**CENTER FOR HEALTH
INFORMATION AND ANALYSIS**

TOP TEN HIGHEST COMPENSATED EMPLOYEES REPORT

AUGUST 2016

CHIA.

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INTRODUCTION

M.G.L. c. 12C, § 8(c)(5) requires that the Center for Health Information and Analysis (CHIA) collect from acute hospitals "the salary and benefits of the top 10 highest compensated employees, identified by position description and specialty."

Regulation 957 CMR 9.00 governs the filing requirements. Each hospital shall file a Top Ten Highest Compensated Employees Report (Top Ten) with CHIA in accordance with the due dates specified in regulation 957 CMR 9.03(2)(b).

Hospitals that already complete the IRS Form 990 will see that CHIA's collection effort is similar as it utilizes the same definitions for salary and benefits data points. Unlike the IRS Form 990, the top ten highest compensated employees must be listed regardless of title or salary threshold.

Please contact CHIA at chia.data@massmail.state.ma.us if:

- The hospital is filing for a period of less than 12 months
- There is a hospital acquisition or closure
- There are any deviations from the Top Ten instructions

Hospital-specific instructions will be provided to hospitals with unique situations.

FILING SCHEDULE

Reports are due on August 15th for the calendar year two years prior. For example, the filing that reflects calendar year 2015 information will be due by August 15, 2017.

CHIA provided initial filing instructions in a separate email.

SUBMISSION REQUIREMENTS

Hospitals must use the Top Ten Application in the CHIA Submissions platform (https://chiasubmissions.chia.state.ma.us) to create and submit the Top Ten report. CHIA has created a Top Ten Highest Compensated Employees Report User Guide to assist with navigating the application and the CHIA Submissions platform. The user guide is located in the top right corner of the CHIA Submissions platform (under "Help") after entering the Top Ten Application and on the CHIA Top Ten report webpage.

Access to this system requires a CHIA user ID and password. For the initial filing, acute hospital staff with a user ID and password for the Massachusetts Hospital Cost Report have been granted access to submit information for this Top Ten report.

TIP: The Top Ten Application works best when the website is launched in a Google Chrome or Internet Explorer 10.0 or higher browser at 100 percent zoom.

Hospitals needing to change users or request additional users should complete a User Agreement for Hospitals and email the completed form to CHIA-DL-Data-Submitter-HelpDesk@massmail.state.ma.us.

REVISIONS TO PREVIOUSLY SUBMITTED REPORTS

Should hospitals need to make a revision to a previously submitted report, they should email chia.data@massmail.state.ma.us using *"Reopen Request – Top Ten"* in the subject line.

Please also include the hospital name and the reason for reopening the report, as well as the contact information for the hospital staff requesting the revision. CHIA's staff will review the request and respond.

FILING INSTRUCTIONS

The name of the hospital is prepopulated in the "Organization Name" left tab and at the top of the Top Ten Application screen displayed as "Detail: [Hospital Name]." Please contact CHIA-DL-Data-Submitter-HelpDesk@massmail.state.ma.us if the filing hospital is not shown.

General and Contact Information

Please select or complete the following information:

- **Calendar Year:** The calendar year for the compensation period being reported.
- **Contact First, Middle, and Last Name:** This is the person who CHIA will contact for questions regarding this report. This is generally the person who is submitting the report.
- **Contact Number:** The Contact Name's work phone number.
- **Contact Title:** The Contact Name's title.
- **Contact Email:** The Contact Name's e-mail address.

Line and Column Instructions

Lines:

Lines 1-10 are for reporting the information for each of the hospital's ten highest compensated employees. Data must be reported for all ten lines. For each line, complete the data required for each column A–K.

Columns:

Column A. Employee Name: Enter the first and last name.

Column B. Title: Select the title(s) held by the listed employee in your hospital. If an employee has more than one title and received income for each title, then column B must be broken out by each title. For example, if a Chief Executive Officer also sits on the Board of Directors and is compensated for each distinct role, compensation should be itemized accordingly.

Hospitals may select up to five titles for each employee listed. CHIA has provided a drop-down list of standard industry titles to select from. The options in the drop-down are listed in Appendix A. Users are able to select "Other" if a title is not listed among the options provided. The "Other" option is not in alphabetical order and is the last option in the list. If the employee's title is not listed in the menu, please select "Other" at the bottom of the list.

TIP: To add additional titles or to remove added ones, click the "Action" button located at the end of each row. `Action ▾`

Column C. Specialty: This data is only required if the employee is a physician and should be "Not Applicable" for all non-physician employees. For physicians, unselect "Not Applicable" to select the physician's primary medical specialty or specialties (e.g., Anesthesiology, Cardiology) from the list of options in Appendix B. Users are able to select "Other" if a specialty is not listed among the options provided. The "Other" option is not in alphabetical order and is the last option in the list. If the physician's specialty is not listed in the menu, please select "Other" at the bottom of the list.

Columns D – H: For employees with multiple titles and related sources of income, **columns D–H** must be broken out by the title associated with each income source. For the individual listed, enter compensation from your hospital and compensation from all related organizations (e.g., physician organization, board, parent organization, etc.) as an aggregate for the title associated with the compensation.

Column D. Base Compensation: Enter any nondiscretionary payments to a person agreed upon in advance, contingent only on the employee's performance of agreed-upon services (such as a salary or fees).

