



## MEDICARE WAGE INDEX OCCUPATIONAL MIX SURVEY

Date:     /    /      
 Provider Number: \_\_\_\_\_  
 Provider Contact Name: \_\_\_\_\_  
 Provider Contact Phone Number: \_\_\_\_\_  
 Reporting Period:     /    /     -     /    /      
 (MM/DD/YYYY) (MM/DD/YYYY)

### Introduction:

Section 304(c) of Public Law 106-554 amended section 1886(d)(3)(E) of the Act to require CMS to collect data every 3 years on the occupational mix of employees for each short-term, acute care hospital participating in the Medicare program, in order to construct an occupational mix adjustment to the wage index. The law also requires the application of the occupational mix adjustment to the wage index beginning October 1, 2004.

This survey provides for the collection of occupational mix data prospectively for a 4-week period that begins on or between December 28, 2003 and January 11, 2004, and no later than February 7, 2004, **or** retrospectively for a 12-month period, that is, calendar year 2003. Hospitals may elect either of the two options that most accurately capture their true occupational mix. Complete the survey for any hospital that is subject to the inpatient prospective payment system (IPPS), or any hospital that would be subject to IPPS if not granted a waiver. It is important for hospitals to ensure that the data reported on the survey are accurate and verifiable through supporting documentation.

**Completed occupational mix surveys must be submitted to fiscal intermediaries, on the Excel hospital reporting form, by February 16, 2004, via email attachment or overnight delivery to the intermediaries.** The Excel version of the occupational mix survey may be obtained from fiscal intermediaries or downloaded from the [Wage Index List](#).

Definitions for the data elements and the occupational categories are attached.

## MEDICARE WAGE INDEX

## OCCUPATIONAL MIX SURVEY

### Instructions And Definitions:

**Complete this survey for employees that are full-time and part-time, directly hired, and acquired under contract. Do not include employees in areas excluded from IPPS, such as skilled-nursing facilities, psychiatric, or rehabilitation units or facilities, in the 19 specific categories, or the “all other” category. This exclusion applies to directly hired and contract employees that provide either direct or indirect patient care services in IPPS excluded areas. Do not include employees that are allocated from the home office.**

**Paid Hours** – Include the total of **paid** hours for employees included in the 19 specific categories, and the “all other” category. Paid hours include regular hours, overtime hours, paid holiday, vacation and sick leave hours, paid time-off hours, and hours associated with severance pay. Do not include lunch and on-call hours in the total paid hours. Overtime hours must be calculated as one hour when an employee is paid time and a half. No hours are required for bonus pays. The hours reported for salaried employees who are paid a fixed rate must be recorded based on 40 hours per week or the number of hours in the hospital’s standard workweek.

### Occupational Categories:

**NOTE: The occupational categories and definitions included in this survey derive directly from the U. S. Bureau of Labor Statistics (BLS), 2001 Occupational Employment Statistics survey. The numbers in parentheses are the BLS standard occupational categories (SOCs).**

**As with the BLS survey, workers should be classified in the occupation that requires their highest level of skill. If no measurable difference in skills, workers are to be included in the occupation they spend the most time. For example, if an RN primarily functions in an administrative capacity, the RN’s hours should be included on the line for “All Other Occupations” rather than on the line for Registered Nurses.**

**Registered Nurses (SOC 29-1111)** - Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required. Include advance practice nurses, such as: nurse practitioners, clinical nurse specialists, certified nurse midwives, and certified registered nurse anesthetists. Advance practice nursing is practiced by RNs who have specialized formal, post-basic education and who function in highly autonomous and specialized roles. **Examples: Nursing Supervisor; Nurse Midwife; Nurse Practitioner.**

**Licensed Practical Nurses (SOC 29-2061)** - Care for ill, injured, convalescent, or disabled persons in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required. **Example: Includes Licensed Attendant.**

**Nursing Aides, Orderlies, & Attendants (SOC 31-1012)** - Provide basic patient care under direction of nursing staff. Perform duties, such as feed, bathe, dress, groom, or move patients, or change linens.

**Examples: Certified Nursing Assistant; Hospital Aide; Infirmary Attendant.**

**Medical Assistants (SOC 31-9092)** - Performs administrative and certain clinical duties under the direction of physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician. Exclude “Physician Assistants” (29-1071).

**Example: Morgue Attendant; Ophthalmic Aide; Physicians Aide.**

**Physical Therapists (SOC 29-1123)** - Assess, plan, organize, and participate in rehabilitative programs that improve mobility, relieve pain, increase strength, and decrease or prevent deformity of patients suffering from disease or injury.

**Examples: Physiotherapist; Pulmonary Physical Therapist.**

**Physical Therapist Assistants (SOC 31-2021)** - Assist physical therapists in providing occupational therapy treatments and procedures. May, in accordance with State laws, assist in the development of treatment plans, carry out routine functions, document the progress of treatment, and modify specific treatments in accordance with patient status and within the scope of treatment plans established by a physical therapist. Generally requires formal training.

