

Transcriptionist	Hourly Rate	Daily Lines	Annual Salary	Annual Lines	Cost per Unit
1	\$14.00	1,000	\$29,120	260,000	\$0.11
2	\$14.80	1,000	\$30,784	260,000	\$0.12
3	\$14.80	1,000	\$30,784	260,000	\$0.12
4	\$14.80	1,000	\$30,784	260,000	\$0.12
5	\$16.00	1,000	\$33,280	260,000	\$0.13
6	\$14.25	1,100	\$29,640	286,000	\$0.10
7	\$17.00	1,100	\$35,360	286,000	\$0.12
8	\$14.00	1,200	\$29,120	312,000	\$0.09
Total	\$119.65	8,400	\$248,872	2,184,000	\$0.11

Coding Professional	Salary	Records coded per hour	Salary per year	Annual productivity	Unit Cost
A	\$15.00	4	\$31,200	7,800	\$4.00
B	\$15.45	5	\$32,136	9,750	\$3.30
C	\$15.10	4	\$31,408	7,800	\$4.03
D	\$16.79	6	\$34,923	11,700	\$2.98
E	\$18.22	6	\$37,898	11,700	\$3.24
F	\$22.65	6	\$47,112	11,700	\$4.03
G	\$16.03	6	\$33,342	11,700	\$2.85
H	\$16.85	6	\$35,048	11,700	\$3.00
I	\$21.76	8	\$45,261	15,600	\$2.90
J	\$17.34	6	\$36,067	11,700	\$3.08
Total	\$175.19	57	\$364,395	111,150	\$3.28

Community Hospital		
Health Information Department		
Release of Information Costs		
Average Requests per Month = 540		
Item	Cost per Month	Cost per record
Postage	\$675.00	\$1.25
Service contract (includes copier)	\$250.00	\$0.46
Equipment (includes copies)	\$125.00	\$0.23
Supplies (includes toner, printer cartridges, paper)	\$95.00	\$0.18
Wages	\$15.00 per hour	\$4.81
Monthly cost		\$6.94

Calculate Wages per month	
Hourly rate	\$15.00
Hours per year	2080
Annual Salary	\$31,200.00
Monthly Salary	\$2,600.00

Community Hospital		
Health Information Department		
Time Allocation Report		
September 20XX		
Service/Division	Number of Hours	Hours Worked
Inpatient records:		
Medicine	450 h/w × 4 weeks	1,800
Surgery	460 h/w × 4 weeks	1,840
Pediatrics	12 h/w × 4 weeks	48
Psychiatry	10 h/w × 4 weeks	40
Obstetrics	60 h/w × 4 weeks	240
Newborn	48 h/w × 4 weeks	192
Subtotal inpatient records		4,160
ED records:		
Supervisory	5 h/w × 4 weeks	20
Correspondence	7 h/w × 4 weeks	28
Clerical/Processing	28 h/w × 4 weeks	112
Subtotal ED records		160
General clinic:		
Supervisory	5 h/w × 4 weeks	20
Transcription	0.10 h/record × 370 records	37
Clerical/Processing	6 h/w × 4 weeks	24
Subtotal general clinic		81
Outpatient/Ambulatory surgery		
Clerical/Primary:	16 h/w × 4 weeks	64
Filing	3 h/w × 4 weeks	12
Admissions	3 h/w × 4 weeks	12
Combining records	1 h/w × 4 weeks	4
Tumor registry	1 h/w × 4 weeks	4
Correspondence	3 h/w × 4 weeks	12
Record completion	12 h/w × 4 weeks	48
Supervisory	10 h/w × 4 weeks	40
Transcription	0.10 h/record × 720 records	72
Coding	0.15 h/record × 1,000 records	150
Subtotal outpatient/Ambulatory surgery		418
Total hours worked		4,819

hours/week	weeks
450	4
460	4
12	4
10	4
60	4
48	4
5	4
7	4
28	4
5	4
< Note: Different calculation	
6	4
16	4
3	4
3	4
1	4
1	4
3	4
12	4
10	4
< Note: Different calculation	
< Note: Different calculation	

Inpatient records:	Hours	% Hours
Medicine	1,800	43.27%
Surgery	1,840	44.23%
Pediatrics	48	1.15%
Psychiatry	40	0.96%
Obstetrics	240	5.77%
Newborn	192	4.62%
Subtotal inpatient records	4,160	100.00%

Community Hospital

Electronic Signature System

500 Physicians on Staff; 489 Using the System

Site	No. of Physicians Using the System at This Site	% of Physicians Using the System at This Site
Medicine, 2 West	54	11.04%
Medicine, 2 East	62	12.68%
Pediatrics, 3 West	42	8.59%
Obstetrics, 1 West	12	2.45%
Physician's lounge	87	17.79%
HIM department	65	13.29%
Personal mobile device	92	18.81%
Physician home	75	15.34%

