

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
(Multiple 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

- o Identify yourself - show I.D.

- o 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
- o 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
- 4.Other - Specify
- 5.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