Part 3 — Missing Patient Record Form
Items (1–13)
List missing items, and refer to the FR manual for guidelines on retrieving missing information.

<table>
<thead>
<tr>
<th>Patient Record number</th>
<th>Item number(s)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
</tr>
</tbody>
</table>

45. Was provider/office staff contacted for any reason during the editing process?

Yes ☐ No ☐

46. For all Final = 1 cases, transfer information from front of Patient Record Folio.

Week of –

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month</td>
<td>Day</td>
</tr>
<tr>
<td>Month</td>
<td>Day</td>
</tr>
</tbody>
</table>

Survey Week

|------|-------|------|-------|------|------|------|-------|

Complete a Patient Record for patient

- SW every
- TE nth patient thereafter.

Number of patient visits

Number of records completed

NOTES

RECORD ON CONTROL CARD

1. Physician’s address:

RECORD ON CONTROL CARD

2. Physician’s telephone and FAX numbers (Area code and number)

RECORD ON CONTROL CARD

3. Progress Record

RECORD ON CONTROL CARD

Activity | Date Completed | FR Code | Notes
---------|---------------|---------|-------
Telephone Screener
Induction Interview
Patient Record Forms Completed
Final Disposition and Summary

RECORD ON CONTROL CARD

Section I — TELEPHONE SCREENER

<table>
<thead>
<tr>
<th>Call</th>
<th>Date</th>
<th>Time</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2</td>
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<tr>
<td>9</td>
<td></td>
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</tbody>
</table>
Hello, Dr. . . ., I am (Your name). I'm calling for the Centers for Disease Control and Prevention regarding their study of ambulatory care. You should have received a letter from the Director of the National Center for Health Statistics, explaining the study. (Pause) You've probably also received a letter from the Census Bureau. We are acting as data collection agents for the study.

**INTRODUCTION**

Hello, Dr. . . ., I am (Your name). I'm calling for the Centers for Disease Control and Prevention regarding their study of ambulatory care. You should have received a letter from the Director of the National Center for Health Statistics, explaining the study. (Pause) You've probably also received a letter from the Census Bureau. We are acting as data collection agents for the study.

**IF DOCTOR DOES NOT REMEMBER NCHS LETTER; THE LETTER STATES:**

The Centers for Disease Control and Prevention's National Center for Health Statistics (NCHS) is conducting the National Ambulatory Medical Care Survey (NAMCS). This annual study, which has been in the field since 1973, collects information about the large portion of ambulatory care provided by physicians and mid-level providers throughout the United States. Research utilizing the NAMCS helps to inform physicians, health care researchers, and policy makers about the changing characteristics of ambulatory health care in this country. The information that will be requested includes data about the patient visit (e.g., demographics, diagnoses, services, and treatments), physician practice characteristics (e.g., practice type), and the use of electronic medical records.

Many organizations and leaders in the health care community, including those providing the enclosed letter of endorsement, have expressed their support and join me in urging your participation in this meaningful study. You will be asked to complete a one-page questionnaire on a sample of about 30 patient encounters during a randomly assigned one-week reporting period. Additionally, there is a short interview (approximately 35 minutes) with you about the nature of your practice. Participation is voluntary. The following are some key points about the survey:

- Data collection for the NAMCS is authorized by Section 306 of the Public Health Service Act (Title 42, U.S. Code, 242k).
- All information collected will be held in the strictest confidence according to Section 306(d) of the Public Health Service Act (42, U.S. Code, 242m(d)) and the Confidential Information Protection and Statistical Efficiency Act (Title 5 of PL 107-347). This information will be used for statistical purposes only. No patient names, social security numbers, or addresses are collected.
- This study conforms to the Privacy Rule as mandated by HIPAA, because disclosure of patient data is permitted for public health purposes, and the NCHS Research Ethics Review Board has approved NAMCS.
- U.S. Census Bureau employees, who administer the study, have taken an oath to abide by Title 13, U.S. Code, Section 9, which requires them to keep all information about your practice and patients confidential.

