

Benchmarking Data Element	Definition	Include	Do Not Include
Section 1: Revenue and Cost			
Total Clinical Net Revenue	<p>Report collections for all ophthalmic and optometric medical and surgical services plus hearing aid, vitamin and skin care product sales, less refunds and returned checks.</p> <p>Your total clinical net revenue should equal the sum of your 1) total ophthalmologist clinical net revenue, plus 2) total optometrist clinical net revenue, plus 3) total clinical non-physician revenue.</p>	Collections for both technical and professional components of any testing and contact lens revenue if reported as a part of your clinical revenue rather than in your optical revenue.	Collections due to renting space to other entities, ambulatory surgery center facility collections, optical shop revenue, optical lab revenue, contact lens revenue if reported as optical revenue in this survey, or revenue from injectable retina drugs.
Total Ophthalmologist (MD/DO) Clinical Net Revenue	Report collections for all ophthalmic medical and surgical services less refunds and returned checks.	Collections for both technical and professional components of any testing, Contact lens revenue if reported as clinical revenue	Rental revenue, Ambulatory surgery center facility collections, Optical shop revenue, Optical lab revenue, Contact lens revenue if reported as optical revenue, Revenue from injectable retina drugs
Total Optometrist (OD) Clinical Net Revenue	Report collections for all optometric services less refunds and returned checks.	Collections for both technical and professional components of any testing, Contact lens revenue if reported as clinical revenue	Optical shop revenue, Optical lab revenue, Contact lens revenue if reported as optical revenue
Total Clinical Non-Physician Revenue	If your practice provides hearing aids, vitamins or skin products, report collections from those sales.	Any revenues not assigned to doctors, such as collections generated by a physician's assistant, nurse or nurse practitioner should also be reported here.	Optical and ASC collections should not be reported in this category. Special testing revenues should not be reported in this category but rather under the doctor ordering the test.

Total Clinical Non-Physician Skincare Revenue	If your practice sells skincare products to patients, report the total collections from sales of those products, less any refunds and returned checks.		
Total Clinical Non-Physician Vitamins Revenue	If your practice sells vitamins to patients, report the total collections from sales of those products, less any refunds and returned checks.		
Total Clinical Non-Physician Hearing Aids Revenue	If your practice sells hearing aids, report the total collections from sales of those products, less any refunds and returned checks.		
Total Clinical Non-Physician Other Revenue	Report any other collections (less refunds and returned checks) not assigned to doctors and not reported in the skincare, vitamin or hearing aid categories.	Collections generated by physician's assistants, nurses or nurse practitioners should be reported here.	Optical and ASC collections should not be reported in this category. Special testing revenues should not be reported in this category but rather under the doctor ordering the test.
Total Clinic Operating Expenses	Report the total clinic operating expenses of the practice including facility expenses and staff payroll which are also entered separately below.	Staff payroll (but not provider income), Depreciation, Professional liability insurance costs, Contact lens costs if reported as clinical operating expenses, Telephone computer system, Office supplies, Cost of skincare, vitamin and hearing aid purchases, Equipment leases, Advertising/marketing/legal/accounting, Postage	MD/DO/OD compensation, Costs for space rented out for other purposes, Surgery center costs, Optical shop costs, Optical lab costs, Contact lens expenses if reported as optical expenses, Expenses for injectable retina drugs
Total Clinic Facility Expenses	Report expenses for the practice for items related to the office space (these expenses are also included in the Total Clinic Operating Expense category)	Building rent or lease including any monthly payments to landlord for leasehold improvements, Depreciation costs for buildings and grounds, Mortgage interest for	Costs for space rented out for other purposes, Rent or other facility costs related to space used by a surgery