Community Hospital			
Health Information Services			
Unapproved Abbreviations List			
November 20XX			
Physician No.	No. of Discharges	No. of Unapproved Abbreviations	Rate of Unapproved Abbreviations
102	298	34	11.41%
237	247	21	8.50%
391	110	26	23.64%
518	144	22	15.28%
637	206	4	1.94%
802	82	21	25.61%
900	100	12	12.00%
Total	1187	140	11.79%

Community Hospital			
Health Information Services			
Physician Documentation		Deficiencies	
January 20XX			
Physician No.	No. of Admissions	No. of H&Ps not Completed within 24 hours of Admission	Rate of Deficiency
102	189	5	2.65%
237	234	4	1.71%
391	98	8	8.16%
518	122	5	4.10%
637	178	3	1.69%
802	92	7	7.61%
900	99	2	2.02%
Total	1,012	34	3.36%

Community Hospital						
Coding Productivity Report						
Coding Standard: 20 medical records per day						
Coding Professional	Week 1	Week 2	Week 3	Week 4	Total Records	Records per day
1	90	105	98	107	400	20
2	100	105	105	95	405	20.25
3	75	80	85	105	345	17.25
4	80	95	115	110	400	20

Note: 4 weeks x 5 workdays per week = 20 days

Inpatient coding productivity calculation for September, 20XX

Coding Professional	Work Output (All Records Coded)	Total Hours Worked	Average Work Output per Hour	Completed Work Percentage	Completed Work Output (Records Coded Accurately)
1	400	150	2.67	93.75%	375
2	405	150	2.7	98.77%	400
3	345	140	1.75	99.13%	342
4	400	140	2.86	95.00%	380

Completed Work per Hours Worked	
	2.50
	2.67
	2.44
	2.71

Community Hospital

Health Information Management Department

Coding Section—Productive and Quality Audit Reports

September 20XX

Coding Professional	No. of Records Coded	No. of Records Not Passing Quality Screens	a. % of total records	b. records per day	c. records per hour
A	450	4	33.46%	21.43	2.86
B	510	4	37.92%	24.29	3.24
C	385	11	28.62%	18.33	2.44
Total	1345	19			

d. minutes per record	e. % not passing quality screens
0.05	0.89%
0.05	0.78%
0.04	2.86%

Community Physician's Clinic

Coding Department

Denials-October 20XX

Payment Source	Number of Claims Sent	Number of Denials	Percentage of Denials
Medicare	460	43	24.43%
Medicaid	345	35	19.89%
Tricare/Military	182	14	7.95%
Commercial payers	1,307	83	47.16%
Worker's Compensation	6	1	0.57%
Total	2,300	176	

Community Hospital

HIM Department

Budget Variance Annual Report, 20XX

Line Item	Budgeted	Actual Amount	Percentage of Variance
Service Contracts	\$2,000	\$2,500	-25.00%
Education/Conferences	\$4,500	\$2,400	46.67%
Travel	\$2,000	\$1,750	12.50%
Dues/Memberships	\$720	\$545	24.31%
Subscriptions/Books	\$600	\$250	58.33%
Supplies	\$600	\$725	-20.83%
Total	\$10,420	\$8,170	21.59%

Community Hospital				
Health Information Department				
Fiscal Year 20XX				
Item	Budget Amount	Actual Amount	Variance	% Variance
Supplies	1,500.00	1,495.00	5.00	0.33%
Outside temp service	10,500.00	8,500.00	2,000.00	19.05%
Travel	2,500.00	2,575.00	-75.00	-3.00%
Conference fees	750.00	800.00	-50.00	-6.67%
Postage	2,000.00	1,035.00	965.00	48.25%
Subscriptions	325.00	320.00	5.00	1.54%
Maintenance contracts	6,000.00	3,525.00	2,475.00	41.25%

Community Hospital		
Patient Number	LOS	Estimated Charges
126745	4	\$6,000.00
853275	6	\$9,000.00
903629	2	\$3,000.00
956825	7	\$10,500.00
957032	10	\$15,000.00
903412	8	\$12,000.00
934818	11	\$16,500.00
563498	9	\$13,500.00
985476	5	\$7,500.00
894532	3	\$4,500.00

Absentee Report			
Annual Statistics 20XX			
Employee Name	Vacation Hours Used	Sick Leave Hours Used	Annual hours worked
A	40	6	2,080
B	22	16	2,080
C	36	8	2,080
D	80	32	2,080
E	16	40	2,080
Total	194	102	10,400

Note: Assuming 2,080 worked hours.

