**Attachment E2 2019 NAMCS-201 CHC Service Delivery**

**Site Induction Interview Sample Card**

| **Variable name** | **Question text and answer categories** |
| --- | --- |
| **START** | One button is selected to start the interview:1. Continue2. Noninterview (Unable to locate, refusal, etc.)3. Issue preventing CHC facility interview4. Quit |
| **CHCTYPE** | **How would you classify this center?**Enter all that apply - separate with commas1. Federally-funded Community Health Center (330)
* Community Health Center (CHC)
* Migrant Health Center (MHC)
* Health Care for the Homeless (HCH)
* Public Housing Primary Care (PHPC) grant program
1. Federally Qualified Health Center, but not federally funded (330 look-alike)
2. Urban Indian (437) Health Center
3. None of the above
 |
| **ADDCHECK** | **We have your address and telephone number as (Name and Address) (Phone number)Is this correct?**1. Yes
2. No, update address and phone
 |
| **CHC\_NAME** | **What is the correct address?** Enter 1 to update the CHC name, address, and phone |
| **AVG\_WEEKS** | **On average, in a normal year, how many weeks does the CHC at this location see patients?"**  **\_\_\_\_\_\_\_\_Number of weeks** |
| **WEEK\_FOLLUP** | **You indicated that this CHC LOCATION does not usually see patients in a typical year, is this correct?**1. Yes
2. No
 |
| **INTRO\_SAMP** | **I would like to discuss a plan for conducting the National Ambulatory Medical Care Survey (NAMCS) to a sample of your providers.  This center has been assigned to a 1-week reporting period that begins on Monday, (Reporting period start date) and ends on Sunday, (Reporting period end date).I will need to sample 3 providers from your Center.  In order to do this, I will need the name, specialty, and estimated visit volume, corresponding to the sample week, for all physicians and mid-level providers only at the currently sampled in-scope location. Please include all providers even if they do not plan on seeing patients during the sample week. In-scope locations include all fixed locations that provide health care, including mobile clinics, and specialty clinics. Please do not include providers that work solely at school-based clinics. Please exclude anesthesiologists, dentists, hygienists, optometrists, pathologists, psychologists, podiatrists, and radiologists.  Please also exclude any interns, residents, or fellows. Include physicians (both MDs and DOs), nurse practitioners (NPs), physician assistants (PAs), and certified nurse midwives (CNMs).**List all providers only from the currently sampled in-scope location, even if they do not expect to see patients during the sampled week.  Enter a zero for the expected visit volume for those providers with no expected visits.   If the CHC that has been sampled is a health department, please verify that they will not be distributing the 330 grant money to other administratively unconnected community health centers.  If the health department **does** distribute the money to other CHCs, these need to be sampled, so please contact your supervisor for further instructions. |
| **PROV\_FNAME** | **What is the provider's first name?**(Include providers from only the sampled CHC location.) |
| **PROV\_MNAME** | **What is the provider's middle name?** |
| **PROV\_LNAME** | **What is the provider's last name?** |
| **PROV\_TYPE** | **Is (Provider's name) a Medical Doctor (MD) or Doctor of Osteopathy (DO), Nurse Practitioner (NP), Physician Assistant (PA), or Certified Nurse Midwife (CNM)?**1. Medical Doctor (MD)
2. Doctor of Osteopathy (DO)
3. Nurse Practitioner (NP)
4. Physician Assistant (PA)
5. Nurse Midwife (NMW)
 |
| Skip Instructions: | 1,2: Goto PROV\_SPECElse goto PROVIDED |
| **PROV\_SPEC** | **What is (Provider's name)'s specialty?**Enter 'XXX' if the specialty is not listed |
| **PROV\_SPEC2** |   Is the provider an anesthesiologist, dentist, hygienist, optometrist, pathologist, psychologist, podiatrist, or radiologist?1. Yes
2. No
 |
| **PROV\_SPEC\_SP** | Enter verbatim response for specialty |
| **PROVIDED** | ?  [F1]**What is the expected visit volume during the sample week for (Provider's name)?** Enter 0 if provider does not expect to see patients during the reference period. |
| **PREVSAMP** |   Compare this provider ((Providers name)) to the listed providers that have been sampled from this community health center in the past.          Previously sampled providers        (Previously sampled providers)1. Yes, previously sampled
2. No, not previously sampled
 |
| **VER\_PREVSAMP** | Were the previously sampled providersselected correctly?         Current name                     Previous name         (Current provider names)     (Previously sampled provider names)1. Yes
2. No
 |
| **NOPATIENTS** | **You have told me that NONE of these providers expect to see patients during the sample week that begins on Monday, (Reporting period start date) and ends on Sunday, (Reporting period end date).  Is this correct?**1. Yes, there are no providers seeing patients during reference week
2. No, incorrect - there are providers seeing patients
 |
| Skip Instructions: | 1: Exit block and goto BlkBACK.THANK\_OOS2: Go back to TblProv1.PROV\_FNAME for the last row. |
| **PROV\_STRT** | **What is (Provider's name)'s address?**           Enter number and street. |
| **PROV\_STRT2** | **What is (Provider's name)'s address?**           Enter line two of address. |
| **PROV\_CITY** | What is (Provider's name)'s address?Enter city. |
| **PROV\_STATE** | What is (Provider's name)'s address?Enter state. |
| **PROV\_ZIPCODE** | What is (Provider's name)'s address? Enter zipcode. |
| **PROV\_LOCTYPE** | Enter location/address type 1. Main Office address
2. Alternative/2nd office address
3. Home office
4. Home
5. Unknown
 |
| **PROV\_PHONE** | **What is (Provider's name)'s telephone number?** |
| **PROV\_PHTYP** | **What type of telephone number is this?**0. Main1. Home2. Work3. Mobile4. Pager, Beeper, Answering Service5. Public pay phone6. Toll Free7. Other8. Fax9. Unknown |
|  |  |
| **GREET\_NAME** | Enter Greet Name   (Greet name will be used on the letter that is sent to the provider.)    Provider Name:  (Provider's name) |

