

October 19, 2009

To: Clinical Department Heads, Clinical Faculty Members, and Fellow Associates

Colleagues:

Medicare regulations govern reimbursement for graduate medical education (GME) costs incurred by teaching hospitals. These rules require that we document faculty time allocations twice each year; the most recent time study was conducted during October 2008. To meet this requirement for the first semester of the 2009-10 year, we ask that you also complete a time study for the two-week period commencing October 25, 2009.

The forms are at <https://webapps1.healthcare.uiowa.edu/ClinFacTime/> and require your network user id (i.e., Healthcare\SmithJ) and password for access. Please let your departmental administrator know if you cannot get access to this site.

Your time allocations need to be recorded in half-hour increments on a daily basis. The function categories to which you are asked to allocate professional time are essentially the same as those used in the U of I "Faculty Personnel Activity Report", with the addition of categories for "All Other" (code Q) to account for meal periods and other time outside the UIHC and "Vacation" (code X). The code definitions and examples are included on the web-based form. **The study may be compiled by your secretary from your personal calendar, schedule or other records, but you must login to complete the information by "submitting" the form.**

For purposes of reimbursement via the Medicare Cost Report, it is important that you completely and accurately account for all time you devote to **instructing residents and fellows (i.e., G.M.E.)**. Examples include time spent responding to house staff questions or directing residents in person or by phone; time spent in the library or at conferences and professional meetings to prepare for house staff teaching responsibilities; and time spent preparing/presenting education courses at community hospitals to UIHC residents.

Your cooperation in completing this time study is greatly appreciated. Your clinical department administrator and/or other staff are familiar with the web-based time study and can assist you in completing the weekly forms. If you have any questions about this process, please e-mail Ms. JoAnn Koskey (joann-koskey@uiowa.edu) from Finance and Accounting Services (phone 6-4132).

Sincerely,



Kenneth P. Kates

Chief Executive Officer-University of Iowa Hospitals & Clinics
Associate Vice President-University of Iowa Health Care