A representative of the Census Bureau, acting as our agent, will be calling you to schedule an appointment regarding the details of your participation. If you have any questions regarding your participation, please call a NAMCS representative at (800) 392-2862. Additional information on the survey may be obtained by visiting the NAMCS participant Web site at www.cdc.gov/namcs. We greatly appreciate your cooperation.
Section I – TELEPHONE SCREENER – Continued

8. Which of the following categories best describes your professional activity—patient care, research, teaching, administration, or something else?

- Patient care
- Research
- Teaching
- Administration
- Something else – Specify

FR INSTRUCTION
Do not classify cases solely on the basis of specialty. Complete all items on the NAMCS-1 and have the physician fill out PRFs if appropriate.

9a. Do you directly care for any ambulatory patients in your work?

- Yes – SKIP to item 8
- No

9b. PROBE: We include as ambulatory patients, any patients coming to see you for personal health services who are not currently on the premises. Does your work include any such individuals?

- Yes
- No – does not give direct care
- No longer in practice – SKIP to item 11 on page 4

b. What is your specialty (including general practice)?

(Name of specialty)

Refer to the NAMCS-21, pages 3 and 4 for codes.

8. Which of the following categories best describes your professional activity—patient care, research, teaching, administration, or something else?

- Patient care
- Research
- Teaching
- Administration
- Something else – Specify

43. Mark (X) when completed

Field Representative check list
Office check list
(a) (b)

1. Who answered the questions in the Physician Induction Interview?

- Sampled provider
- Office staff

2. Who completed the Patient Record forms?

- Sampled provider
- Office staff
- FR – abstraction

3. Did the sampled provider accept the Data Use Agreement?

- Yes
- No

4. If the FR abstracted the PRFs, were the Accounting Documents placed in each of the medical records used for abstraction?

- Yes
- No – Explain

5. Did sampled provider (or staff) request to see the IRB approval?

- Yes
- No

Verify that all items on the Patient Record form check list have been answered. DO NOT call the sampled provider regarding missing information on Patient Record form unless instructed by your supervisor or the FR Manual.

a. Check for missing Patient Record forms (e.g., if the last completed Patient Record is number 1500051, do you have 1500001 through 1500050). List missing Patient Record forms in Section VI, Part 1 of chart.

b. Item 1a – Date of visit recorded on each Patient Record form – If missing, complete 1 and 2 below.

(1) Determine date of visit by referring to Patient Record forms immediately before and after. For example, if 1550087 through 1550092 are dated “1/12/2010” and the date on 1550088 is missing, enter “1/12/2010” in item 1a.

(2) If the exact date of the patient visit cannot be determined, estimate the date and enter “EST” next to the entry.

c. Items 1-13 – Verify that each of these items has been answered on the Patient Record form. List missing information in Section VI, Part 3 of chart on page 24. If folio B was used, make sure item 14, laboratory values, was completed accurately.

d. Check the sample provider’s office schedule against the dates on the Patient Record forms for survey week days with no completed Patient Record forms. Do the dates on the Patient Record forms include every day during the survey week that the sample provider’s office scheduled appointments?

- Yes
- No – List missing days in Section VI, Part 2 of chart on page 23.

NOTES
Section IV – DISPOSITION AND SUMMARY

1. Completed Patient Record forms

2. Moved out of PSU (Item 35, code 12–pending)

CASE SUMMARY

1. Number of patient visits during reporting week

2. Number of days during reporting week on which patients were seen

3. Number of patient record forms completed

NOTE – For items 41(1) and 41(3), see FR instruction below.

NOTE – For items 41(1) and 41(3), see FR instruction below.

Item 41(1) – Accurate determination of “Number of patient visits during reporting week” is EXTREMELY IMPORTANT! This count is to include any days the provider may have skipped or not participated. This information may be obtained from the PRF Portfolio cover. Only include visits to sampled provider and NOT the total number of visits to entire practice or clinic.

Item 41(3) – If the number of Patient Record forms completed is less than 20 or greater than 40, then explain why in the NOTES section below.

\[\text{NOTE:}\]

Item 17e and 41(1) – If applicable, record explanation of why items 17e and 41(1) differ significantly and any other information regarding this case which may help to understand it at a later date.