|  |  |
| --- | --- |
| **MOSTVIS\_INTRO** | **The next section refers to characteristics of the sampled CHC at this location.** |
| **NUMPH** (one location listed) | **The next questions are about the CHC that is associated with [Pre-fill location].****How many physicians are associated with this CHC? Please include physicians at (address) and physicians at any other locations of this CHC. Do not include interns, residents, or fellows.**1. 1 Physician
2. 2-3 physicians
3. 4-10 physicians
4. 11-50 physicians
5. 51-100 physicians
6. More than 100 physicians
 |
| **NUMPH**(two or more locations listed) | **N/A** |
| **PCMH** | **Is the CHC at this location certified as a patient-centered medical home?**1. Yes
	1. By whom is the CHC at this location certified as a patients-centered medical home? **CERT\_WHO**
		1. Accreditation Association for Ambulatory Health (AAAH)
		2. Joint Commission
		3. National Committee for Quality Assurance (NCQA)
			1. [If yes:]  What level of certification for the National Committee for Quality Assurance (NCQA)? **NCQAlevel**
				1. Level 1
				2. Level 2
				3. Level 3
		4. Utilization Review Accreditation Commission (URAC)
		5. Other – Specify **PCMH\_OTH**\_\_\_\_\_\_\_\_\_\_\_\_
		6. Unknown
2. No
3. Unknown
 |
| **QUAL** | **Does the CHC at this location report any quality measures or quality indicators to either payers or to organizations that monitor health care quality?**1. Yes
2. No
3. Unknown
 |
| **ACCESS** | **Is it possible within the CHC at this location to access patient medical records using an electronic health record (EHR) system 24 hours a day?**1. Yes **ACCESS\_PH**
	1. [If yes:] Is this access available to physicians only, or is it also available to other non-physician clinicians?
		1. Physicians (MD/DO) only.
		2. All Physicians and non-physician Clinicians.
		3. Unknown
2. No
3. Unknown
 |
| **PMETHOD** | **What is the primary method by which the CHC at this location receives information about patients in this CHC when they have been seen in the emergency department or hospitalized?** (Mark only one box)1. Electronic transmission (i.e., EHR or EMR)
2. Fax
3. Email
	* 1. [If yes:] Was this email sent over a secure network? **SECNET**
			+ 1. Yes
				2. No
				3. Unknown
4. Telephone or in-person communication with provider
5. Paper copy
6. Other **PMETHOD\_SP**
 |
| **TRANS** | **Is someone in the CHC at this location responsible for assisting patients to safely transition back to the community within 72 hours of being discharged from a hospital or nursing home?** * 1. Yes
	2. No
	3. Unknown
 |
| **PROTO** | **Does the CHC at this location have written protocols for providing chronic care services that are used by all members of the care team?**1. Yes
2. No
3. Unknown
 |
| **DIFTIN** | **Do all other locations or offices associated with the CHC at this location use the same Federal Tax ID, also known as an Employer Identification Number (EIN), or do any locations or offices associated with the CHC at this location use a different Federal Tax ID or EIN?**1. All use the same Federal Tax ID or EIN
2. Some use a different Federal Tax ID or EIN
3. Unknown
 |
| **Staffing Types** **(34 variables)** | **The next set of questions refer to the types of providers who work at [Pre-fill location].****How many of the following full-time and part-time providers are on staff at [Pre-fill location]?** Full-time is 30 or more hours per week. Part-time is less than 30 hours per week.Please provide the total number of full-time and part-time providers.Please include the sampled provider in the total count of staff below.  |
|

