

**Physician Time & Attendance Module Tip Sheet: 2015**

Category	Allocation Categories	System Description	Detailed Description/Tip Sheet
Clinical	CL-INPATIENT/HOSPSVC	B1.CL INPATIENT/HOSP MED SVCS	Hands on care provided to INPATIENTS; billable and non-billable
Clinical	CL-OUTPATIENT/OFFICE	B1.CL OUTPATIENT/OFFICE MED SVC	Hands on care provided to OUTPATIENTS/AMBULATORY; billable and non-billable
Clinical	CL-ON CALL	B1.CL ON CALL MED SVC	Scheduled to take call for inpatient and emergency services
Administrative	ADM1-SUPERVISE STAFF	A1.ADM SUPERVISE STAFF RN/TECH	Supervision of Nurses/Techs/Other Support Staff, Telephone Triage, Coding: Inpatient & Ambulatory
Administrative	ADM2-COMMITTEES	A1.ADM MED CTR/DEPT COMMITTEE	Attending Department/Hospital Committees & Meetings, Senior Clinical Leadership, Epic Build Sessions, Recruitment of Physicians & Clinical Staff
Administrative	ADM3-QUALITY/IMPROV	A1.ADM QUALITY IMPROV/UTILIZATION MGMT	Chart Review, Quality Improvement Meetings/PI/PICC/Utilization Mgmt/Peer Review/Quantia/Department QA meeting
Administrative	ADM4-CME/CONFERENCE	A1.ADM CME CONFERENCE	any event that is approved for CME credits:
Administrative	ADM5-BLD DONOR HRS	A1.ADM BLD DONOR HRS	conference/travel/invited speakers/present papers
Administrative	ADM6-JOURNAL_ABSTRC	A1.ADM JOURNAL ABSTRC	DEACTIVATED
Administrative	ADM6-JOURNAL_ABSTRC	A1.ADM JOURNAL ABSTRC	Writing journals and abstracts and any publication
Administrative	ADM9C-CHAIRONLY-NVV	A1.ADM CHAIRONLY NON WORKED	Applicable to Chairs only: Vacation & old vacation time
Research	RES GOVNT GRANT	C1.RE RES GOVNT GRANT	Involvement with an approved Federal/State/Local Government Grant Select from a Drop Down of approved grants
Research	RES Grant/Trial Application	C1.RE Grant/Trial Application	<b>NEW:</b> Time Spent Preparing an application for submission for a government grant or clinical trial
Research	RES LABORATORY	C1.RE RES LABORATORY	Research Basic Science/Bio Science Labs
Research	RES CLINICAL TRIALS	C1.RE RES CLINICAL TRIALS	Time spent as Principal Investigator (PI or Sub PI) on any funded/non-funded cliical trials Drop Down of Approved Trials
Teaching	TEA GRADUATE EDU	A2.TE TEA GRADUATE EDU	Teaching/Supervising/Administration/Grand Rounds/Lectures in a classroom/non-classroom; includes prep time and giving oral exams to Interns/Residents/Fellows. Includes Time invoved in Recruitment of Candidates
Teaching	TEA UNDERGRAD EDU	A2.TE TEA UNDERGRAD EDU	Teaching/Supervising/Administration/Grand Rounds/Lectures in a classroom/non-classroom; includes prep time and giving oral exams to Interns/Residents/Fellows. Includes Time invoved in Recruitment of Candidates
RESTRICTED	CON-RECONCILIATION	CONTRACT RECONCILIATION-REG HR	Reserved for any position that does not accrue benefit time and requires compensation for contracted bi-weekly salary