
SUMMARISED SPECIALIST PRACTICE SALARY REVIEW 2014

INTRODUCTION

In order to assist practitioners with their annual salary increases, employment of new staff or just benchmarking their staff against the market we have updated our salary survey. A comprehensive new salary survey will be conducted in the third quarter of 2014.

Note the following:

- The results are effective 1 January 2014
- The survey covers consulting & surgical groups only
- It is a National average (except where indicated)
- The average 12 Month CPI ended December 2012 was 5.6% (*from: STASSA*)
- The average 10 Month CPI ended October 2013 was 5.8% (*from: STASSA*)
- 254 practices participated consisting of 286 specialists in our previous survey
- 959 Staff positions were surveyed
- We added a 12.36% increase since the last report. This constitutes to a 6% adjust per annum.

Please email Peet Kotzé at peet@healthman.co.za for any queries.

DEFINITIONS:

The following descriptions are applicable for staff categories:

1. SPEC01 - Accountant/Bookkeeper

Responsible for financial management of the practice. Produces financial reports, ensures statutory payments are made. Responsible for debtors and creditors functions. (This excludes payment to an external accountant/auditor).

2. SPEC02 - Technologist/Ophthalmic Assistant/Medical Assistant

Responsible for samples testing, other medical tests on patients.

3. SPEC03 - Practice Manager

Responsible for the overall and efficient management of the practice (Generally in group practices or other large practices).

4. SPEC04 - Nursing Sister

A registered nurse is 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 & tariffs)

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

6. SPEC06 - Debtors Clerk (outstanding accounts)

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

7. SPEC07 - Front Office Administrator/Manager

Responsible for all clerical and secretarial functions, and administration of the practice. Provides personal assistance to the medical specialists or general practitioners. Also does invoicing and outstanding accounts. This is a more senior position than 5 or 6, but not at the level of a practice manager.

8. SPEC08 - Receptionist / Telephonist

Responsible for operating switchboard, receiving and directing visitors and keeping records or messages. Can include minor administrative tasks.

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 Doctor

The practice employs a medical doctor on a full-time basis.

DEFINITION AND REMUNERATION TERMS

In reporting salary data, the following definitions have been used:

Total Package is the total annual cost to a company/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; company pension or provident fund and medical aid contributions; group life and accident insurance; company assistance or subsidies; low interest loans and any other recreational or other benefits. The package includes annual bonuses.

The remuneration levels in the tables are shown in percentiles and are defined as follows:

Lower Quartile (Q1)	75% of the sample earns more and 25% earns less than this salary level
Median	50% of the sample earns more and 50% earns less than this salary level
Upper Quartile (Q3)	25% of the sample earns more and 75% earns less than this salary level
90th Percentile (90th)	10% of the sample earns more and 90% earns less than this salary level
Average	Total remuneration divided by the number of responses for the position

In order to ensure statistical correctness the detail of reporting is based on the final sample size in respect of each position. Therefore, in some instances a median only has been presented as not all responses matched to all the positions described.

No data has been reported where the final sample size was not sufficient to maintain statistical correctness.

ALL POSITIONS REPORTED – NATIONAL AVERAGES

Total Guaranteed Package – All Specialist Staff

Position Code	Position Title	Positions Surveyed	Total Guaranteed Package (Rand per Annum)				
			LQ	Median	UQ	90 th	Average
SPEC01	Accountant/Bookkeeper	78	79 916	146 461	227 827	287 838	159 089
SPEC02	Technologist/Ophthalmic Assistant/Medical Assistant	66	104 309	147 368	240 450	320 226	174 883
SPEC03	Practice Manager	107	146 294	202 248	269 066	337 162	208 863
SPEC04	Nursing Sister	67	117 539	185 506	212 079	253 250	166 422
SPEC05	Invoicing Clerk (codes & Tariffs)	67	96 854	136 807	188 034	224 400	146 181
SPEC06	Debtors Clerk (outstanding accounts)	85	80 899	125 618	178 293	228 765	135 899
SPEC07	Front Office Administrator/Manager	143	109 888	148 315	175 281	215 280	148 596
SPEC08	Receptionist / Telephonist	193	87 640	123 596	156 687	182 531	124 120
SPEC09	Tea Lady / Cleaner	131	16 179	32 022	16 800	62 921	35 433
SPEC10	Medical Doctor	22	329 781	488 181	734 834	953 936	653 984

Increase Trends

The last Salary survey indicated that actual increases for 2011 were 7% to 8% and expected increases for 2012 were 6.5% to 7.5%. Actual increases and inflation were typically around 6% for both 2012 and 2013. Due to the recent increase in interest rate, weaker currency and other market factors, inflation/CPI for 2014 may be much higher than anticipated.

