Checklist for Negotiating the Logistics of the NCS with Providers

ADMINISTRATIVE INFORMATION

Name of Provider
_____

Provider Location ID
_____

Main point of contact

Name: _____

Phone: _____

Additional points of contact

Name: _____

Phone: _____

Name: _____

Phone: _____

Days of operation   ☐M   ☐T   ☐W   ☐ Th   ☐ F   ☐ Sa   ☐ Su

Hours of operation
_____

Days/Times of Prenatal Care Visits
_____

Staff meetings – day and times for potential NCS training
_____

Frequency of provider staff meetings
_____

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PRESCREENING AND PROVIDER DATA CAPABILITIES

**Electronic/
Paper medical
records system /
combination**

Can the provider prescreen on any of the following:

Age (18+)	☐ Yes	☐ No
Woman is pregnant	☐ Yes	☐ No
First prenatal visit for this pregnancy in this provider frame	☐ Yes	☐ No

Can the provider release information without patient consent?

Names of patients	☐ Yes	☐ No
Addresses of patients	☐ Yes	☐ No
Telephone numbers	☐ Yes	☐ No

Will location provide retrospective list of patients? ☐ Yes ☐ No

If building list in real time,

Will provider build the list, identifying total number of patients?	☐ Yes	☐ No
Could SC staff build list using records?	☐ Yes	☐ No
Will SC staff build list by counting patients as they come in?	☐ Yes	☐ No

Can NCS staff be able to introduce the Study to the patient? ☐ Yes ☐ No

If no, could we train your staff during staff meetings?	☐ Yes	☐ No

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Describe steps of prenatal visit at this location (e.g., where do they check in?)
(list steps)

On average how much time does a first prenatal visit take?
(time in minutes)

What other tests are involved in this visit?

Is this a referral prenatal practice location? ☐ Yes ☐ No

Does this location accept walk-ins? ☐ Yes ☐ No

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PROVIDER LOCATION AND RESEARCH

Has this provider location conducted other research?   ☐ Yes   ☐ No

    If Yes, describe:

Are formal requirements/regulations/review processes required?   ☐ Yes   ☐ No

    If Yes, describe:

Who approves research at this practice location?
(full contact info)

Would NCS staff with security clearance fall under a HIPAA waiver?   ☐ Yes   ☐ No

    If Yes, describe:

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<div style="background-color:purple; color:white">**ARRANGEMENTS IN PROVIDER OFFICE**</div>

Can NCS Study information be placed in the waiting room (brochures, posters)? ☐ Yes ☐ No

Is there space available at this practice location for NCS staff to talk to patients? ☐ Yes ☐ No

    If Yes, describe the available space:

Is there internet access availability at this practice location for NCS staff? ☐ Yes ☐ No

    If Yes, describe:

(For real time listing) Would we be able to set up a table with study staff in the waiting room with NCS study information and a signup sheet? ☐ Yes ☐ No

    If Yes, describe:

Is there private space available for NCS staff to speak with patients? ☐ Yes ☐ No

If Yes, describe: