

2015/16

## Private Medical Specialist Practice Salary Survey

### QUESTIONNAIRE

Practice Name:

Name and designation of person completing the questionnaire:

Contact Details

Telephone Number	<input type="text"/>
E-mail address	<input type="text"/>

#### **Return of Surveys**

1. Email to [peet@healthman.co.za](mailto:peet@healthman.co.za)  
or
2. fax to 011 782 0270  
or
3. Mail to PO Box 2127, Cresta, 2118

#### **DEFINITION OF TERMS**

**Basic Salary** is the fixed guaranteed cash payment made to an employee. This includes a fixed bonus and/or 13th cheque.

**Total Package** is the total annual cost to a practice of employing an incumbent. The cost includes the total annual salary / fixed guaranteed cash payment made to an employee, typically monthly (i.e. basic salary), plus non-cash fringe benefits. Typically these include company car; pension or provident fund and medical aid contributions; group life and accident insurance; practice assistance or subsidies; low interest loans and any other benefits.

**Short term incentive payments** are the annual individual non-guaranteed payments made in respect of individual, team or company performance and refer to incentives that are applicable for up to one year, such as profit share, gain share, bonus and commission. These incentive payments would include cash payments that are awarded in recognition of performance. An example would be a % paid for debtors clerk's efficient debt collection

**1 Practice Details**

Please indicate your specialist discipline:

e.g Paediatrician, ENT, etc.

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Please indicate the type of practice you operate:

Please **X** where applicable

Sole Practitioner	
Incorporated Practice	
Sole Practitioner (with shared overheads)	
More than one partner	
Incorporated practice with more than one shareholder	

Please indicate the geographical area in which you practice:

Please **X** where applicable

Tshwane (Greater Pretoria, Centurion)	
Central Gauteng (Johannesburg, Sandton, Ekurhuleni, West Rand)	
Nelson Mandela Metropole (Port Elizabeth / East London Region)	
eThekweni (Greater Durban area)	
Western Cape	
Other Area (please specify)	

Please indicate the size of your practice:

Total number of staff employed		
Medical Staff e.g. Nurse	Support Staff e.g. Receptionist	
		Total annual salary and wage bill of Practice

## 2 Position Descriptions

This survey covers 9 positions which are described as follows:

### 1. SPEC01 - Accountant

Responsible for financial management of the practice. Produces financial reports, ensures statutory payments are made. Responsible for debtor and creditors function. Does not include payment to an external accountant or auditor.

### 2. SPEC02 - Technologist/Ophthalmic Assistant/Medical Assistant

Responsible for samples testing, other medical tests on patients as an assistant helping Doctors with patients

### 3. SPEC03 - Practice Manager

Responsible for the overall, efficient management of the practice (generally in group practices or large practices).

### 4. SPEC04 - Nursing Sister

A registered nurse responsible for providing support to the Specialist. Ensures examination / consulting room is stocked and prepared. May provide assistance during examination / consultation.

### 5. SPEC05 - Invoicing Clerk (codes re. tariffs)

Responsible for varied financial and clerical duties such as invoicing patients, processing and recording payments and routine banking / financial tasks.

### 6. SPEC06 - Debtors Clerk (outstanding accounts)

Responsible for all aspects of the debtors function. This includes reconciling the appropriate list of outstanding accounts and following up on medical schemes and patients.

### 7. SPEC07 - Front Office Administrator

Responsible for all clerical and secretarial functions. Provides personal assistance to the medical specialist. Does invoicing and outstanding accounts.

### 8. SPEC08 - Receptionist / Telephonist

Responsible for operating switchboard, receiving and directing patients and keeping records or messages.

### 9. SPEC09 - Tea Lady / Cleaner

Responsible for providing beverages to employees and visitors. Clears away and cleans work areas. Responsible for cleaning material and a clean environment by cleaning offices.

### 10. SPEC10 - Medical Doctors

The practice employs a full time doctor

### 11. SPEC11 - Other

Please define, e.g. Optometrist employed by Ophthalmologist



### 3 Total Package & Short Term Incentives

Please provide the following details for each person matching a role description contained in Point 2, Position Descriptions above. If there is more than one incumbent in a position, please provide the details of all incumbents.

Years employed at practice	Position Number	Annual Basic Salary (Rand per annum)	Annual Total Package (Rand per annum)	Short term incentives paid during last 12 months (Rand)	Maximum short term incentive achievable as a % of total package	Type of short term incentive eg profit share, performance bonus, commission
<i>e.g. 5</i>	<i>SPEC01</i>	<i>280,000</i>	<i>360,000</i>	<i>15,000</i>	<i>10%</i>	<i>Bonus</i>

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**4 Increases**

Please indicate salary increases as applicable

Staff level	Past		Projected	
	% Increases granted for 2014/15		% Projected Increases for 2015/16	
	Guaranteed Package	Base Salary	Guaranteed Package	Base Salary
Executive	%	%	%	%
Management	%	%	%	%
General Support Staff	%	%	%	%

Additional Comments:


**Thank you for taking the time to complete the questionnaire.**