Column E. **Bonus & Incentive Compensation:** Enter the listed person's bonus and incentive compensation. Examples include payments based on the satisfaction of a performance target (other than mere longevity of service), and payments at the beginning of a contract before services are rendered (for example, a signing bonus).

> **NOTE:** All amounts must be reported in whole dollars.

Column F. Other Reportable Compensation: Enter all other payments issued to the listed person not reflected in columns D or E. Examples include, but are not limited to, current-year payments of amounts earned in a prior year, payments under a severance plan, payments under an arrangement providing for payments upon the change in ownership or control of the organization or a similar transaction, deferred amounts and earnings or losses in a nonqualified defined contribution plan subject to when they become substantially vested, awards based on longevity of service, and stock options.

Column G. Retirement & Other Deferred Compensation: Enter all current-year deferrals of compensation for the listed person under any retirement or other deferred compensation plan, whether qualified or nonqualified, that is established, sponsored, or maintained by or for the organization or a related organization. Report as deferred compensation the annual increase or decrease in actuarial value, if any, of a defined benefit plan, but do not report earnings or losses accrued on deferred amounts in a defined contribution plan. Enter a reasonable estimate if actual numbers are not readily available.

Column H. Nontaxable Benefits: Enter the nontaxable benefits for the listed person. Nontaxable benefits are benefits specifically excluded from taxation under the Internal Revenue Code. Common nontaxable and disregarded benefits, referred to as "fringe benefits," are discussed in detail below.

Fringe benefits can be entirely personal in nature or can combine personal and business elements. The

taxability of a benefit can depend upon the form in which it is provided.

The following benefits provided for a listed person must be reported in column H to the extent not reported as taxable compensation. This list includes but is not limited to:

- Value of housing provided by the employer, except to the extent such value is a working condition fringe.
- Educational assistance.
- Health insurance.
- Medical reimbursement programs.
- Life insurance.
- Disability benefits.
- Long-term care insurance.
- Dependent care assistance.
- Adoption assistance.
- Payment or reimbursement by the organization of (or payment of liability insurance premiums for) any penalty, tax, or expense of correction owed, any expense not reasonably incurred by the person in connection with a civil judicial or civil administrative proceeding arising out of the person's performance of services on behalf of the organization, or any expense resulting from an act or failure to act with respect to which the person has acted willfully and without reasonable cause.

Column I. Position Total: This is the sum of columns D–H. The online system will automatically calculate this total.

Column J. Employee Total: This is the sum of the compensation reported for the individual. This column sums the Position Totals for each individual in column I. The online system will automatically calculate the total summation of column I for each employee.

Column K. Current or Former Employee: Select whether the employee is a current or former employee as of the date of submitting the report to CHIA. The selections in the drop-down list are "Current" and "Former" employee.

By submitting this report you are certifying that all reported information in this submission is filed in accordance with applicable regulations and is true, correct, and accurate, and are consenting you are: the facility's Chief Executive Officer, Chief Financial Officer, or an employee with comparable authority.

Questions regarding this filing should be emailed to chia.data@massmail.state.ma.us

APPENDIX A: COLUMN B TITLE DROP-DOWN OPTIONS

The following title options are provided in the column B drop-down list. If the correct title is not listed, select the last option, "Other," in the drop-down list.

- Board of Directors Member*
- Chief Academic Officer
- Chief Administrative Officer
- Chief Development Officer
- Chief Executive Officer
- Chief Financial Officer
- Chief Information Officer
- Chief Legal Officer
- Chief Medical Officer
- Chief of Anesthesiology
- Chief of Dermatology
- Chief of Emergency Services
- Chief of External Affairs
- Chief of Neurosurgery
- Chief of Oncology
- Chief of Orthopedic Surgery
- Chief of Pathology
- Chief of Pediatric Surgery

- Chief of Physical Medicine and Rehabilitation
- Chief of Psychiatry
- Chief of Radiology
- Chief of Staff
- Chief of Urology
- Chief Operating Officer
- Chief Quality and Security Officer
- Chief Strategy Officer
- Executive Director
- Physician
- Physician-in-Chief, Department of Medicine
- President
- Senior Medical Director
- Senior Vice President
- Surgeon-in-Chief, Department of Surgery
- Vice President*
- Other*

* Options marked with an asterisk can be selected for multiple employees.

APPENDIX B: COLUMN C SPECIALTY OPTIONS

For employees with a medical specialty, select from the options provided. Employees without a medical specialty will select "Not Applicable."

- Allergy/Immunology
- Anesthesiology
- Cardiology
- Dermatology
- Emergency Medicine
- Endocrinology/ Diabetes/Metabolism
- Family/General Practice
- Gastroenterology
- Geriatrics
- Hematology
- Hepatology
- Hospital Medicine
- Internal Medicine
- Medical Genetics
- Mental Health
- Nephrology
- Neurological Surgery
- Neurology
- Obstetrics and Gynecology
- Oncology
- Ophthalmology
- Orthopedics
- Otolaryngology
- Pathology
- Pediatrics
- Physical Medicine and Rehabilitation
- Plastic Surgery
- Preventive Medicine
- Pulmonary Medicine
- Radiology
- Substance Abuse
- Surgery
- Urology
- Other