# ATTACHMENT I:

**AMBULATORY UNIT INDUCTION FORM**

## Department induction will be conducted in the ED

**AMBULATORY UNIT INDUCTION FORM**

**OMB No. 0920-0278; Exp. Date: xx/xx/20xx**

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### START

CENSUS CAPI SYSTEM

Ambulatory Unit Record

(Muliple ASL's were combined into this AU)

CASE STATUS IS: (New Case/ Call RO - Unable to locate/Interview Started/Folios not picked up/etc)

Reference Week: (Reference week) Press ALT-F9 to update AU/contact information

Press ALT-F11 to update AU schedule

1. Continue
2. Noninterview (Unable to locate, refusal, etc.)
3. Transmit for reassignment
4. Quit

### SETUP\_INFO

 Enter the following information into the Web system.

AU Name: (facility name) Respondent's ID:(Case ID)

Select Form Used: (ED/OPD/ASC) Reporting Period: (Reporting Period) Start With: (start with number)

Take Every: (Take Every Number)

1. Enter 1 to Continue

### SETUP\_DONE

 Have you finished setting up everything and filling out the form for the physician/staff?

1. Yes
2. No

### ADMISSIONS\_RES

 This AU did not have any hospital admissions because the charts were unavailable at the time of abstraction.

Are the charts available now?

1. Yes, charts are available now
2. No, charts are still unavailable - continue to followup
3. Missing admissions info - final (No more followup)

### LOG105\_RES

 There were PRFs with a disposition on "admitted to hospital" that had missing hospital discharge information.

Is that information available now?

1. Yes, information is available now
2. No, discharge information is still unavailable - continue to followup
3. Missing discharge info - final (No more followup)

### UPDATE\_PRF

 Enter 1 and then press END to go to NEXT\_PRF.

At NEXT\_PRF, Enter 1 to update the appropriate PRF(s)

1. Enter 1 to Continue

### NONINT\_TYPE

 Enter the type of noninterview 1.Unable to locate - Call RO 2.Abstraction delayed by facility

3.AU ineligible - not under auspices of hospital or FSASC 4.AU ineligible - only ancillary services provided

5.AU ineligible - care not provided by or under the direct supervision of a physician 6.AU ineligible - AU classified as out of scope

7.AU ineligible - other 8.Closed - Temporary 9.Closed - Permanent 10.Hospital Refused

11.Whole department Refused 12.Potential Refusal - followup required 13.Refused (TRANSMIT)

### INTRO\_INTERVIEW

 DO NOT READ AS WORDED BELOW

* Identify yourself - show I.D.
* Ask to speak to:

(AU contact 1's name ) (2nd AU contact Name )

(Press ALT-F9 to update AU contact information) o Introduce survey, as necessary

* Press ALT-F11 to update AU schedule, if necessary 1.Continue

2.Reluctant Respondent 3.Inconvenient time 4.Other Outcome

### PRIMARYCARE

**Does this clinic provide predominantly primary care?**

1.Yes 2.No

3.Unknown

### AGREEEST

**According to our information, there were (number of visits) patient visits during the reporting period. Is this correct?**

 Reporting Period: (Reference period)

1.Yes 2.No

### ESTVISHR

**How many visits did you have during the reporting period, (Reference period)**

**NUMTRLEV**

 How many levels are in this ESA's triage system? 1.Three

2.Four 3.Five

1. Other - Specify
2. Do not conduct nursing triage

### NUMTRLEV\_SP

 Specify other triage levels

### PRFHELP

 Who will complete the PRFs? 1.FR

### CINFO

 Get a complete listing of all staff that will be assisting in the

data collection activities during the 4-week reporting period.

Press ALT-F10 to enter/update additional staff that will be assisting. Press ALT-F9 to enter/update main AU contacts

1. Enter 1 to Continue

### SETUP\_INFO

 Enter the following information into the Web system.

AU Name: (facility name) Respondent's ID: (Case ID) Select Form Used: (ED/OPD/ASC)

Reporting Period: (Reporting Period) Start With: (start with number)

Take Every: (Take Every Number)

1. Setup Complete
2. Problem, setup later

### PATIENT\_LOG

 Explain how to complete the Patient Log. Cover the following points

Include the following:

* List all patients receiving treatment during all hours of operation during the reporting period. Exclude the following:
	+ Persons who visit only to leave a specimen, pick up a prescription or medication, or other visit where medical care is not provided;
	+ Persons who visit to pay a bill, complete insurance forms, or for some other administrative reason;
	+ Telephone calls or e-mail messages from patients;
	+ Visits by persons currently admitted as inpatients to any other health care facility on the premises, that is, the sample hospital.

### THANK

**Thank you for your time and cooperation.**

**^LAPTOP\_ACCOUNT**

**If you have any question** (Hand contact your business card) **please feel free to call me.**

1. Enter 1 to Continue
2. Start Abstraction Now