HOW TO USE THE HOSPITAL SUPPORT STAFF CALCULATOR

This calculator helps you estimate hospital Support Staff (Para) hours needed for the upcoming week based on real data.

You will need:

1. **The most recent Good Week Report**
2. **Your Annual Budget**

1 To access the calculator, click on the link below or type it in to your browser

https://www.cognitoforms.com/WellHavenPetHealth/HospitalSupportStaffParaLaborHoursCalculator

2 Open your Good Week report and your Hospital Budget from Knowledgebase
**You will need your username and password to access the reports

https://wellhavenpethealth.knowledgeowl.com/help/hospital-reports

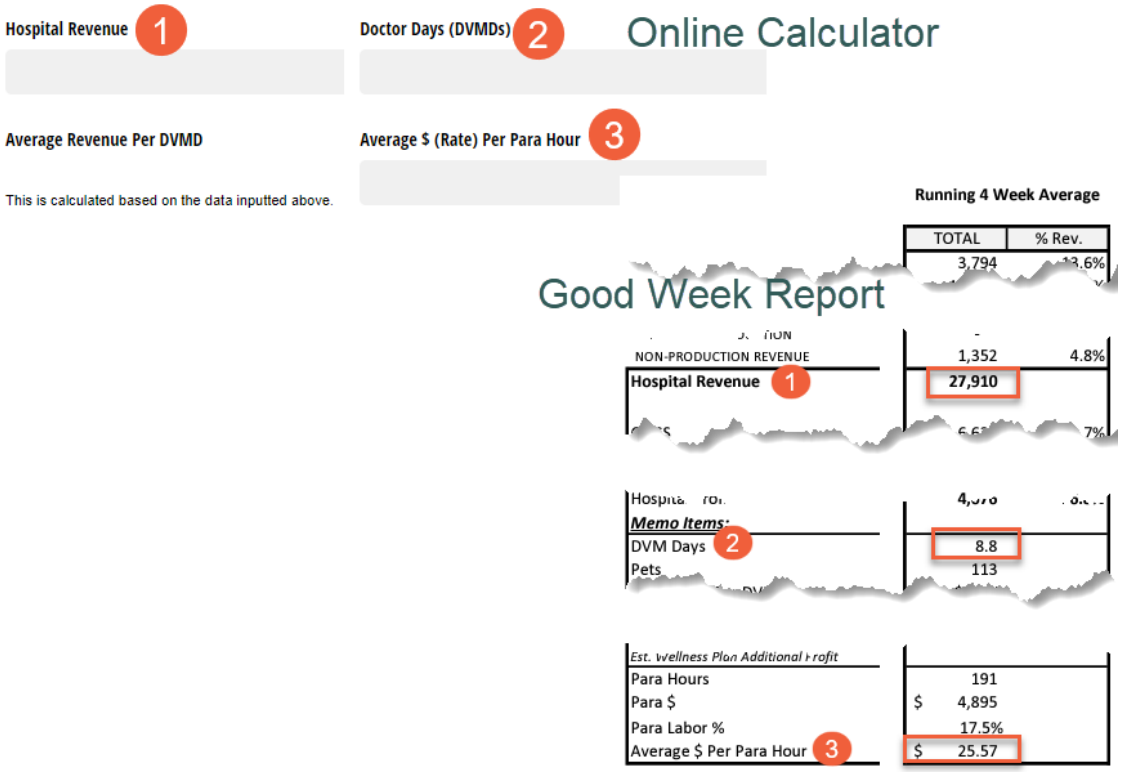
3

Click on the Good Week report to open the list, the click on the most recent weekly report

4

Enter the following metrics from your Good Week Report from the "Running 4 Week Average" column.

1. Hospital Revenue
2. Number of Doctor Days (DVMDs)
3. Average $ (Rate)/Para Hour



5

Once the numbers are entered you will get the Average Revenue/DVMD. Now enter the Anticipated DVDMs for the upcoming week

Step 2. Enter the number of anticipated Doctor Days (DVMDs) for the upcoming week in order to to estimate revenue.

Note: A "Doctor Day (DVMD)" assumes a 10-hour shift. For less than a 10-hour shift you can enter this as a decimal (e.g. an 8-hour shift is .8, a 5-hour shift is .5, etc.)

- The other figures will populate based on the averages calculated in Step 1.

Average Revenue/DVMD	*	Anticipated DVMDs This Week *	=	Estimated Revenue this Week
$3,171.59	(times)	9 *Enter the number of DVMDs for the upcoming week.*	(equals)	$28,544.32

6

Now refer to your Budget, on Knowledgebase. Click on the hyperlink to open the report

Home » Hospital Reports » WellHaven Pet Health

2022 Hospital Budget

Last Modified on 01/25/2022 3:07 pm PST

2022 Budget File:

- 2022 Budget pdf

7

Find you're the Total Para Labor percent for the month you are in

	Monthly 2022 BUDGET:					
	May	Jun	Jul	Nov	Dec	FY 2022
Total DVM Labor	23.2%	22.5%	23.3%	22.9%	22.8%	22.9%
Total Para Labor	20.6%	20.7%	20.7%	22.4%	22.4%	21.0%
Total Other Labor	8.4%	8.3%	8.4%	8.4%	8.4%	8.6%
Total Labor	52.1%	51.5%	52.4%	53.7%	53.6%	52.6%

8 Enter the Target Para % into step 3

Step 3. Enter your Target Para % to find your Target Para Hours for the upcoming week.

- Refer to your **Annual Budget** to find your hospital's "**Target Para %**".
- The other figures will populate based on the averages calculated in Steps 1 & 2.

For reference, the calculation we are using is:

(Revenue * Target Para %) / (Average Rate/Para Hour) = Target Support Staff (Para) Hours

(**Estimated Revenue** $28,544.32 * (times) **Target Para %** * 22.4) / (divided by) **Average Rate/Para Hour** $25.57 = (equals)

Enter this percent

9 Once all the numbers have been entered you will get your Target Support Staff Hours for the week

***Please remember these hours are the max you can schedule if you want to stay within budget

Target Support Staff (Para) Hours for This Week: 250.06

10 You can enter your email if you want to receive the results as an email or you can just click Print & Send to print the results (if needed)

Enter your email if you would like to send a copy of the results there:

Print & Send