|  |  |  |
| --- | --- | --- |
| 2 | Number Full-time (≥30 hours) | Number Part-time (<30 hours) |
| Physicians (MD and DO) | **MD\_DO\_FT** | **MD\_DO\_PT** |
| Non-Physician Clinicians |  |  |
| Physician Assistants (PA) | **PA\_FT** | **PA\_PT** |
| Nurse Practitioners (NP) | **NP\_FT** | **NP\_PT** |
| Certified Nurse Midwives (CNM) | **CNM\_FT** | **CNM\_PT** |
| Clinical Nurse Specialist (CNS) | **CNS\_FT** | **CNS\_PT** |
| Nurse Anesthetists (NA) | **NA\_FT** | **NA\_PT** |
| Other Nursing Care |  |  |
| Registered nurses (RN) (not an NP or CNM) | **RN\_FT** | **RN\_PT** |
| Licensed Practical Nurses (LPN) | **LPN\_FT** |  **LPN\_PT** |
| Certified Nursing Assistants/Aides (CNA)  | **CNA\_FT** |  **CNA\_PT** |
| Allied Health |  |   |
| Medical Assistants (MA) | **MA\_FT** |  **MA\_PT** |
| Radiology Technicians (RT) | **RT\_FT** |  **RT\_PT** |
| Laboratory Technicians (LT) | **LT\_FT** |  **LT\_PT** |
| Physical Therapists (PT) | **PT\_FT** |  **PT\_PT** |
| Pharmacists (Ph) | **PH\_LT** |  **PH\_PT** |
| Dieticians/Nutritionists (DN) | **DN\_FT** |  **DN\_PT** |
| Other |  |   |
| Mental Health Providers (MH) | **MH\_FT** |  **MH\_PT** |
| Health Educators/Counselors (HEC) | **HEC\_FT** |  **HEC\_PT** |
| Case Managers (not an RN)/Certified Social Workers (CSW) | **CSW\_FT** |  **CSW\_PT** |
| Community Health Workers (CHW) | **CHW\_FT** |  **CHW\_PT** |

 |
| **Autonomy of PAs, NPs, CNMs, CNSs, & NAs (15 variables)** | **The following questions concern the PAs, NPs, CNMs, CNSs, & NAs practicing at [Pre-fill location].** |  |
|