**Example: Corrective Therapy Assistant.**

**Physical Therapist Aides (SOC 31-2022)** - Under close supervision of a physical therapist or physical therapy assistant, perform only delegated, selected, or routine tasks in specific situations. These duties include preparing the patient and the treatment area.

**Example: Physiotherapy Aide.**

**Occupational Therapists (SOC 29-1122)** - Assess, plan, organize, and participate in rehabilitative programs that help restore vocational, homemaking, and daily living skills, as well as general independence, to disabled persons.

**Occupational Therapists Assistant (SOC 31-2011)** - Assist occupational therapists in providing occupational therapy treatments and procedures. May, in accordance with State laws, assist in development of treatment plans; carry out routine functions, direct activity programs, and document the progress of treatments. Generally requires formal training.

**Example: Occupational Therapy Technician.**

**Occupational Therapists Aides (SOC 31-2012)** - Under close supervision of an occupational therapist or occupational therapy assistant, perform only delegated, selected, or routine tasks in specific situations. These duties include preparing patient and treatment room.

**Respiratory Therapists (SOC 29-1126)** - Assess, treat, and care for patients with breathing disorders. Assume primary responsibility for all respiratory care modalities, including the supervision of respiratory therapy technicians. Initiate and conduct therapeutic procedures; maintain patient records; and select, assemble, check, and operate equipment.

**Example: Inhalation Therapist; Respiratory Care Practitioner; Oxygen Therapist.**

**Respiratory Therapy Technicians (SOC 29-2054)** -Provide specific, well defined respiratory care procedures under the direction of respiratory therapists and physicians.  
**Example: Oxygen Therapy Technician.**

**Pharmacists (SOC 29-1051)** - Dispense drugs prescribed by physicians and other health practitioners and provide information to patients about medications and their use. May advise physicians and other health practitioners on the selection, dosage, interactions, and side effects of medications.  
**Example: Apothecary; Druggist; Industrial Pharmacist.**

**Pharmacy Technicians (SOC 29-2052)** - Prepare medications under the direction of a pharmacist. May measure, mix, count, label, and record amounts and dosages of medications.

**Pharmacy Aides (SOC 31-9095)** - Records drugs delivered to the pharmacy, store incoming merchandise, and inform the supervisor of stock needs. May operate cash register and accept prescriptions for filing.  
**Example: Dispensary Attendant; Prescription Clerk.**

**Dieticians & Nutritionists (SOC 29-1031)** - Plan and conduct food service or nutritional programs to assist in the promotion of health and control of disease. May supervise activities of a department providing quantity food services, counsel individuals, or conduct nutritional research.  
**Example: Public Health Dietitian; Nutrition Director; Research Dietitian.**

**Dietetic Technicians (SOC 29-2051)** - Assist dietitians in the provision of food service and nutritional programs. Under the supervision of dietitians, may plan and produce meals based on established guidelines, teach principles of food and nutrition, or counsel individual.

**Medical & Clinical Lab Technologists (SOC 29-2011)** - Perform complex medical laboratory tests for diagnosis, treatment, and prevention of disease. May train or supervise staff.  
**Example: Blood Bank Technologist; Cytotechnologist; Serology Technician.**

**Medical & Clinical Laboratory Technicians (SOC 29-2012)** – Perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease. May work under the supervision of a medical technologist.  
**Example: Blood Bank Technician; Cytotechnician; Serology Technician.**

**MEDICARE WAGE INDEX OCCUPATIONAL MIX SURVEY**

<b>Occupational Category</b>	<b>Paid Hours</b>
<b>Nursing and Medical Assistant Services</b>	
Registered Nurses	
Licensed Practical Nurses	
Nursing Aides, Orderlies, & Attendants	
Medical Assistants	
<b>Total</b>	
<b>Physical Therapy Services</b>	
Physical Therapists	
Physical Therapist Assistants	
Physical Therapist Aides	
<b>Total</b>	
<b>Occupational Therapy Services</b>	
Occupational Therapists	
Occupational Therapist Assistants	
Occupational Therapist Aides	
<b>Total</b>	
<b>Respiratory Therapy Services</b>	
Respiratory Therapists	
Respiratory Therapy Technicians	
<b>Total</b>	
<b>Pharmacy Services</b>	
Pharmacists	
Pharmacy Technicians	
Pharmacy Assistants/Aides	
<b>Total</b>	
<b>Dietary Services</b>	
Dieticians	
Dietetic Technicians	
<b>Total</b>	
<b>Medical &amp; Clinical Lab Services</b>	
Medical & Clinical Lab Technologists	
Medical & Clinical Lab Technicians	
<b>Total</b>	
<b>Total Nursing, Therapy, Pharmacy, Dietary, and Medical &amp; Clinical Occupations</b>	
<b>All Other Occupations</b>	
<b>Total</b>	

**Note:** Do not mark in shaded areas.

