

# Calculation Form for Your Clinic Assistant's Hours

Does your practice require the services of an assistant? If so, how many hours of assistance are required? Use this worksheet to come up with an estimate.

**Step 1.** Estimate the number of hours of administrative or clerical work the clinic generates in a week. For a more accurate estimate, keep a record of the hours you spend for a week. \_\_\_\_\_ hrs

**Step 2.** You cannot pass all of these tasks to your assistant. Some chores must be done by the owner of the service. How many hours of this type of work will you have to keep doing, even if you hire someone? \_\_\_\_\_ hrs

**Step 3.** Subtract the hours in Step 2 from those in Step 1. This is the number of hours that you could pass to an assistant. \_\_\_\_\_ hrs

**Step 4a.** Multiply Step 3 by 1.25. Your assistant will probably take more time to complete some tasks than you would. Also, your practice will probably grow a bit more when your own time is freed up. \_\_\_\_\_ hrs

**Step 4b.** Multiply Step 3 by 1.75. This is a more generous estimate of how much time your assistant will take to perform these tasks. \_\_\_\_\_ hrs

**Step 5.** Estimate how much you will pay your assistant. \$\_\_\_\_\_ /hr

**Step 6a.** Multiply Step 5 by Step 4a. This is how much it would cost to hire an assistant for the lower estimate of the hours required. \$\_\_\_\_\_ /wk

**Step 6b.** Multiply Step 5 by Step 4b. This is how much it would cost to hire an assistant for the upper estimate of the hours required. \$\_\_\_\_\_ /wk

**Step 7a.** Divide the amount in Step 6a by the hourly fee you charge clients. \_\_\_\_\_ hrs

**Step 7b.** Divide the amount in Step 6b by the hourly fee you charge clients. \_\_\_\_\_ hrs

You have calculated the number of extra hours you will have to see clients each week to pay for your assistant. If you hire someone for the conservative estimate in Step 4a, it will take you the number of hours in Step 7a. If you opt for the higher estimate in Step 4b, it will take you the number of hours in Step 7b. The figure is approximate, because it doesn't count things like employee benefits, but it is close enough to give you a hint of the approximate cost in terms of your time.

If this looks like a good trade-off, consider hiring someone for the number of hours calculated in step 4b or, if you are still uncertain, in step 4a.