |
| Resident applications  29 x 1 hr ea | | 29/29 |  |  |
| Temporary privileges  8 x 2.5 hr ea | | 7/7 |  |  |
| Reappointments  147 x 8 hr ea | | 300/2400 |  |  |
| Reappointments not returned (retire/resign/relocate)  40 x 1 hr ea | | 1212 |  |  |
| FPPE, routine  62 x 1.5 hr ea | | 42/63 |  |  |
| FPPE, issue-based  2 x 13 hr ea | | 1/32 |  |  |
| Expirables  293/average 5 each x 0.5 hr ea | | 1488/744 |  |  |
| New practitioner onboarding  15 x 0.5 hr ea | | 42/21 |  |  |

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| **Figure 2.7** | **Medical Staff Services Department Time-Management Log (cont.)** | | | |
| Medical staff services department handbook development and maintenance  weekly x 1 hr ea | | 300/45 |  |  |
| Prepare board referrals  10 x 1 hr ea | | 12/12 |  |  |
| Postmeeting notifications (e.g., emails, letters, database updates) | | 25/50 |  |  |
|  | | | | |
| **Medical staff meetings** | |  |  |  |
| Meeting with chair to set agenda | | 103/48 |  |  |
| Prepare agenda, copy packets | | 103/50 |  |  |
| Catering and location reserved | | 103/24 |  |  |
| Multiple meeting notices | | 103/48 |  |  |
| Attend meeting | | 103/258 |  |  |
| Minutes | | 103/103 |  |  |
| Distribute minutes for review | | 103/24 |  |  |
| Meeting follow-up (correspondence, etc.) | | 103/98 |  |  |
| Track attendance | | 103/24 |  |  |
| Medical executive committee | | 12/25 |  |  |
| Credentials committee | | 12/25 |  |  |
| Wellness committee | | 4/10 |  |  |
| Other (ad hoc, bylaws, physician development) | | 15/30 |  |  |
|  | | | | |
| **Administrative** | |  |  |  |
| Payroll | | 26/13 |  |  |
| Maintain knowledge of legal requirements/contact hospital counsel  as needed | | 52/26 |  |  |
| Performance evaluations | | 1/3 |  |  |
|  | | | | |
| **Clerical** | |  |  |  |
| Supplies | | 12/15 |  |  |
| Filing | | 330/180 |  |  |
| Labels, lists, reports | | 52/52 |  |  |
| Scanning archived files | | 20/20 |  |  |
| Secretarial duties (phones, emails, correspondence) | | 365/365 |  |  |
| Database management | | 325/325 |  |  |

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| **Figure 2.7** | **Medical Staff Services Department Time-Management Log (cont.)** | | | |
| **Financial** | |  |  |  |
| Budget preparation and review | | 12/6 |  |  |
| Bills/invoices | | 12/12 |  |  |
| Reimbursement | | 12/12 |  |  |
| Dues/fees collection/management | | 313/152 |  |  |
|  | | | | |
| **Communication** | |  |  |  |
| Respond to information requests from outside sources | | 204/102 |  |  |
| Email blasts on behalf of other departments/individuals | | 899/56 |  |  |
| Assist in acquiring/editing articles for various communications | | 11/5 |  |  |
|  | | | | |
| **Survey Readiness** | |  |  |  |
| Standards review/study | | 52/50 |  |  |
| File audits | | 313/252 |  |  |
| Perspectives distribution | | 12/4 |  |  |
| Maintain documentation for The Joint Commission and other  regulatory agency surveys | | 52/52 |  |  |
| Maintain medical staff chapter readiness and updates | | 12/12 |  |  |
|  | | | | |
| **Document Review** | |  |  |  |
| Clinical privileges | | 53/53 |  |  |
| Rules | | 36/5 |  |  |
| Policies | | 36/16 |  |  |
| Bylaws | | 36/6 |  |  |
| Forms | | 36/9 |  |  |
|  | | | | |
| **Medical Staff Leadership Support** | |  |  |  |
| Weekly meetings with credentials committee chair | | 42/42 |  |  |
| Weekly meetings with medical staff president | | 42/42 |  |  |
| Counsel, orient, and support medical staff officers and leaders | | 42/178 |  |  |
| **TOTAL HOURS** | |  |  |  |