Integrating Community Pharmacists and Clinical Sites

for Patient-Centered HIV Care

**Attachment 12 Clinic Cost Form**

**Clinic Cost Form**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Clinic project activities for physicians, nurse practitioners and physician assistants** | | | **Staff ID** | | **Time spent** | **Time spent** |
|  | | | **(minute/patient)** | **(hour/week)** |
|  |  |  |  | |  |  |
| **Recruitment activities** | | |  | |  |  |
| Discussing project with patients, other recruitment activities | | | \_\_\_\_\_\_\_\_\_ | | \_\_\_ min/pt encounter  **or** | \_\_\_\_\_ hr/week |
|  |  |  |  | |  |  |
| **Preparing for Patient Encounters** | | |  | |  |  |
| Reviewing MTM documentation and pharmacists' recommendations | | | \_\_\_\_\_\_\_\_\_ | | \_\_\_ min/pt encounter  **or** | \_\_\_\_\_ hr/week |
| Other preparation (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_\_ | | \_\_\_ min/pt encounter  **or** | \_\_\_\_\_ hr/week |
|  |  |  |  | |  |  |
| **Time spent with patients** | | |  | |  |  |
| Medication therapy follow-up with patients | | | \_\_\_\_\_\_\_\_\_ | | \_\_\_ min/pt encounter  **or** | \_\_\_\_\_ hr/week |
| Checking and verifying date/time of patients' follow-up MTM sessions | | | \_\_\_\_\_\_\_\_\_ | | \_\_\_ min/pt encounter  **or** | \_\_\_\_\_ hr/week |
| Other patient interactions (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_\_ | | \_\_\_ min/pt encounter  **or** | \_\_\_\_\_ hr/week |
|  |  |  |  | |  |  |
| **Time spent interacting with pharmacists** | | |  | |  |  |
| Discussing medication therapy/action plans/adherence (via phone, email, fax, in-person etc.) | | | \_\_\_\_\_\_\_\_\_ | | \_\_\_ min/pt encounter  **or** | \_\_\_\_\_ hr/week |
|  | |  |  |
|  |  |  |  | |  |  |
| **Project related meetings** | | |  | |  |  |
| With clinic staff | |  | \_\_\_\_\_\_\_\_\_ | | \_\_\_ min/pt encounter  **or** | \_\_\_\_\_ hr/week |
| With pharmacy staff | |  | \_\_\_\_\_\_\_\_\_ | | \_\_\_ min/pt encounter  **or** | \_\_\_\_\_ hr/week |
|  |  |  |  | |  |  |
| **Time spent on documentation** | | |  | |  |  |
| Filling out *Initial* or *Interim Patient Information* forms | | | \_\_\_\_\_\_\_\_\_ | | \_\_\_ min/pt encounter  **or** | \_\_\_\_\_ hr/week |
| Data entry and transmission | | | \_\_\_\_\_\_\_\_\_ | | \_\_\_ min/pt encounter  **or** | \_\_\_\_\_ hr/week |
| Data management | |  | \_\_\_\_\_\_\_\_\_ | | \_\_\_ min/pt encounter  **or** | \_\_\_\_\_ hr/week |
| Data quality assurance | | | \_\_\_\_\_\_\_\_\_ | | \_\_\_ min/pt encounter  **or** | \_\_\_\_\_ hr/week |
|  |  |  |  | |  |  |
| **Other activities** | | | \_\_\_\_\_\_\_\_\_ | | \_\_\_ min/pt encounter  **or** | \_\_\_\_\_ hr/week |
| (Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_\_ | | \_\_\_ min/pt encounter  **or** | \_\_\_\_\_ hr/week |
| (Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_\_ | | \_\_\_ min/pt encounter  **or** | \_\_\_\_\_ hr/week |
| (Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_\_ | | \_\_\_ min/pt encounter  **or** | \_\_\_\_\_ hr/week |
|  |  |  |  |  | |  |

