

BENCHMARKING FORMS
Instructions

Form B-3 - Annual Wage and Salary Expense

Provide only the **acute data which includes Home Health and Hospice.**

This form is used to determine compliance.

The Prior FY Budget (Lines 1 a, b, and c) data is IDENTICAL to the CBM-3 or B-3 form submitted by the hospital to establish its most recent year's rates. This is not applicable to hospitals that re-established the rates in the prior year.

The Projected Actual (Lines 2 a, b, and c) data includes actual and projected actual information.

NOTE: Line a – must be atypical costs which include salaries and benefits and FTEs for medical education, professional fees and CRNAs. (DO NOT include statistics for contracted services).

Line b – must be non-atypical salaries, benefits and FTEs which are NOT included on line a.

Line c – Information on this line is the total of rows a and b.

NOTE: The definition of education costs is taken from the Health Care Authority's Chart of Accounts and includes accounts:

8220 - Nursing Education
8240 - Post Graduate Medical Education
8260 - Other Health Professional Education

This definition **does not include** account 8270 - Community Health Education.

- 1- Calculate "Total Amount" of fringe benefits (FICA, unemployment insurance, workers' compensation, health insurance, etc.) and the "Percent of Wages" as a percentage of total wages for all acute employees.

NOTE: EMPLOYEES SELF-INSURANCE HEALTH BENEFITS MUST BE INCLUDED AT THE CHARGE LEVEL ON THE B-3 FORM.

Regardless of the type of health insurance program, if the hospital provides discounts (as part of a benefit package available to **all employees**) in the form of reduced or waived co-pays or deductibles then **those discounts should be considered a fringe benefit** and, therefore, an additional expense item and **NOT** a contractual allowance. **DO NOT** put any dollar amounts on the B-DC for these discounts.

NOTE: *If employee discounts are not a standard benefit available to ALL employees then those discounts should be included on the B-DC.*

- 2- Provide total acute wages and fringe benefits by supervisory and non-supervisory categories.
- 3- Provide total number of acute employees by supervisory and non-supervisory categories with each category further divided into total number of employees on payroll and total number of FTEs.

Total number of employees on the payroll should be the average for the twelve months of the year.

NOTE: *If the hospital has physicians on its payroll, the number of these physician employees, the FTEs and the salaries and benefits are to be recorded in the supervisory category.*

- 4- Provide the average salary per FTE including fringe benefits for supervisory and non-supervisory employees.