		buildings, Utilities, Building property taxes, Housekeeping services and maintenance including related supplies, Basic repairs, Security systems	center, optical shop or optical lab
Total Number of FTE Practice Owners	An owner would be a shareholder, a member, a partner or a solo practitioner. A full-time equivalent owner is a physician that works the number of hours required to meet your practice's full-time requirement, it may be 36 hours a week, 40 hours a week, etc. Prorate partial year physicians. For instance if a physician works three months/year, they would be a .25 FTE.		Do not report a physician as more than a 1.0 FTE regardless of the number of hours worked.
Total Number of FTE Ophthalmologists (MDs/DOs)	Enter the number of full-time equivalent MDs and DOs; include owner ophthalmologists in this category in addition to entering them in the 'Practice Owners' field above. A full-time equivalent MD/DO is a physician that works the number of hours required to meet your practice's full-time requirement, it may be 36 hours a week, 40 hours a week, etc. Prorate partial year physicians. For instance if a physician works three months/year, they would be a .25 FTE.		Do not report a physician as more than a 1.0 FTE regardless of the number of hours worked.
Total Number of FTE Optometrists (ODs)	A full-time equivalent optometrist is an optometrist that works the number of hours required to meet your practice's full-time requirement. It may be 36 hours a week, 40 hours a week, etc. Prorate partial year physicians. For instance if a physician works three months/year, they would be a .25 FTE.		Do not report a physician as more than a 1.0 FTE regardless of the number of hours worked.

Total Owner Compensation from Clinical Operations	For all owners in your practice, report the W-2 income, 1099 income, K-1 partnership income plus all voluntary salary reductions (i.e. 401(k), Section 125 Savings Plan, Medical Savings Accounts, etc.) that the owners receive from clinic operations	Salary, Bonus, Incentive payments, Research stipends, Honoraria, Distribution of profits from clinical operations regardless of whether profits were paid out or not, Pension payments made to accounts, whether reductions from salary or from practice contributions	ASC, Optical, Other non-clinical operations, repayment of loans to the practice
Total Ophthalmologist (MD/DO) Clinical Compensation	For all MDs/DOs in your practice, including the owners, report the W-2 income, 1099 income, K-1 partnership income plus all voluntary salary reductions (i.e. 401(k), section 125 savings plan, medical savings accounts, etc.) that is applicable from clinical operations	Salary, Bonus, Incentive payments, Research stipends, Honoraria, Distribution of profits from clinical operations regardless of whether profits were paid out or not, Pension payments made to accounts, whether reductions from salary or from practice contributions	ASC, Optical, Other non-clinical operations, repayment of loans to the practice
Total Optometrist (OD) Clinical Compensation	For all optometrists in your practice, including the owners, report the W-2 income, 1099 income, K-1 partnership income plus all voluntary salary reductions (i.e. 401(k), Section 125 Savings Plan, Medical Savings Accounts, etc.) that is applicable from clinical operations	Salary, Bonus, Incentive payments, Research stipends, Honoraria, Distribution of profits from clinical operations regardless of whether profits were paid out or not, Pension payments made to accounts, whether reductions from salary or from practice contributions	ASC, Optical, Other non-clinical operations, repayment of loans to the practice
Total Encounters for All Providers	Run a report using your practice management software that shows the number of times each CPT code was billed during the year. This report is often called CPT Code Analysis or Productivity Analysis or something similar. Add the following CPT codes and report the sum as your total encounters	92002 through 92014 eye codes, 99201 through 99215 E&M, 99241 through 99245 codes for office consultations, 99024 post op visits, any other codes you use internally to indicate an exam has been performed. For example, some practices use S - HCPCS codes for exams that are paid by patients, and those exams should be included in your total encounter	Emergency room visits, Hospital visits, Nursing home visits
Total New Patient Encounters	Report total number of new patient encounters.	92002, 92004, 99201 through 99205, 99241 through 99245	

Total Ophthalmologist (MD/DO) Encounters	Report the number of total encounters reported above which were performed by MDs/DOs. For this purpose, Total Ophthalmologist (MD/DO) Encounters plus Total Optometric (OD) Encounters should equal Total Encounters for All Providers.		
Total Optometrist (OD) Encounters	Report the number of total encounters reported above which were performed by optometrists. For this purpose, Total Ophthalmologist (MD/DO) Encounters plus Total Optometric (OD) Encounters should equal Total Encounters for All Providers.		