|  |  |
| --- | --- |
| **How many project patients did you serve this week?\* \_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| \*include all aspects of model care – in-person encounters, encounters via phone, pharmacy site interactions, etc. | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Clinic activities for project supervision and general administration** | | | **Staff ID** | **Time spent** | | **Time spent** |
|  | | | **(minute/patient)** | | **(hour/week)** |
|  |  |  |  | |  |  |
| **Project supervision** | |  |  | |  |  |
| (Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_\_ | | \_\_\_ min/pt encounter  **or** | \_\_\_\_\_ hr/week |
| (Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_\_ | | \_\_\_ min/pt encounter  **or** | \_\_\_\_\_ hr/week |
| (Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_\_ | | \_\_\_ min/pt encounter  **or** | \_\_\_\_\_ hr/week |
|  |  |  |  | |  |  |
|  |  |  |  | |  |  |
| **General administration** | | |  | |  |  |
| (Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_\_ | | \_\_\_ min/pt encounter  **or** | \_\_\_\_\_ hr/week |
| (Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_\_ | | \_\_\_ min/pt encounter  **or** | \_\_\_\_\_ hr/week |
| (Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_\_ | | \_\_\_ min/pt encounter  **or** | \_\_\_\_\_ hr/week |
|  | | |  | |  |  |
|  |  |  |  | |  |  |
| **Other activities** | | | \_\_\_\_\_\_\_\_\_ | | \_\_\_ min/pt encounter  **or** | \_\_\_\_\_ hr/week |
| (Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_\_ | | \_\_\_ min/pt encounter  **or** | \_\_\_\_\_ hr/week |
| (Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_\_ | | \_\_\_ min/pt encounter  **or** | \_\_\_\_\_ hr/week |
| (Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  | | \_\_\_ min/pt encounter  **or** | \_\_\_\_\_ hr/week |
|  |  |  |  | |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Clinic program staff salary:** | |  |  |  |  |
|  |  |  | | |  |
| **Service Unit** |  | **Staff ID** | **Annual salary (exclude fringe)** | **Fringe benefit (%)** | **% time spent in this project** |
| Physician |  | \_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ % | \_\_\_\_\_\_\_\_\_\_ % |
| Nurse Practitioner |  | \_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ % | \_\_\_\_\_\_\_\_\_\_ % |
| Physician's Assistant |  | \_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ % | \_\_\_\_\_\_\_\_\_\_ % |
| Nurse |  | \_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ % | \_\_\_\_\_\_\_\_\_\_ % |
| Case Manager/Social Worker | | \_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ % | \_\_\_\_\_\_\_\_\_\_ % |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Others (specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | | \_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ % | \_\_\_\_\_\_\_\_\_\_ % |
| Others (specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | | \_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ % | \_\_\_\_\_\_\_\_\_\_ % |
| Others (specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | | \_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ % | \_\_\_\_\_\_\_\_\_\_ % |
| Others (specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | | \_\_\_\_\_\_\_\_ | $\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ % | \_\_\_\_\_\_\_\_\_\_ % |
|  |  |  |  |  |  |
| <list each clinic staff working on project> Add rows as necessary | | | |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Training** |  |  |  |  |  |  |
| Please list each staff person who attended clinic training | | | |  |  |  |
|  |  |  |  |  | |  |
| **Training** |  | **Staff ID** | **Training date** | **Training period** | **Per diem** | **Air fare** |
|  |  |  | **Month/Year** | **(days)** | **($)** | **($)** |
| Person 1 |  | \_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| Person 2 |  | \_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| Person 3 |  | \_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| Person 4 |  | \_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_ |
| **<list each staff person attending>** | |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Office supplies and materials** | |  |  | | | |
| **Description** |  |  | **Quantity** | **Unit** |  | **Monthly total** |
|  |  |  |  | **cost ($)** |  | **Cost ($)** |
| Office supplies/stationeries | |  | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_ |
| Printed material provided to patients | |  | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_ |
| Appointment reminder cards | |  | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_ |
| Postage |  |  | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_ |
| Calendar/day planner | |  | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_ |
| File folder/organizers | |  | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_ |
| Translation of materials | |  | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_ |
| Posters, brochures |  |  | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_ |
| Other (specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_ |
| Other (specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_ |
| Other (specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_ |
| Other (specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Durable material/Equipment cost** | | |  |  |  |  |
| Data from this section will be used to estimate the annual cost of durable items. 'Unit cost' may be based on the estimated remaining value of the item purchases previously, or the purchase price if it is new. | | | | | | |
|
|  |  |  |  |  |  |  |
| **Description** |  | **Quantity** | **Unit** | **Remaining** |  | **% used, for** |
|  |  |  | **cost ($)** | **useful life (year)** |  | **this project** |
| Desktop computer |  | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_ |
| Laptop computer |  | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_ |
| Furniture |  | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |
| Other (e.g., cell phone, pager) | |  |  |  |  |  |
| specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_ |
| specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_ |
| specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_ |
| specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Facility space and utilities** | |  |  |  |  |  |
| Because of the difficulty in obtaining these data, the sites may report the following data at the minimum, but they may report additional information as much as available. | | | | | | |
|
|  |  |  |  |  |  |  |
| **Description** |  |  |  |  | **Monthly total** |  |
|  |  |  |  |  | **Cost ($)** |  |
| **Office space:** |  |  |  |  |  |  |
| Clinic office/facility space | |  | \_\_\_\_\_\_\_\_ | sq feet | $\_\_\_\_\_\_\_ |  |
|  |  |  |  |  |  |  |
| **Utilities:** |  |  |  |  |  |  |
| Telephone (local, long distance) | |  |  |  | \_\_\_\_\_\_\_ |  |
| Internet |  |  |  |  | \_\_\_\_\_\_\_ |  |
|  |  |  |  |  |  |  |
| Other (specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  |  | \_\_\_\_\_\_\_ |  |
| Other (specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  |  | \_\_\_\_\_\_\_ |  |
| Other (specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  |  | \_\_\_\_\_\_\_ |  |
| Other (specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  |  | \_\_\_\_\_\_\_ |  |
|  |  |  |  |  |  |  |