



Take Our SurgiQuiz & Test Your Efficiency

Refer to answer key below to calculate your score

1. **After a surgeon recommends surgery, what happens next? Does the surgeon / MA / secretary:**
 - a. Fill in a form and give it to the scheduler
 - b. Type the information into a computer system that alerts the scheduler automatically
 - c. Verbally inform the scheduler that the patient needs surgery
2. **How do staff complete all required surgical forms?**
 - a. Forms are completed by hand
 - b. Forms are stored as computer templates (Word / PDF) and completed on demand
 - c. Forms are automatically filled out by a computer system with one click (no hand writing / typing required)
3. **How are upcoming surgeries organized before receiving insurance precertification?**
 - a. Surgeries are electronically organized by insurance carrier and surgery date
 - b. Surgeries are organized in paper folders
 - c. Surgeries are not organized
4. **Where are the Surgical Calendars located?**
 - a. In a computerized calendar (EMR / PMS / Outlook)
 - b. In both a computerized calendar and a surgical paper book or wall chart
 - c. In a computerized calendar that synchronizes with other devices (iPhone or Blackberry)
5. **How do staff ensure that everything required for surgery is in place (i.e. medical clearances, equipment, DME)?**
 - a. Each surgical record has an electronic checklist
 - b. Staff use a paper system of checklists & folders
 - c. There is no system in place
6. **How many times do staff need to rewrite / retype the Patient's Name and Surgery Date for each surgical booking?**
 - a. 1 - 4 times
 - b. 5 - 14 times
 - c. 15+ times
7. **How do staff follow up with patients who are undecided about scheduling surgery?**
 - a. No follow-up. Staff rely on patients to call and schedule
 - b. Staff use a paper system to manage follow-up
 - c. Computer system reminds staff to follow up with patients and schedule their surgery
8. **What percentage of Workers' Compensation denials are tracked and attended to?**
 - a. Do not know
 - b. 0% - 50%
 - c. 50% - 100%
9. **How do staff generate reports on surgeries that are pending, cancelled or performed?**
 - a. Information is manually collected from staff and a report compiled
 - b. Information is automatically generated from a computer system with business analytics
 - c. Information is not easily accessible
10. **How is the daily surgery schedule compiled for each surgeon?**
 - a. It is manually written or typed up by staff
 - b. It is automatically generated by a computer system
 - c. It is not provided by the practice

Answer Key: Circle your answers & add your points to calculate your score

	A	B	C		A	B	C	Your score:	
Q1	2	1	4	Q6	1	3	4		
Q2	4	2	1	Q7	4	2	1		_____
Q3	1	2	4	Q8	4	2	1		_____
Q4	2	4	1	Q9	3	1	4		_____
Q5	1	2	4	Q10	3	1	4		_____

How efficient is your workflow?

- 10 – 15 Points: Very efficient and streamlined
 15 – 25 Points: Efficiency can be improved and streamlined
 25 – 40 Points: Very inefficient; costing time & money