42. Final disposition for Cervical Cancer Screening Supplement (CCS)

(a) Eligible physician/provider

1. Completed Patient Record forms

2. Out-of-scope (Item 35, codes 2, 3, 4, 5, 6, 8, 9, or 10)

3. Refused-Breakoff (Item 35, code 1)

4. Unavailable during reporting period (Item 35, code 11)

5. Moved out of PSU (Item 35, code 12–final)

6. Can’t locate (Item 35, code 7)

(b) Physician/Provider Eligible for the CCS

1. Completed

2. Refused

3. Does not perform screening

(b) Other

1. Physician/Provider is ineligible for the CCS (i.e., not a CHC provider or a physician with a specialty of GFP, IM, OB/GYN.)

2. Other – Specify (e.g., unable to locate)
38. Why is provider unavailable or not in practice?

39a. What is the provider's new address?

b. Name of Field Representative
I appreciate that you choose not to participate in the study, but I would like to ask a few short questions about your practice so we can make sure responding physicians do not differ from nonresponding physicians.

35. What is the reason the provider did not participate in this study?

- Temporarily not practicing – Refers to duration of 3 months or more
- Unavailable during reporting period – Absence must be for duration of LESS than 3 months

Explanations for noninterview codes 6 and 11 –

- Temporarily not practicing – SKIP to item 36
- Unavailable during reporting period – SKIP to item 38 on page 20
- Moved out of U.S.A. –SKIP to item 39a on page 20
- Other out-of-scope – SKIP to item 36
- Other out-of-scope – SKIP to item 38 on page 20

36. Check all that apply to describe provider’s practice or medical activities which define him/her as ineligible or out-of-scope.

- Federally employed
- Radiology, anesthesiology or pathology specialist
- Administrator
- Work in institutional setting
- Work in hospital emergency department or outpatient department
- Work in industrial setting
- Other – Specify

37a. At what point in the interview did the refusal/break-off occur?

- During telephone screening
- During induction interview
- After induction but prior to assigned reporting days
- At reminder call
- During assigned reporting days or mid-week calls
- At follow-up contact

b. By whom?

- Field Representative – SKIP to item 40 on page 21
- Nurse/Secretary
- Receptionist
- Office manager/Administrator
- Other office staff – Specify

C. What reason was given? (Verbatim)

d. Date refusal/breakoff was reported to supervisor

- Month
- Day
- Year

- No conversion attempt – SKIP to item 40 on page 21
- Sampled provider refused
- Sampled provider agreed to see
- Field Representative – Complete Section II
Before we begin, I would like to give you a little background about this study.

Systematic information about the characteristics and problems of the people who consult providers in their offices is essential for medical researchers, educators, and others who are concerned with medical education, manpower needs, and the changing nature of health care delivery.

In response to the demand for this information, the Centers for Disease Control and Prevention, in close consultation with representatives of the medical profession, developed the National Ambulatory Medical Care Survey.

Your part in the study is very simple, carefully designed, and should not take much of your time. It consists of your participation during a specified 7-day period. During that time, you would supply a minimal amount of information about patients you see.

Now, before we get to the actual procedures, I have some questions to ask you about your practice. The answers you give will be used only for classification and analysis. Of course, ALL information you provide for this study will be held in strict confidence.

14a. Overall, at how many office locations, do you see ambulatory patients? Do not include settings such as EDs, outpatient departments, surgeons, and Federal clinics.

14b. In a typical year, about how many weeks do you NOT see any ambulatory patients (e.g., conferences, vacations, etc.)?

14c. You typically see patients fewer than half the weeks in each year. Is that correct?

14d. You typically see patients all 52 weeks of the year. Is that correct?

15a. This study will be concerned with the AMBULATORY patients you will see in your office(s) during the week of Monday, \[\text{Starting date}\] through Sunday, \[\text{Ending date}\].

Are you likely to see any ambulatory patients in your office(s) during that week?

- Yes – SKIP to item 16a on page 8
- No – Please explain

b. Why is that? Record verbatim.

c. Since it’s very important that we include any ambulatory patients that you might see in your office during that week, I’ll leave forms with you - just in case you plans change. I’ll check back with your office just before (\text{Ending date}) to make sure, and if necessary I can explain them in detail then.

Give the doctor the folio and enter the folio number on page 17. Then continue with item 16a on page 8.

FR Instruction – Even if the physician is not available during the reporting week, continue with item 16a on page 8.
**Section II – INDUCTION INTERVIEW – Continued**

**16a.** At what office location(s) will you see ambulatory patients during your practice’s 7-day reporting period Monday through Sunday, if any?

**PROBE:** Are there any other office locations at which you will see ambulatory patients during that 7-day reporting period?

**NOTE – NON-PARTICIPATING PHYSICIANS:** If refusal (Final=3) or unavailable (Final=4), record locations where ambulatory patients are normally seen.

**16b.** Give FLASHCARD A (p. 15 Flashcard Booklet) and ask Looking at this list, choose ALL of the type(s) of settings that describe each location where you work. For each location mark all setting types that apply. For each location, also mark the appropriate “scope” status. If any even numbered settings are marked, then mark location as out-of-scope.

If FLASHCARD number 3 (free-standing clinic/urgicenter) is marked, ask –

*Is this/that clinic in an institutional setting (#8), in an industrial outpatient facility (#10), or operated by the Federal Government (#12)? (If yes – Mark out-of-scope.)*

If FLASHCARD number 11 (family planning clinic) is marked, ask –

*Is this/that clinic operated by the Federal Government (#12)? (If yes – Mark out-of-scope.)*

If in doubt about any (clinic/facility/ institution), PROBE –

1. **(1)** Is this/that (clinic/facility/institution) part of a hospital emergency department or an outpatient department (#2, #4)? (If yes – Mark out-of-scope.)

2. **(2)** Is this/that (clinic/facility/institution) operated by the Federal Government (#12)? (If yes – Mark out-of-scope.)

To determine the Start With (SW) number read down the “If Take Every Number is” column and find the Take Every Number. The number to the right is the Start With Number. Transcribe this number onto line at the right, and to the front of the folio, and to the Patient Visit Worksheet if it is used.

**START WITH NUMBER**

<table>
<thead>
<tr>
<th>Office number</th>
<th>Edit</th>
<th>Folio Number</th>
<th>OFFICE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Number of PRFs completed</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td></td>
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<td>3</td>
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<td>3</td>
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<tr>
<td>4</td>
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<td>4</td>
</tr>
</tbody>
</table>

**FLASHCARD A**

(1) Private solo or group practice
(2) Hospital emergency department
(3) Freestanding clinic/urgicenter (not part of a hospital outpatient department)
(4) Hospital outpatient department
(5) Community Health Center (e.g., Federally Qualified Health Center [FQHC], federally funded clinics or ‘look alike’ clinics)
(6) Ambulatory surgicenter
(7) Mental health center
(8) Institutional setting (school infirmary, nursing home, prison)
(9) Non-federal Government clinic (e.g., state, county, city, maternal and child health, etc.)
(10) Industrial outpatient facility
(11) Family planning clinic (including Planned Parenthood)
(12) Federal Government operated clinic (e.g., VA, military, etc.)
(13) Health maintenance organization or other prepaid practice (e.g., Kaiser Permanente)
(14) Laser vision surgery
(15) Faculty Practice Plan

**16c.** Are there other office locations where you NORMALLY would see patients, even though you will not see any during your 7-day reporting period? Do not include settings such as EDs, outpatient departments, surgicenters, and Federal clinics.

**CHECK ITEM B**

1. All offices listed in 16a are out-of-scope – Read CLOSING STATEMENT below
2. All/Some offices listed in 16a are in-scope – Go to item 17a

**CLOSING STATEMENT**

Thank you, Dr. . . ., your practice is not within the scope of this study. We appreciate your time and interest. (Terminate interview and complete Sections III and IV on pages 19-21.)
Section II – INDUCTION INTERVIEW – Continued

33b. Who will be helping you at each location? (Below enter the location and person’s name and position.)

NOTE: Keep the location numbers the same as the office numbers in item 16a.

<table>
<thead>
<tr>
<th>Office No.</th>
<th>Location</th>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RECORD ON CONTROL CARD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>RECORD ON CONTROL CARD</td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td>RECORD ON CONTROL CARD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>RECORD ON CONTROL CARD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FR NOTE – Explain to the physician and to anyone helping the physician that you would like to review some of the questions found on the Patient Record form. Go to page 17.

Visit Sampling

To select a sample of patient visits, the physician’s office will need to know where to start sampling (Start With) and how to select subsequent patient visits (Take Every). To determine Take Every (TE) and Start With (SW) numbers follow these instructions. Read down the “Estimated visits for week” column to the line that corresponds to the total entry in ITEM 17e. Then, read across the “Days physician will see patients that week” line to the column that corresponds to the entry in ITEM 17a. Circle the appropriate number. This number is the physician’s Take Every number for all office locations. Then transpose this number below, and onto the front of the folio, and to the Patient Visit Worksheet if it is used.

TALL EVERY NUMBER

<table>
<thead>
<tr>
<th>Estimated Visits for Week</th>
<th>Days physician will see patients that week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
</tr>
<tr>
<td>0-12</td>
<td>1</td>
</tr>
<tr>
<td>13-24</td>
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<td>25-39</td>
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<td>40-44</td>
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<td>50-64</td>
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<td>65-74</td>
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<td>75-89</td>
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<td>90-104</td>
<td>10</td>
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<td>105-114</td>
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<td>115-129</td>
<td>10</td>
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<td>130-134</td>
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<td>255-319</td>
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<tr>
<td>320-364</td>
<td>30</td>
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<tr>
<td>365+</td>
<td>30</td>
</tr>
</tbody>
</table>

Take Every Number

17a. During the week of Monday, through Sunday, How many days do you expect to see any ambulatory patients? (Only include days at in-scope locations.)

NOTE – NON-PARTICIPATING PHYSICIANS: If refusal (Final=3) or unavailable (Final=4), enter the number of days in a normal week.

Enter street name or town of in-scope location(s).

NOTE: Keep the location numbers the same as the office numbers in item 16a.

Office Location No. #1 #2 #3 #4

17b. During your last normal week of practice, approximately how many office visit encounters did you have at each office location?

NOTE: If physician is in group practice, only include the visits to sampled physician.

17c. During the week of Monday, through Sunday, do you expect to have about the same number of visits as you saw during your last normal week in each office location?

NOTE: Mark (X) response. If answer is “Yes”, transcribe the number in 17b to 17d for that office location.

17d. How many ambulatory visits do you expect to have at this office location?

NOTE: To obtain the total number of estimated visits, add the estimate for each office location in 17d.

17e. Tally of estimated number of visits

<table>
<thead>
<tr>
<th>Number of visits</th>
<th></th>
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</tbody>
</table>

Now, I'm going to ask about your practice at (in-scope location).

18a. Do you have a solo practice, or are you associated with other physicians in a partnership, in a group practice, or in some other way (at this/that in-scope location)?

18b. How many physicians are associated with you (at this/that in-scope location)?

18c. Is this a single- or multi-specialty (group) practice (at this/that in-scope location)?

If Solo, SKIP to item 18d.

Solo

Nonsolo

Single

Multi

Page 16 FORM NAMCS-1 (12-10-2009)
### Section II – INDUCTION INTERVIEW – Continued

**18d. How many mid-level providers (i.e., nurse practitioners, physician assistants, and nurse midwives) are associated with you (at this/that in-scope location)?**

<table>
<thead>
<tr>
<th>Office Location</th>
<th>#1</th>
<th>#2</th>
<th>#3</th>
<th>#4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractor</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**e. Are you a full-or part-owner, employee, or an independent contractor (at this/that in-scope location)?** If “Owner” is marked then automatically mark “Physician or physician group” in item 18f.

- Owner ...........
- Employee ...........
- Contractor ...........

**f. Give FLASHCARD B (p.18 Flashcard Booklet) and ask:**

**Who owns the practice (at this/that in-scope location)?**

- Physician or physician group . . .
- Other hospital . . .
- Other health care corp... Other ...........

**19a. During your last normal week of practice, how many hours of direct patient care did you provide?**

- Number of weekly hours

**NOTE – Direct patient care includes: Seeing patients, reviewing tests, preparing for and performing surgery/procedures, providing other related patient care services.**

**b. During your last normal week of practice, about how many encounters of the following type did you make with patients:**

<table>
<thead>
<tr>
<th>Type of Encounter</th>
<th>Number of Encounters per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Nursing home visits</td>
<td></td>
</tr>
<tr>
<td>(2) Other home visits</td>
<td></td>
</tr>
<tr>
<td>(3) Hospital visits</td>
<td></td>
</tr>
<tr>
<td>(4) Telephone consults</td>
<td></td>
</tr>
<tr>
<td>(5) Internet/e-mail consults</td>
<td></td>
</tr>
</tbody>
</table>

**FR INSTRUCTION**

If physician unavailable during reporting period, SKIP to item 34b on page 18.

**32. Provider demographics –**

- **a. What is your year of birth?**
  - Male
  - Female
- **b. What is your sex?**
- **c. Give FLASHCARD F (p.20 Flashcard Booklet) and ask:**
  - What is your highest medical degree?
  - MD
  - DO
  - Go to item 32d
- **d. What is your primary specialty?**
- **e. What is your secondary specialty?**
- **f. What is your primary board certification?**
- **g. What is your secondary board certification?**
- **h. What year did you graduate medical school?**
- **i. Did you graduate from a foreign medical school?**

**FR NOTE –** Explain to the physician that you would like to review some of the questions found on the patient record form.

**33a. During the period Monday, ________________ through Sunday, ________________, will ANYONE be available to help you fill out the patient record forms for this study (at in-scope locations)?**

- Yes
- No – Go to Visit Sampling on page 17

**FR NOTE –** Explain to the physician that you would like to review some of the questions found on the patient record form.

**NOTES**
Section II – INDUCTION INTERVIEW – Continued

21c. What is the name of your current EMR/EHR system?

Mark (X) only one box.

- Allscripts
- Cerner
- CliniWorks
- Epic
- GE Centricity
- Greenway
- Medical
- HealthPort
- McKesson
- NextGen
- Unknown

22. At your practice, are there plans for installing a new EMR/EHR system within the next 18 months?

Mark (X) only one box.

23. Indicate whether your practice has each of the following computerized capabilities. Does your practice have a computerized system for:

- Patient history & demographic information?
- Clinical notes?
- Orders for prescriptions?
- Viewing lab results?
- Viewing imaging results?
- Reminders for guideline-based interventions or screening tests?
- Electronic reporting to immunization registries?

Mark (X) all that apply.

24. At your practice, if orders for prescriptions or lab tests are submitted electronically, who submits them?

Mark (X) only one box.

- Prescribing practitioner
- Other clinician (including RN)
- Lab technician
- Administrative personnel
- Other
- Prescriptions and lab test orders not submitted electronically
- Unknown
Section II – INDUCTION INTERVIEW – Continued

25. Beginning in 2011, Medicare and Medicaid will offer incentives to practices that have “meaningful use of Health IT”. Does your practice have plans to apply for Medicare or Medicaid incentive payments for meaningful use of Health IT?
   - Yes, we intend to apply – Go to item 25a
   - Uncertain whether we will apply – Skip to item 26
   - No, we will not apply

a. What year does your practice expect to apply for the meaningful use payments?
   - 2011
   - 2012
   - After 2012
   - Unknown

b. What incentive payment does your practice plan to apply for?
   - Medicare
   - Medicaid
   - Unknown

Give FLASHCARD C (p.17 Flashcard Booklet) and ask items 26–29 ONCE for ALL in-scope locations. I would like to ask a few questions about your practice revenue and contracts with managed care plans.

26a. Roughly, what percent of your patient care revenue comes from –
   (1) Medicare? ..................................
   (2) Medicaid? ...................................
   (3) Private insurance?............................
   (4) Patient payments? ............................
   (5) Other? – including charity, research, CHAMPUS, VA, etc.)

   Percent of patient care revenue
   %

   FR NOTE – Categories should sum close to 100%. Do not leave blank or use dash to indicate 0 percent, include value.

26b. Roughly, how many managed care contracts does this practice have such as HMOs, PPOs, IPAs, and point-of-service plans?
   - None – SKIP to item 27
   - Less than 3
   - 3 to 10
   - More than 10

   Managed care includes any type of group health plan using financial incentives or specific controls to encourage utilization of specific providers associated with the plan.