Total absentee rate (a)	Sick leave rate (b)
2.21%	0.29%
1.83%	0.77%
2.12%	0.38%
5.38%	1.54%
2.69%	1.92%
2.85%	0.98%

Test Scores Out of 100 Points

27
35
54
56
65
74
75
76
77
84
86
88
89
91
92
93
94
95
96
97
99
100

Physician Number	Number of C-sections
508	1
710	2
101	3
911	4
401	5
202	7
407	8
629	9
518	12
944	15
912	18
975	20
933	22
303	27
305	33

Patient Number	Weight	
232323	147	
980753	150	
764309	155	
654811	165	
745261	172	First quartile
142849	175	
867342	180	
753254	185	
912356	186	
765497	189	Second quartile
455656	192	
743952	195	
892345	196	
877654	207	
567815	209	Third quartile
647382	222	
925627	232	
875408	242	
872345	245	
543465	307	Fourth quartile

Coding Professional A		Coding Professional B		Coding Professional C		Coding P
Hour 1	3	Hour 1	3	Hour 1	5	Hour 1
Hour 2	4	Hour 2	4	Hour 2	6	Hour 2
Hour 3	6	Hour 3	6	Hour 3	3	Hour 3
Hour 4	3	Hour 4	1	Hour 4	5	Hour 4
Hour 5	2	Hour 5	4	Hour 5	4	Hour 5
Hour 6	5	Hour 6	6	Hour 6	4	Hour 6
Hour 7	4	Hour 7	3	Hour 7	2	Hour 7
Hour 8	4	Hour 8	4	Hour 8	5	Hour 8
Mean	3.9		3.9		4.3	
Median	4.0		4.0		4.5	
Mode	4.0		4.0		5.0	

rofessional D	Overall	
4	Hour 1	15
4	Hour 2	18
3	Hour 3	18
4	Hour 4	13
5	Hour 5	15
6	Hour 6	21
2	Hour 7	11
1	Hour 8	14
3.6		15.6
4.0		15.0
4.0		15.0

Patient	Weight lbs. (X)
1	142
2	148
3	151
4	155
5	155
6	158
7	164
8	165
9	170
10	173
11	175
12	175
13	175
14	183
15	185
16	186
17	189
18	193
19	198
20	200

Mean	172.0
Median	174.0
Variance	290.1
Standard Deviation	17.0

Day	No. of Discharges
1	33
2	21
3	42
4	40
5	43
6	50
7	61
8	56
9	62
10	53
11	63
12	70
13	62
14	70
15	44
16	40
17	28
18	43
19	51
20	35
21	54
22	57
23	22
24	27
25	43
26	44
27	61
28	63
29	67
30	56

Mean	48.7
Median	50.5
Mode	43
Range	49

Patients	Admission Date	Discharge Date	LOS
1	2-Jan-19	2-Jun-19	151
2	10-Jan-19	2-Jun-19	143
3	8-Feb-19	2-Jun-19	114
4	10-Feb-19	2-Jun-19	112
5	26-Feb-19	2-Jun-19	96
6	1-Mar-19	2-Jun-19	93
7	6-Mar-19	2-Jun-19	88
8	12-Mar-19	2-Jun-19	82
9	15-Mar-19	2-Jun-19	79
10	1-Apr-19	2-Jun-19	62
11	15-Apr-19	2-Jun-19	48
12	3-May-19	2-Jun-19	30
13	5-May-19	2-Jun-19	28
14	6-May-19	2-Jun-19	27
15	18-May-19	2-Jun-19	15

ALOS	77.9
Median LOS	82.0
Range	136.0

Week 1	Number of Appointments Made by Email	Number of Appointments Kept
1	10	9
2	8	8
3	6	6
4	12	11

0.99

LOS of 15 discharged patients				
Name	Age	Clinical Service	Admission Date	LOS
Bertram	32	Medicine	1-Jun	4
Williams	22	Medicine	28-May	8
Capney	47	Medicine	1-Jun	4
Darcy	27	Medicine	8-May	28
Ediger	62	Surgery	1-Jun	4
Fitzroy	53	Medicine	31-May	5
Guilford	21	Obstetrics	3-Jun	2
Hansen	30	Obstetrics	1-Jun	4
Isaacs	76	Medicine	3-Jun	2
Jamison	35	Surgery	15-May	21
Kapowski	20	Obstetrics	3-Jun	2
Lawrence	50	Medicine	31-May	5
Bennett	41	Obstetrics	2-Jun	3
Oswald	14	Obstetrics	4-Jun	1
Petersen	48	Surgery	27-May	9
Total				102

Mean Age 38.5
 Median Age 35
 Range of Age 62