Section 2: Staff

Total Number of FTE Staff	<p>Report the total number of full time equivalent (FTE) staff, not including MDs, DOs or ODs.</p> <p>This total should equal the sum of the staff FTEs reported in the four other staff categories: 1) non MD/DO/OD clinical staff, 2) front office staff, 3) billing staff, and 4) management and other staff.</p> <p>A full-time equivalent staff member works the number of hours required to meet the full-time requirement of your practice. It may be 36 hours per week, 40 hours per week, etc. Include all hours paid, whether hours worked, vacation, holidays, PTO, sick leave, personal time, etc. Prorate partial year employees. For instance if an employee works three months/year, they would be a .25 FTE.</p>	Include hours worked but not paid for family members of physicians, i.e. a spouse who works in the practice but does not draw a salary.	
Total Staff Cost	Report the total W-2 income		

	for all non-doctor staff members employed by the practice plus their benefits costs. Benefits costs should include employer\'s share of FICA, payroll and unemployment taxes, employer\'s share of health, disability, life and workers compensation insurance, employer\'s contributions to any retirement plans, education and travel allowances and dues and memberships paid by the practice.		
Total Number of FTE Non MD/DO/OD Clinical Staff	Report the number of FTE non MD/DO/OD clinical staff. A full-time equivalent staff member works the number of hours required to meet your practice\'s full-time requirement. It may be 36 hours per week, 40 hours per week, etc. Include all hours paid, whether hours worked, vacation, holidays, PTO, sick leave, personal time, etc. Prorate partial year employees. For instance if an employee works three months/year, they would be a .25 FTE.	Nurses, Pas, Orthoptists Technicians (certified and non-certified), Medical Assistants, Scribes, Testing Technicians, Photographers Surgery Schedulers/Counselors, Contact Lens Technicians if contact lens revenue is reported as clinical revenue, Technical or clinical supervisors	ASC staff, Optical staff, Contact Lens Technicians if contact lens revenue is reported as optical revenue
Total Non MD/DO/OD Clinical Staff Cost	Report the gross W-2 income for all non MD/DO/OD Clinical Staff members (techs, nurses, etc. as listed above) plus the benefit costs.	Employer\'s share of FICA, Payroll taxes, Employer\'s share of health, disability and life insurance, Employer contributions to any retirement plans, Education and travel allowances, Dues and memberships	
Total Number of FTE Front Office Staff	Report the total number of FTE front office staff. A full-time equivalent staff member works the number of hours required to meet your practice\'s full-time requirement. It may be 36	Receptionists (check-in and check-out), Telephone operators, Appointment schedulers, Medical record staff, Front office managers	

	<p>hours per week, 40 hours per week, etc. Include all hours paid, whether hours worked, vacation, holidays, PTO, sick leave, personal time, etc. Prorate partial year employees. For instance if an employee works three months/year, they would be a .25 FTE.</p>		
Total Front Office Staff Cost	<p>Report the gross W-2 income for all Front Office Staff members plus the benefit costs.</p>	<p>Employer\'s share of FICA, Payroll taxes, Employer\'s share of health, disability and life insurance, Employer contributions to any retirement plans, Education and travel allowances, Dues and memberships</p>	
Total Number of FTE Billing Staff	<p>Report the total number of FTE billing staff.</p> <p>A full-time equivalent staff member works the number of hours required to meet your practice\'s full-time requirement. It may be 36 hours per week, 40 hours per week, etc. Include all hours paid, whether hours worked, vacation, holidays, PTO, sick leave, personal time, etc. Prorate partial year employees. For instance if an employee works three months/year, they would be a .25 FTE.</p> <p>If you outsource your billing, check the N/A checkbox.</p>	<p>Coders, Billing clerks, Collection staff, Chart auditors, Billing/collection managers</p>	
Total Billing Staff Cost	<p>Report the gross W-2 income for all Billing Staff members plus the benefit costs.</p>	<p>Employer\'s share of FICA, Payroll taxes, Employer\'s share of health, disability and life insurance, Employer contributions to any retirement plans, Education and travel allowances, Dues and memberships</p>	
Total Number of FTE Management	<p>Report all management and other staff FTEs not included</p>		

