

SELF-ASSESSMENT
**Physician Contract
Compliance: Medical
Directorships**



TAKE THE SELF-ASSESSMENT

Get Your DocTime[®] Compliance Readiness Score



Adhering to the ever-evolving compliance landscape can be tricky for hospitals, especially with physician administrative agreements and payments. Take our quick self-assessment to gain valuable insights into the strength of your current compliance measures around one particular area often rife with potential errors and violations: medical directorships. Your personalized DocTime Compliance Readiness score will indicate where there's opportunity to enhance your medical directorship strategy and overall approach to physician payments.

Key Compliance Areas



Contract
Management



Documentation



Payment
Calculations &
Approvals

Contract Management

1. Do you have contracts in place for all your medical directorships?
 Yes No I'm not sure
2. Do your medical directorship contracts outline the scope and duties of each type of relationship with your organization?
 Yes No I'm not sure
3. Are your medical directorship contracts readily available in a single, centralized online repository?
 Yes No I'm not sure

Documentation

4. Are your physicians required to document the hours spent on medical directorships (e.g., via time logs, etc.)?
 Yes No I'm not sure
5. Do you have clear submission deadlines for time logs/time sheets?
 Yes No I'm not sure

Payment Calculations & Approvals

6. Do the appropriate people have access to your physician contracts to review them during the payment approval process?
 Yes No I'm not sure
7. Do you honor all payment terms as outlined in your physician contracts (e.g., hourly rates, maximums, minimums, stipends, etc.)?
 Yes No I'm not sure

Scoring

Tally your final score.

1

YES

For every "Yes" answer, add one point to your score and tally up your total to get your final score.

0

NO OR I'M NOT SURE

Every "No" or "I'm not sure" answer gets zero points, so make sure not to add points to your final for these answers.

High
Risk

0-3 Points

We commend you for taking a strong interest in this area of compliance, though your medical directorship strategy needs improvement. We recommend focusing on 3 key areas: contract management, documentation and payment calculations. Review our key tips on the next page.

Medium
Risk

4-5 Points

Nice work! Your team has some of the key building blocks in place for a risk-free compliance strategy. But there's more work to do! Review our tips on the next page. Next, let's make sure these best practices are being applied to your entire physician contract and payment strategy. Ludi's experts can help!

Low
Risk

6-7 Points

Big high five to your team! It's clear you have a top-notch compliance approach, and you're well-ahead of most hospital organizations. Now it's time to ensure the best practices you've put in place for your medical directorships apply to other other areas of your physician contract strategy. Ludi can help!

Want a deep dive into your score? Contact us at info@ludiinc.com

How to Improve Your Score

Contract Management

- Run periodic reviews of your medical directorships and other physician contracts to make sure they are still needed. Do you still have a business case for each contract/relationship? Do you have “evergreen” contracts that need review?
- Evaluate rates being paid and specialties being paid per contract.
- Contract duties should be clear and compensable. The less vague the better!
- Create a single physician repository that stores all critical physician contract terms and payment information, acting as one source of truth for the organization.

Documentation

- Avoid having physicians turning in stacks of time logs at one time that account for a multi-month time period. Set deadlines for time log submission and enforce those deadlines.
- Digitize your entire time log process; moving off paper reduces errors and administrative burden.
- Track monthly what’s being used in terms of physician time, overused or not used at all. This will help you make more informed decisions about staffing and service line operations.

Payment Calculations & Approvals

- Track maximums and minimums as outlined in your physician contracts.
- Identify early on who on your team can provide approvals on physician payments. The larger the contract, the more approvals it may need.
- Be sure to have easy access to financial reporting on all of your medical directorships and physician payments (ideally all in one system).



Ludi is a health care technology company that makes it easy for hospitals to pay physicians. Our DocTime® Suite automates the payment process for any type of physician arrangement - from medical directorships and on-call contracts, to large PSAs, bonuses and employed physician contracts. A robust financial and compliance management system, DocTime helps hospitals manage all the complex tasks, rules and data associated with their physician agreements – all in one easy-to-use system. On average, DocTime customers experience an 80 percent reduction in administrative time and costs alone, generating a 5-6x ROI.