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A.      **Physician Assistant**  | **Yes, always** | **Yes, sometimes** | **No** | **Unknown/Not Applicable** |
| 1. Are the PA’s patients logged separately from other providers at this CHC? **PA\_LOG**
 |  |   |   |   |
| 1. Do/does the PA(s) bill for services using their own NPI number? **PA\_BILL**
 |  |  |  |  |
| B.      **Nurse Practitioner** | **Yes, always** | **Yes, sometimes** | **No** | **Unknown/Not Applicable** |
| 1. Are the NP’s patients logged separately from other providers at this CHC? **NP\_LOG**
 |  |   |   |   |
| 1. Do/does the NP(s) bill for services using their own NPI number? **NP\_BILL**
 |  |  |  |  |
| C.      **Certified Nurse Midwife** | **Yes, always** | **Yes, sometimes** | **No** | **Unknown/Not Applicable** |
| 1. Are the CNM’s patients logged separately from other providers at this CHC?**CNM\_LOG**
 |  |   |   |   |
| 1. Do/does the CNM(s) bill for services using their own NPI number? **CNM\_BILL**
 |  |  |  |  |
| **D. Clinical Nurse Specialist** | **Yes, always** | **Yes, sometimes** | **No** | **Unknown/Not Applicable** |
| Are the CNS’s patients logged separately from other providers at this CHC?**CNS\_LOG** |  |  |  |  |
| Do/Does the CNS(s) bill for services using their own NPI number? **CNS\_BILL** |  |  |  |  |
| **E. Certified Nurse Anesthetists** | **Yes, always** | **Yes, sometimes** | **No** | **Unknown/Not Applicable** |
| Are the CRNA’s patients logged separately from other providers at this CHC? **NA\_LOG** |  |  |  |  |
| Do/Does the NA(s) bill for services using their own NPI number? **NA\_BILL** |  |  |  |  |

 |
| **EMR\_INTRO** | **Answer ALL remaining questions for the current CHC location, which is [Pre-fill].** |
| **EBILLREC** | **Does the CHC reporting location submit any claims electronically (*electronic billing*)?** 1. Yes
2. No
3. Unknown
 |
| **EMEDREC** | **Does the CHC reporting location use an electronic health record (EHR) system? Do not include billing record systems.**1. Yes, all electronic
2. Yes, part paper and part electronic
3. No
4. Unknown
 |
| **EHRINSYR** | **In which year did the CHC install your current EHR/EMR system?** |
| **HHSMU** | **Does the CHC’s current system meet meaningful use criteria as defined by the Department of Health and Human Services?**1. Yes
2. No
3. Unknown
 |
| **~~EHRNAM~~** | ~~What is the name of~~ **~~the CHC’s~~** ~~current EHR system?~~1. ~~Allscripts~~
2. ~~Amazing charts~~
3. ~~athenahealth~~
4. ~~Cerner~~
5. ~~eClinicalWorks~~
6. ~~e-MDs~~
7. ~~Epic~~
8. ~~GE/Centricity~~
9. ~~Modernizing Medicine~~
10. ~~NextGen~~
11. ~~Practice Fusion~~
12. ~~Sage/Vitera/Greenway~~
13. ~~Other-Specify~~ **~~EHRNAMOTH~~**
14. ~~Unknown~~
 |
| **~~EMRINS~~** | ~~At the~~ **~~CHC~~** ~~reporting location are there plans for installing a new EHR system within the next 18 months?~~1. ~~Yes~~
2. ~~No~~
3. ~~Maybe~~
4. ~~Unknown~~
 |
| **~~EDEMOG EPROLST~~****~~EPNOTES~~****~~EMEDALG~~****~~EMEDID~~****~~EREMIND~~****~~ECPOE~~****~~ESCRIP~~****~~EWARN~~****~~ECONTRSUB~~****~~ECONTRSUBS~~****~~ECTOE~~****~~ERESULT~~****~~ERADI~~****~~EIMGRES~~****~~EIDPT~~****~~EGENLIST~~****~~EDATAREP~~****~~ESUM~~****~~EMSG~~****~~EPTREC~~** | **~~Please indicate whether the CHC reporting location has each of the following computerized capabilities and how often these capabilities are used.~~**~~These 5 answer choices are for each of the following items a-q.~~1. ~~Yes~~
2. ~~No~~
3. ~~Unknown~~
4. ~~Recording patient history and demographic information?~~
5. ~~Recording patient problem list?~~
6. ~~Recording clinical notes?~~
7. ~~Recording patient’s medications and allergies?~~
8. ~~Reconciling lists of patient medications to identify the most accurate list?~~
9. ~~Providing reminders for guideline-based interventions or screening tests?~~
10. ~~Ordering prescriptions?~~
11. ~~If Yes, ask – Are prescriptions sent electronically to the pharmacy?~~
12. ~~If Yes, ask – Are warnings of drug interactions or contraindications provided?~~
13. ~~Do you prescribe controlled substances?~~

~~1. If Yes, ask Are prescriptions for controlled substances sent electronically to the pharmacy?~~1. ~~Ordering lab tests?~~
2. ~~If Yes, ask – Are orders sent electronically?~~
3. ~~Viewing lab results?~~
4. ~~If yes, ask – Can the EHR/EMR automatically graph a specific patient’s lab results over time?~~
5. ~~Ordering radiology tests?~~
6. ~~Viewing imaging results?~~
7. ~~Identifying patients due for preventive or follow-up care?~~
8. ~~Providing data to generate lists of patients with particular health conditions?~~
9. ~~Providing data to create reports on clinical care measures for patients with specific chronic conditions (for example, HbA1c for diabetics)?~~
10. ~~Providing patients with clinical summaries for each visit?~~
11. ~~Exchanging secure messages with patients?~~
 |
| **REFOUT** | **Please remind the CHC administrator that when responding to any of the remaining questions with the word “you”/”your” in the text, they should refer to the currently sampled CHC location.** **Do you refer any patients to providers outside of the CHC?** 1. Yes
2. No
 |
| **REFOUTHOW** | **How do you send patient health information to them? Electronically does not include scanned or PDF documents, fax, or eFax.**1. Electronically (EHR, webportal, or online registries)
2. Via paper-based methods (Fax, eFax, or mail)
3. Do not send patient health information to providers outside of this CHC
 |
| **REFIN** | **Do you see patients from providers outside of the CHC?** 1. Yes
2. No
 |
| **REFINHOW** | **How do you receive patient health information from them? Electronically does not include scanned or PDF documents, fax, or eFax. Check all that apply.**1. **Electronically (EHR, webportal, or online registries)**
2. **Via paper-based methods (Fax, eFax, or mail)**
3. **Do not send patient health information to the provider**
 |
| **ESHARE** | **The next questions are about sharing (either sending or receiving) patient health information.Do you share any patient health information electronically?****Electronically does not include scanned or PDFdocuments from fax, eFax, or mail.**1. Yes
2. No
 |
| **ESHARES** | **Do you electronically send patient health information to another provider whose EHR system is different from your own?** 1. Yes
2. No
3. Don’t know
 |
| **ESHARER** | **Do you electronically receive patient health information from another provider whose EHR system is different from your own?** 1. Yes
2. No
3. Don’t know
 |
| **EDISCHSR** | **Do you electronically send or receive hospital discharge summaries to or from providers outside of the CHC? Check all that apply.** 1. Send electronically2. Receive electronically3. Do not send or receive |
| **EEDSR** | **Do you electronically send or receive emergency department notification to or from providers outside the CHC? Check all that apply.** 1. Send electronically2. Receive electronically3. Do not send or receive  |
| **ESUMCSR** | **Do you electronically send or receive summary of care records for transitions of care or referrals to or from providers outside of the CHC? Check all that apply.** 1. Send electronically2. Receive electronically3. Do not send or receive  |
| **PTONLINE** | **Can patients seen at the CHC do the following online activities? Check all that apply.** 1. View their medical record online2. Download and transmit health information in the electronic medical record to their personal files3. Request corrections to their electronic medical record4. Enter their health information online (e.g. weight, symptoms)?5. Upload their data from self-monitoring devices (e.g. blood glucose readings)?6. None of the above |
| **Revenue & Contracts, Compensation, New Patients** |

