

UCSF Physician Time Study

Frequently Asked Questions (FAQs)

Q: *Who needs to complete the time study timesheets?*

A: All physicians and non-physicians practitioners who completed the training are eligible to participate. Training can be completed up to the week prior to the time study. Physicians and non-physician practitioners who have not completed training are not allowed to complete the time study.

Q: *Do only physicians who are on clinical service need to complete the time study?*

A: No, all physicians and non-physicians practitioners who completed the training are required to complete the time study. There are activity codes for research, teaching, conferences and travel as well as other activities that can be used for non-clinical time.

Q: *What code is used for a regular day off as opposed to paid time off (e.g.: vacation and sick time)?*

A: Regular days off should be left blank. Paid leave should use activity code 00010.

Q: *What do you do when a physicians and/or non-physicians practitioner is gone on vacation or maternity leave during the time study period?*

A: You may fill in the non-productive time portion of the timesheet (Activity Code 00010) for the physician and note on the timesheet that the practitioner is not available.

Q: *Who needs to sign as “supervisor” on the timesheet?*

A: The timesheet is signed by the reviewer. In this case the reviewer is the department coordinator. When the timesheets are collected the reviewer checks to make sure the timesheet is filled out and signed (preferably in blue ink) by the physician. The reviewer then signs and dates the timesheet to indicate it has been received.

Q: ***If a person works 9 or 10 hours in one day, should all of the hours still be accounted for?***

A: Physicians/non-Physician should record all of their hours for that day. If it is 11 hours, then record 11 hours. The only constraint is that it cannot exceed 24 hours in one day.

Q: ***Is "on-call" time considered clinical time for the purpose of the time study?***

A: No, we have been informed that "on-call" time is considered non-billable time for the purpose of the time study and should be recorded under Activity Code 00012.

PHYSICIAN TIME STUDY ACTIVITY EXAMPLES

Note: Add any activity that is not already identified in the activity examples to the applicable activity/object codes below.

Activity / Object Code 00001 - Direct Patient Care Services: Use this code when performing duties for those services directly related to patient care that would be billable to a specific patient. Activities include : Direct patient care - diagnosis, treatment, therapeutic, rehabilitative, medical, psychiatric, etc., that occurs in a teaching or non-teaching setting.

Activity / Object Code 00002 - Supervision and Training of Nurses, Technicians, etc.: Use this code when performing duties related to the supervision or training of nurses, technicians, etc. in a setting that does not involve any of the approved medical education programs. Activities include: Supervision of nursing staff, technicians, and other hospital staff, review of care related to a specific patient, and hospital or departmental administration, involving the supervision of hospital employees.

Activity / Object Code 00003 - Utilization Review and Other Committee Meetings: Use this code when performing utilization review, participating on committees, or attending meetings. Activities include: Meeting preparation and attendance for hospital, medical staff, and departmental meetings. Preparation and attendance at tumor boards and peer reviews.

Activity / Object Code 00004 - Quality Control, Medical Review, and Autopsies: Use this code when performing quality control reviews or quality control investigations, or autopsies. Activities include: Participating individually or as a panel or board member in quality assurance functions, informal and formal investigations, and medical review functions related to quality improvement. Also, autopsies performed at a physician's request, to advance the knowledge base regarding the patient.

Activity / Object Code 00005 - Supervision of Interns and Residents: Use this code when performing duties related to the direct supervision of Interns / Residents. Activities include: Providing teaching and guidance during rounds, reviews with Interns / Residents regarding individual patient care, time spent managing, planning, and evaluating work of Interns / Residents. Supervision of Interns/Residents would not include direct patient care.

Activity / Object Code 00006 - Teaching of Interns and Residents: Use this code when performing duties related to the teaching of Interns / Residents. Activities include: Teaching in an approved educational program in a classroom, lecture hall, formal or subject appropriate setting, preparation of materials and time sent preparing materials and subject matter for presentation.

Activity / Object Code 00007 - Teaching and Supervision of Allied Health Professionals: Use this code when performing duties related to the teaching of Allied Health Professionals. Activities include: Teaching in an approved educational program in a classroom, lecture hall, formal or subject appropriate setting, preparation of materials and time sent preparing materials and subject matter for presentation, supervision of Allied Health Professionals performing procedures related to specific patients.

Activity / Object Code 00008 - Other Administrative or Teaching: Use this code to include other time spent as appropriate related to other administrative or teaching functions. Activities must be fully described and explained, and should not be applicable to the other teaching activity / object codes.

Activity / Object Code 00009 - Conferences, Lectures and Training: Use this code when attending conferences and lectures, or similar educational forums including continuing medical education classes. Activities include: Travel and attendance either as a presenter or attendee, planning and preparation of materials, and presentation. Attendance at lectures or similar educational forums, including continuing medical education classes and workshops to maintain active licensure status if done during compensation time.

Activity / Object Code 00010 - Non-Productive Hours: Use this code for paid sick leave, paid vacation, etc.

Activity / Object Code 00011 - Research (Non-Reimbursable): Use this code for non-reimbursable research. Activities include: Research activities performed for scientific knowledge, planning, preparation of research materials and reports.

Activity / Object Code 00012 - Other Non-Billable Activities: Use this code for activities that are compensated by UC, are not specified above, are not related to patient care, and would not ordinarily permit or generate a bill for patient care services, e.g., consulting or medical review that is chargeable to a non-UC entity.