GAUTENG POSITIONS REPORTED

Total Guaranteed Package – All Gauteng Specialist Staff

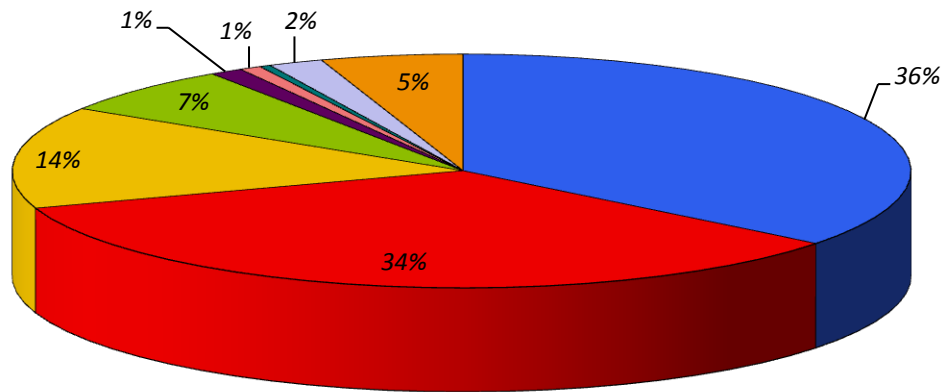
Position Code	Position Title	Positions Surveyed	Total Guaranteed Package (Rand per Annum)				
			LQ	Median	UQ	90 th	Average
SPEC01	Accountant/Bookkeeper	24	38 427	117 978	163 792	211 723	113 239
SPEC02	Technologist/Ophthalmic Assistant/Medical Assistant	20	109 101	177 978	252 478	296 630	182 796
SPEC03	Practice Manager	33	144 274	219 102	262 922	304 855	205 017
SPEC04	Nursing Sister	20	124 719	184 241	203 859	247 307	169 161
SPEC05	Invoicing Clerk (codes & Tariffs)	17	107 865	161 798	196 870	215 269	161 639
SPEC06	Debtors Clerk (outstanding accounts)	29	89 438	125 618	182 585	228 567	138 037
SPEC07	Front Office Administrator/Manager	41	121 117	168 096	192 809	275 282	170 270
SPEC08	Receptionist / Telephonist	62	81 734	117 624	162 329	185 758	122 836
SPEC09	Tea Lady / Cleaner	49	20 224	31 278	44 944	71 011	40 022
SPEC10	Medical Doctor	8	289 749	324 302	347 842	1 288 909	689 274

WESTERN CAPE POSITIONS REPORTED

Total Guaranteed Package – All Western Cape Specialist Staff

Position Code	Position Title	Positions Surveyed	Total Guaranteed Package (Rand per Annum)				
			LQ	Median	UQ	90 th	Average
SPEC01	Accountant/Bookkeeper	26	97 013	164 566	267 275	305 619	174 760
SPEC02	Technologist/Ophthalmic Assistant/Medical Assistant	12	131 997	181 345	321 531	390 377	226 334
SPEC03	Practice Manager	33	151 686	189 888	247 192	330 338	214 385
SPEC04	Nursing Sister	21	134 834	209 242	233 708	291 653	187 385
SPEC05	Invoicing Clerk (codes & Tariffs)	21	119 079	139 663	188 427	202 032	156 274
SPEC06	Debtors Clerk (outstanding accounts)	30	83 354	121 418	150 843	230 675	134 444
SPEC07	Front Office Administrator/Manager	55	113 172	156 438	193 243	189 726	151 900
SPEC08	Receptionist / Telephonist	60	94 382	137 598	160 674	194 410	137 673
SPEC09	Tea Lady / Cleaner	45	13 483	33 708	49 084	57 977	33 002
SPEC10	Medical Doctor	5	674 160	755 059	776 832	957 926	781 661

Provincial Distribution of Survey Participants



Distribution of the Types of Practices Participating