|  |  |
| --- | --- |
| **PR330****PRTITLEV****PROTHFED****PRSTLOC****PRPRIVAT****PRCARE****PRCAID****PRFEES****PROTHER****TOTALGRANT** | **What percent of your CHC's revenue comes from the following sources?**1. 330 Grant
2. Title 5 grant or contract
3. Other Federal Grant
4. State/Local Grant
5. Individual, corporation or foundation grants or donations
6. Medicare
7. Medicaid/CHIP
8. Patient payments
9. Other (including private insurance, Tricare, VA, etc.)?
 |

|  |  |
| --- | --- |
| **PRMCARE PRMAID****PRPRVT****PRPATPAY****PROTH** | Please remind the CHC administrator that the remaining questions refer to **the current CHC location, which is [Pre-fill-in location]**. **I would like to ask a few questions about the current CHC’s revenue and contracts with managed care plans.****What percent of your patient care revenue comes from the following sources…**1. Medicare?
2. Medicaid?
3. Private insurance?
4. Patient payments
5. Other (including charity, research, Tricare, VA, etc.)?
 |
| **PCTRVMAN** | **Roughly, what percent of the patient care revenue received by this CHC comes from managed care contracts?** |
| **REVFFS****REVCAP****REVCASE****REVOTHER** | **Roughly, what percent of your patient care revenue comes from each of the following methods of payment?**1. Fee-for-service?
2. Capitation?
3. Case rates (for example, package pricing/episode of care)?
4. Other?
 |
|  **ACEPTNEW** | **Are you currently accepting "new" patients into the CHC at [Fill-in location]?**1. Yes
2. No
3. Don’t know
 |
| **CAPITATE** **NOCAP****NMEDICARE****NMEDICAID****NWORKCMP****NSELFPAY****NNOCHARGE** | **From those new patients, which of the following types of payment do you accept at [Fill-in location]?**1. Capitated private insurance?
2. Non-capitated private insurance?
3. Medicare?
4. Medicaid?
5. Workers’ compensation?
6. Self-pay?
7. No charge?

The following answer choices are used for each of the above seven payment types: 1. Yes
2. No
3. Don’t know
 |
| **PHYSCOMP** | **Which of the following methods best describes your basic compensation for providers at this CHC?**Bold answer choices & add FR instruction to prompt them to read answers aloud.1. Fixed salary
2. Share of practice billings or workload
3. Mix of salary and share of billings or other measures of performance (e.g., provider’s own billings, practice's financial performance, quality measures, practice profiling)
4. Shift, hourly or other time-based payment
5. Other
 |
| **COMP** | **CHCs may take various factors into account in determining the compensation (salary, bonus, pay rate, etc.) paid to the physicians/providers in the CHC.  Please indicate whether the CHC explicitly considers each of the following factors in determining your compensation.** Enter all that apply, separate with commas1. Factors that reflect the providers own productivity
2. Results of satisfaction surveys from the provider’s patients
3. Specific measures of quality, such as rates of preventive services for the provider’s patients
4. Results of practice profiling, that is, comparing the provider’s pattern of using medical resources with that of other providers
5. The overall financial performance of the CHC
 |
| **SASDAPPT** | **Does the CHC set time aside for same day appointments?**1. Yes
2. No
3. Don’t know
 |
| Skip Instructions: | 1. Goto SDAPPT

**SKIP to APPTTIME** |
| **APPTTIME** | **On average, about how long does it take to get an appointment for a routine medical exam?**1. Within 1 week
2. 1 - 2 weeks
3. 3 - 4 weeks
4. 1 - 2 months
5. 3 or more months
6. Do not provide routine medical exams
7. Don't know
 |
| **CALLBACKNOTES** | **I'd like to schedule a DATE to (conduct/complete) the interview.What DATE AND TIME would be best to visit again?**Today is:  ^IntDate                         |
| Skip Instructions: | RF: Goto CBREFAll others, goto THANKCB |
| **CBREF** | Exit this case now.     Call the case up again and make it a non-interview before transmitting. |
| **THANKCB** | **Thank you.I will call/come back at the time suggested** Revisit   (Appointment information) |
| **THANKYOU** | **This concludes the interview.  Thank you for your patience, and for taking the time to answer our questions.** |
| **THANK\_OOS** | **Thank you (Respondent name), your center is not within the scope of this study.We appreciate your time and interest.** |