MEDICARE OCCUPATIONAL MIX SURVEY

Every three years, the Centers for Medicare & Medicaid Services (CMS) collects occupational mix data from all short-term acute care hospitals participating in the Medicare program. For federal fiscal year (FFY) 2022, the reporting period is from January 1, 2019 through December 31, 2019, and data are due on August 3, 2020. Occupational mix survey guidance and the submission form (Excel file) are here for your convenience. An occupational mix factor above 1.0 is advantageous while an occupational mix factor less than 1.0 is disadvantageous. When filling out the occupational mix survey, consider the following:

Critical Access Hospitals (CAHs) are not required to submit the occupational mix survey because they do not operate under the Inpatient Prospective Payment System (IPPS).

Do Not Include

- Employees from IPPS-excluded areas (contracted or employed);
- Part B physicians, interns and residents;
- Home Office and related organizations’ employees allocated to excluded cost centers;
- Wage-related costs;
- Non-paid lunch period and on-call hours in the total paid hours; and
- Hours for bonus pay.

Include

- Full-time and part-time employees; contracted employees; and Home Office or related organizations’ employees allocated to IPPS reimbursement cost centers and outpatient departments that are allowable in the wage index;
- “Paid Salaries” includes paid salaries and wages, overtime, vacation, holiday, sick, lunch, other paid time-off, severance, and bonuses;
- “Paid Hours” includes total paid hours such as regular hours, overtime hours, paid holiday, vacation, sick, other paid time-off and hours associated with severance pay. Overtime hours must be one-for-one instead of 1.5 hours when it is paid time-and-a-half. Employees who are paid a fixed rate must include 40 hours per week or the number of hours in the facility’s standard workweek;
  - If paid hours cannot be determined, the corresponding salaries cannot be included;
- Hours cannot be calculated if there is not support; and
- The A6 salary reclassifications must be included.

Registered Nurses (RN)

- Work directly with patients evaluating their health problems and needs, developing and implementing nursing care plans, and maintaining medical records;
• Licensing or registration required; and
• Advanced practice nurse (APNs) (nurse practitioner, clinical nurse specialists, certified nurse midwives, and certified registered nurse anesthetics) are normally paid by the Medicare Part B fee schedule and not by IPPS.

Licensed Practical Nurses (LPNs), Licensed Vocational Nurses and Surgical Technologists

• These entities work directly with patients in hospitals, nursing homes, clinics, private homes, group homes, and similar facilities, and may be working under the supervision of an RN;
• Surgical Technologists assist in surgeries and work under the supervision of surgeons, RN and/or other surgical personnel; and
• Licensing required.

Nursing Assistants and Orderlies

• Nursing Assistants provide basic patient care and work under the supervision of nursing staff; and
• Orderlies transport patients in need of surgeries or additional testing to the corresponding areas and provide additional services such as maintaining the stock supplies room, cleaning equipment, and transporting equipment.

Medical Assistants

• Perform administrative work and some basic clinical duties under the supervision of a physician.

All Other Occupations

• Include hours and salaries if home office and related organizations’ employees provides only administrative services;
• Include hours and salaries if nursing personnel performs administrative functions in any department of the allowable IPPS or outpatient prospective payment system (OPPS);
• Non-nursing personnel (employed or contracted) that belong to any of the reimbursable cost centers; and
• Nursing personnel performing administrative functions or leadership roles; not providing or supervising direct patient care.