**Business Improvement Plans**: A Business Improvement Plan (BIP) is designed to provide a 5-yr financial pro forma that is the result of a specific initiative aimed at meeting the mission of URMC

All Business Improvement Plans are expected to be entered into UR Budget (Axiom). A BIP can be entered at any point of the fiscal year. On-going training for creating and developing BIPs is available to all users on a monthly basis. Please use the link below if you would like to sign up for a class.

[Sign-Up Genius for Monthly BIP Training](https://www.signupgenius.com/go/20f0e4aafa723aafb6-monthly) **Sign up Here**

**Business Improvement Plan Requirements**

Business Improvement Plan **Required**: A Business Improvement Plan will be required for all clinical and academic expansions of new programs that include incremental expenses and corresponding revenues or fund transfers from other UR Medicine entities.

Example scenarios that require a BIP:

1. Adding new Faculty or APP’s to capitalize on patient demand
2. Adding APP’s to help increase faculty throughput
3. Expanding Clinic Hours to meet patient needs while requesting incremental staffing
4. Opening a new location either locally or regionally
5. Recruiting a Regional Physician that will be a PSA to an Affiliated or Non-Affiliated Hospital
6. Hospital-Based Conversions – outlining incremental revenue enhancements or expense reductions
7. Acquisitions
8. New Equipment that will support new clinical volumes

Business Improvement Plan **Not Required**: A Business Improvement Plan is not required when requesting incremental resources to meet organic growth. Requests to maintain reasonable staffing levels while experiencing increased volume will be built directly into the base or core budget. Illustrating the growth in volume will still be required upon the request. Additionally replacement faculty will not require a BIP. Rare exceptions may exist if the replacement is in a highly specialized area or if the department anticipated multiple replacements for a single departure. Divisional Finance will provide guidance on exceptions.

Example scenarios that do not require a BIP:

1. Replacement of a Faculty with no significant change anticipated
2. Increased support staff to support growing physician volumes (ex. OAS, nurses, techs, etc.)
3. New pharmacy drugs to treat existing patients
4. Routine renewal & replacement of equipment to support clinical programs
5. Replacing staff vacancies
6. Inflationary or trend increases in the existing budget