



Happy Holidays!



2005 Hourly Wage Averages for Denver Area Medical Offices

Clerical, data entry	\$ 11-12	Med Assist, grad, externed	\$ 12
Medical records	11-13	MA, 1-2 yrs. (Add \$1 for Ltd.Scope)	13-14
Front office, little exper	11-13	MA, more exper, splty, lead position	15-16
Front office, specialty	14-16	LPN, grad	14
Front, more exp, light mgr.	15-16	LPN, exper, specialty, some mgmt.	15-21
		RN, so many differentials	18-32
Biller, grad, good externship	\$ 12-13	NP, experience + specialty	28-35
Billor, 1 yr.	14	PA, location, experience, splty	25-50
Billor, 2 yrs., splty, good skills	15		
Billor, advanced skills, mgmt	16-20	Manager, small office	35-40K
CPC Coder, begin to advance	16-21	Manager, medium office	40-50K
		Manager, large office	50-85K
Marketing, PR, Advertising	40-50/hr.	Administrator, CEO with MBA	60K Up

HEALTH INSURANCE TRENDS As administrators addressed the rising costs of *health insurance* premiums, there was a slight movement towards offering Health Savings Accounts. A variation on health coverage was to reimburse medical expenses up to a set amount annually, like \$1500. A few practices now pay only a portion of the medical premium, \$100 or a percentage per month. Overall, the majority provide health benefits for the employee *only*.

OTHER BENEFITS The average paid *vacation* was 10 days, plus 6 major *holidays*, and 5 days *PTO*, personal time off. All of our clients had free or paid *employee parking*. *Educational reimbursement* was an occasional benefit, if the class topic was related to the business. Some offered cafeteria plans, using pre-tax dollars to pay specific expenses. *Direct deposits* were common. There seems to be an upswing in *job sharing* for support positions.

Hiring Tips

Colorado employers have both state and federal employment laws to obey. The key to complying is to treat all candidates equally during the hiring process. In print or during conversations, avoid mentioning marital or family status, age, disabilities, national origin, sex, race or color as written in Title VII, Civil Rights Act of 1964. An amendment to Title VII, pregnant women must be treated in the same manner as other applicants. (Applies to groups with 15+ employees.)

JOB DESCRIPTION To attract qualified candidates, be specific about skills, experience, and education. Describe the job responsibilities, location, hours of work, pay and benefits. Mention that your company does background and reference checks and is compliant with Equal Employment Opportunity Commission, EEOC, standards.

RESUMES Whether using an agency or advertising for applicants, look carefully at the resumes you receive. Check the dates of employment, credentials, education, references, and spelling. Sort and prioritize the best.

SOCIAL SECURITY NUMBER CHECK. Confirm all identification from your job applicants. It is unlawful to employ an illegal alien who is unauthorized to work in the U.S.A. To check Social Security numbers, call 1-800-720-6270. The Social Security assistant will ask for the employee's name, sex, and your company Federal ID Number.

An employer has a duty to *exercise reasonable care* when adding staff. If a company failed to prescreen adequately and harm resulted, Colorado courts allow the filing of a tort for negligent hiring. Background checks protect employers.

Have a Happy, Healthy and Prosperous New Year !