**General Tab Descriptions**

1. Pro Forma – The regular page used for the ATH process – links to the P & L tab for most information. Departments will need to add the following information:
   1. Department ID in cell A2
   2. Title of Position in cell A6
   3. Position Control Number (PCN) in cell B6
   4. Specific Program Numbers for UL Expense Side in Cells L5 – O5
2. P & L – Multi-year income statement, which is linked to the Estimate Details tab. The numbers next to the line description reference the Notes & Assumptions category.
3. Estimate Details – This tab contains the assumptions/estimates and details behind those assumptions. Any cell that needs input has been shaded and has purple font. These feed the income statement and build out the multiple years. See more specific instructions below.
4. Clinical Revenue – Add support for the estimated revenue number. Usually this would include some version of the KPI Dashboard for the physician used as the base for the revenue estimate.
5. Current – Payor Mix – pull in the payor mix via the departments KPI Dashboard to allocate the ULRF portion of the clinical revenue. Adjust as necessary for known factors
6. Department Codes – support tab to get the description of the department id entered into the Pro Forma tab.

**Estimate Details Tab**

* + - 1. Salary – Enter the estimated salary for the position, split between UL and ULP (as necessary)
      2. Fringe Benefit Rates – enter the percentage used to estimate fringe benefits and taxes. Generally, the University uses 28.5%, but should be adjusted as necessary based on historical information.
      3. Salary and Fringe Rate Increase – enter percentage estimate to increase salaries over the next four years.
      4. Dean’s Tax – enter the Dean’s Tax percentage based on the fiscal year presented. FY 2020 is 3.5% and FY 2021 and beyond is 4.0%
      5. ULP Allocations – IT Allocations are as follows for FY 2020: User Account, $2,496; EHR/Allscripts, $1,220; GE Centricity, $3,262; and Patient Keeper, $1,197. Any anticipated IT usage should be added in the appropriate row. CBO/Billing Company Rate should be entered as a percentage to determine billing fees. ULP Overhead is 9.4% for FY 2020.
      6. Internal Department Overhead – If the department Chair assesses any internal overhead, the appropriate percentage can be added
      7. Other Operating Expenditures – This includes some usual costs associated with providers. Departments can modify as necessary to capture provider expenses.
      8. Computer – add any cost for purchase or lease of a computer if required.
      9. Liability Insurance – Enter malpractice insurance premium based on similar physician. Contact Doug Jones, ULP Finance, if unsure.
      10. Payor Mix – KY Medicaid – Enter the payor mix from the Current-Payor Mix tab to allocate the clinical revenue between UL and ULP.
      11. Clinical Revenue – Enter the estimated amount of clinical revenue. Amounts should be supported by historical information provided on the Clinical Revenue tab. Appropriate support incudes KPI Dashboard for similar providers, with shown adjustments for cFTE difference or other expected variances.
      12. Clinical Revenue Calculating increase YOY – Enter the estimated amount of increase in clinical productivity as a percent.
      13. Contract Support-UL – List any contracts from Hospitals or other organizations with the University. Include Compliance 360 Contract Number and Third Party.
      14. Contract Support-ULP – List any contracts from Hospitals or other organizations with ULP. Include Compliance 360 Contract Number and Third Party.
      15. EVPHA Support-UL – List any support from the EVPHA Office that will directly support the position requested on the University. Attach any supporting documentation, an MOU for example, detailing the EVPHA support.
      16. EVPHA Support-ULP – List any support from the EVPHA Office that will directly support the position requested on ULP. Attach any supporting documentation, an MOU for example, detailing the EVPHA support.
      17. Endowments and Gifts – Include any funding from endowments or gifts that will directly support the position.
      18. General Funds – Include any funding from general fund appropriations that will directly support the position.
      19. Sponsored Programs-UL – Include any sponsored programs that will directly support the position. List by Grant ID.
      20. Other Revenue-UL – Include any other revenue that will support the position. Provide details in rows below.
      21. Other Revenue-UL – Include any other revenue that will support the position. Provide details in rows below.
      22. Rent – Include clinical sites used by the position, for which the department pays rent. Percent Occupation should be the approximate usage by the position of that site.
      23. Support Staff – Include the cost of support staff at the clinical sites used by the position. The template uses the Percent Occupation from the Rent lines to allocate a portion of the support staff costs to the position.
      24. Admin Supplies – Include any other administrative costs that should be allocated to the position.