



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Health System



Date: February 7, 2013
Board Meeting Date: March 12, 2013
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Jean S. Fraser, Chief, Health System
Susan Ehrlich, MD, MPP, Chief Executive Officer, San Mateo Medical Center

Subject: Recommended Revision to the Salary Ordinance

RECOMMENDATION:

Introduction of an Ordinance amending the Master Salary Ordinance and waiver of reading the ordinance in its entirety.

BACKGROUND:

The vacant position of Patient Services Assistant (PSA) is being reclassified to a Patient Services Specialist (PSS) in the Patient Access Department of the San Mateo Medical Center (SMMC) to permit the PSS to perform training throughout the medical center and its clinics.

DISCUSSION:

The reclassification of this vacant position will permit the PSS to standardize training for current staff and new hires at the SMMC and its clinics on software applications and to develop a process for obtaining accurate patient information on the front end to ensure proper billing which will increase revenue and decrease denials. All PSA's will be tested for competency yearly.

The salary ordinance changes herein represent the:

Action: Delete: One (1) vacant position of E411S, Patient Services Assistant Series
Biweekly Salary: \$1,586.40 – 1,983.20
Approximate Monthly Salary: \$3,437.20 - \$4,296.93

Add: One (1) vacant position of E414 Patient Services Specialist

Biweekly Salary: \$1,815.20 - \$2,268.80
Approximate Monthly Salary: \$3,932.93 - \$4,915.73

This Ordinance has been reviewed and approved by County Counsel as to form.

This amendment contributes to the Shared Vision 2025 outcome of a Healthy Community by ensuring accurate recording of patient information to ensure patient safety. It is anticipated that once training has been completed, 100% of all PSA's will be tested for competency yearly and score 95% or higher.

PERFORMANCE MEASURE:

Measure	FY 2011-12 Actual	FY 2012-13 Projected
100% of all PSA's will be tested for competency yearly and score 95% or higher	N/A*	100%

New Measure*

FISCAL IMPACT:

This action represents an estimated increase in monthly salary and benefits cost of \$1,743, or an annual cost of \$20,916. The increased expense will be included in the SMMC FY 2013-14 Recommended Budget.

Expenses at SMMC are covered by fees for services or third-party payors whenever possible. The portion of expenses for services provided to the medically indigent or to those covered by programs that do not meet the full costs of care are covered by the County's General Fund contribution to SMMC, and are within the existing annual appropriation.