MUSC Clinical Strategic Hire and Service Contract Financial Requests
FY 2015 Instructions

As of July 1, 2013, if a Clinical Department and/or Service Line is requesting support from either MUSC Physicians, College of Medicine, or Medical University Hospital Authority (MUHA) in the hiring of clinicians or for Service Support (New or Expansion of Existing Support), the Clinical Strategic Manpower Committee has been charged with reviewing these requests.

Please complete the MUSC Clinical Service Contract and Strategic Hire Financial Request Template and submit to Renee Mehrzad. Mehrzad@musc.edu

All requests should use the specified excel templates:

- Proforma
- Physician Comparison
- Financials (for MUHA service contracts)
- Proposed Goals (for MUHA service contracts)

New Hires / Recruiting – A 3-year proforma should be completed. The clinician incentive plan should also accompany the request.

New Service Contracts – A 1-year proforma should be completed. Please work with Alice Edwards (MUSC-P) and Renee Mehrzad (MUHA) to ensure accuracy.

**Instruction for Proforma & Detailed Financials**

**Revenues:**

- Gross Collections – Provide projected amount for FY15. Please work with Alice Edwards (MUSC-P) to ensure accuracy.
- Medicaid Supplement – This amount will be obtained by MUHA from the COM.
- Other Clinical Revenue – Provide any additional clinical revenue associated with this request. This includes any associated medical directorships.

**Expenses:**

- Salary/Benefits – Faculty and Advanced Practice Providers should have separate lines:
  - Standard Benefit Rate:
    - 25% for MD Faculty (not including professional liability)
    - 30% for Advanced Practice Providers
  - Professional Liability
  - CME / Travel current allowance: $1,000 per annual 1.0 clinician FTE
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MUSC Institution Overhead Structure – current allowance:

- MUSC-P – 16.3%
- President - 1%
- Dean - 5%
- Department - 10%

Instructions for Physician / Clinician Comparison

- Each individual physician and clinician (advance practice provider, nurse, etc) is included on this template.
- FTE – provide Clinical FTE
- Adjusted Clinical Salary = Total Salary x Clinical FTE
- Adjusted wRVUs = wRVUs / Clinical FTE
- Specify Benchmark Used (AAMC, UHC, or MGMA Academic) along with percentile. Be specific as to the Benchmark chosen e.g. vascular neurologist.
- Provide an explanation if salary benchmark is greater than productivity

Proposed Goals

- These should be discussed and reviewed with the overseeing MUHA service line or strategic partner.

If you have additional questions, please contact Alice Edwards (MUSC-P) edwardaj@musc.edu or Renee Mehrzad (MUHA) mehrzad@musc.edu.