The Administrator's Toolbox:
Resources for the New Administrator
Step 1. Get Started with an Organizational Chart

The ABCs of Creating an Organizational Chart for Your Practice

C: Compare and Analyze Your Practice Model

Congratulations on completing your Organizational Chart!

This practice assessment tool will help you evaluate your organizational model based upon your Organizational Chart. It is designed to be a template that you can revise to meet the specific needs of your practice.

Comparisons to national benchmark standards are always helpful in analyzing your practice's performance. Based upon these comparisons, you may want to further evaluate your current staffing model for overages or underages to determine the type of practice model you may need. See the footnote below for information on how you may obtain national benchmarks through participation in the Academy/AAOE AcadeMetrics™ Benchmarking Survey.

Practice Staffing Needs	#	Notes/Compare to Benchmark[1]
1. How many locations does your practice have?		
2. How many MDs are in your practice?		
3. How many ODs are in your practice?		
4. Is there an ASC?		

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[1] The AcadeMetrics™ Benchmarking Survey is a web-based survey to help you measure financial performance and practice efficiency. Find out more at http://www.aao.org/practice-management/benchmarking/benchmarking-survey

Missed the Academy/AAOE AcadeMetrics™ Benchmarking Survey?
Your next chance to participate is April 2017.

Practice Staffing Needs	#	Notes/Compare to Benchmark
5. Does your practice have an optical shop?		
6. Does your practice provide other ancillary services?: • Medi-spa • Hearing aids and testing • Vitamins • Botox, Juvederm, or other skin products		
7. Do you have the capacity for additional volume based on your facility/facilities? If so, is additional staffing needed or can current staffing accommodate more volume?		

Per Provider Questions

Practice Staffing Needs	Notes/Compare to Benchmark
8. What is your current template/appointment numbers per provider? • Provider # 1 = Dr. _____ • Provider # 2 = Dr. _____ • Provider # 3 = Dr. _____ **Expand as necessary to indicate the visit templates for each provider**	
9. What is your no-show rate per provider? • Provider # 1 = Dr. _____ • Provider # 2 = Dr. _____ • Provider # 3 = Dr. _____ **Expand as necessary to indicate the visit templates for each provider**	

Practice Staffing Needs	Notes/Compare to Benchmark
10. What is the number of patients seen per half-day per provider? • Provider # 1 = Dr. _____ • Provider # 2 = Dr. _____ • Provider # 3 = Dr. _____ **Expand as necessary to indicate the visit templates for each provider**	