and Other Staff	in the non MD/DO/OD clinical staff or front office staff or billing staff. Examples of staff that should be included in this category are administrators, managers, marketing staff, janitorial staff if employed by the practice, IT staff employed by the practice, secretaries, etc. Each staff member should only be included in one sub-category of total staff.		
Total Management and Other Staff Cost.	Report the total W-2 income for all staff members included in the management and other staff FTE categories, plus their benefits costs. Benefits costs should include employer's share of FICA, payroll and unemployment taxes, employer's share of health, disability, life and workers compensation insurance, employer's contributions to any retirement plans, education and travel allowances and dues and memberships paid by the practice.		
Total \$ Clinical A/R	Report the total dollar amounts owed to the practice by: Patients, third-party payers, Employers, etc.		Optical shop charges

Section 3: Accounts Receivable

Total Gross Charges for Fiscal Year	Report the total gross charges for all ophthalmic and optometric medical and surgical services as of the last day of your reporting year.	Charges for both technical and professional components of any testing, Charges for injectable retina drugs	Charges for ambulatory surgery center facility fees, Optical shop charges
Total \$ Clinical A/R 0-30 days	Report the dollar portion of total Accounts Receivable that is current to 30 days old as of the last day of your reporting year if you report aging AR.		
Total \$ Clinical A/R 31-60 days	Report the dollar portion of total Accounts Receivable that		

	is 31 to 60 days old as of the last day of your reporting year if you report aging AR.		
Total \$ Clinical A/R 61-90 days	Report the dollar portion of total Accounts Receivable that is 61 to 90 days old as of the last day of your reporting year if you report aging AR.		
Total \$ Clinical A/R 91-120 days	Report the dollar portion of total Accounts Receivable that is 91 to 120 days old as of the last day of your reporting year if you report aging AR.		
Total \$ Clinical A/R 121+ days	Report the dollar portion of total Accounts Receivable that is 121 or more days old as of the last day of your reporting year if you report aging AR.		

Section 4: Optical

Total Optical Net Collections	Report total optical net collections.	Optical Shop collections less refunds, Contact Lens revenue if reported as optical revenue	
Total Optical Cost of Goods (COG)	Report the total cost of goods sold in your optical shop.	Goods purchases (frames, lenses, etc.), Optical lab supplies and costs (i.e. coatings), Blanks, etc.	Contact lens cost of goods sold
Total Optical Operating Expenses	Report the total of all directly allocable optical shop expenses other than COG.	Optician wages, Lab and manager wage and benefit costs, Space costs Marketing, etc., Contact lens department staff or expenses if reported as optical expense	Costs for optical products such as frames, lenses, lab costs, etc., Expenses for equipment used in making or cutting lenses, Contact lens department staff or expenses if contact lens revenue is reported as clinical net revenue
Total Number FTE Opticians	A full-time equivalent staff member works the number of hours required to meet your practice's full-time requirement. It may be 36 hours per week, 40 hours per week, etc. Include all hours paid, whether hours worked,	Dispensing opticians, Contact lens technicians if reported as optical staff, Optical managers, Optical lab staff	Contact lens technicians if reported as clinical staff

	vacation, holidays, PTO, sick leave, personal time, etc. Prorate partial year employees. For instance if an employee works three months/year, they would be a .25 FTE.		
Total Number of Optical Sales	Report the total number of optical sales units sold. A unit sold would be a pair of glasses or a frame only or a single or pair of lenses only. Two pairs of glasses sold to the same person would count as two sales.		Do not include ancillary items such as necklaces. Contact lens sales should also not be reported in this category.
Total Number of Refractions (92015)	Report the total number of times your practice management system reports CPT Code 92015 was performed.		
Total Contact Lens Revenues	Report total collections from sales of contact lenses.		Do not include these revenues in the total clinical net revenue or in the total optical net collections categories.
Total Contact Lens Cost of Goods	Report the total purchase costs of contact lenses.		Do not include expenses such as contact lens fitting or training staff or other operating expenses related to contact lens sales.