   FR NOTE – Include Medicare managed care and Medicaid managed care, but not traditional Medicare and Medicaid. Include any private insurance managed care plans. Be sure the response is about contracts and not patients.

26c. Roughly, what percentage of the patient care revenue received by this practice comes from (these) managed care contracts?

27. Give FLASHCARD D (p.18 Flashcard Booklet) and ask:

   Roughly, what percent of your patient care revenue comes from each of the following methods of payment?
   (1) Usual, customary and reasonable fee-for-service?
   (2) Discounted fee for service?
   (3) Capitation?
   (4) Case rates (e.g., package pricing/episode of care)?
   (5) Other?

   Percent of revenue from managed care
   %

   FR NOTE – Categories should sum close to 100%. Do not leave blank or use dash to indicate 0 percent, include value.

28a. Are you currently accepting “new” patients into your practice(s) (all in-scope locations)?
   - Yes
   - No – SKIP to item 29
   - Don’t know – SKIP to item 29

b. From those “new” patients, which of the following types of payment do you accept (all in-scope locations)?
   (1) Private insurance –
      (a) Capitated?
      (b) Non-capitated?
   (2) Medicare?
   (3) Medicaid?
   (4) Workers compensation?
   (5) Self-pay?
   (6) No charge?

   Yes  |  No  | Don’t know

29a. Roughly, what percent of your daily visits are same day appointments?

29b. Does your practice set time aside for same day appointments?
   - Yes
   - No
   - Don’t know

29c. On average, about how long does it take to get an appointment for a routine medical exam?
   - Within 1 week
   - 1–2 weeks
   - 3–4 weeks
   - 1–2 months
   - 3 or more months
   - Do not provide routine medical exams
   - Don’t know
Section II – INDUCTION INTERVIEW – Continued

25. Beginning in 2011, Medicare and Medicaid will offer incentives to practices that have “meaningful use of Health IT”. Does your practice have plans to apply for Medicare or Medicaid incentive payments for meaningful use of Health IT?
   a. What year does your practice expect to apply for the meaningful use payments?
      □ Yes, we intend to apply – Go to item 25a
      □ Uncertain whether we will apply – Skip to item 26
      □ No, we will not apply

   b. What incentive payment does your plan practice to apply for?
      □ Medicare
      □ Medicaid
      □ Unknown

FR NOTE – Categories should sum close to 100%. Do not leave blank or use dash to indicate 0 percent, include value.

26a. Roughly, what percent of your patient care revenue comes from –
   (1) Medicare? ..................................
   (2) Medicaid? ...................................
   (3) Private insurance? ..........................
   (4) Patient payments? ...........................
   (5) Other? –(including charity, research, CHAMPUS, VA, etc.)

   Percent of patient care revenue
   □ %

FR NOTE – Categories should sum close to 100%. Do not leave blank or use dash to indicate 0 percent, include value.

26b. Roughly, how many managed care contracts does this practice have such as HMOs, PPOs, IPAs, and point-of-service plans?
   a. What year does your practice expect to apply for the meaningful use payments?
   □ None – SKIP to item 27
   □ Less than 3
   □ 3 to 10
   □ More than 10

FR NOTE – Include Medicare managed care and Medicaid managed care, but not traditional Medicare and Medicaid. Include any private insurance managed care plans. Be sure the response is about contracts and not patients. Include all the different plans an insurance provider may have and for which the physician has a contract. For example, the physician may have a contract for each of the plans Aetna may offer; a PPO, IPA, and point-of-service plan. This would equal 3 contracts, not 1 contract. It may be necessary to obtain information from the billing office of the practice.

27. Give FLASHCARD D (p.18 Flashcard Booklet) and ask:
   Roughly, what percent of your patient care revenue comes from each of the following methods of payment?
   (1) Usual, customary and reasonable fee-for-service?
   □ %
   (2) Discounted fee for service? ...............................
   □ %
   (3) Capitation? .............................................
   □ %
   (4) Case rates (e.g., package pricing/episode of care)? ...............................
   □ %
   (5) Other? .....................................................
   □ %

FR NOTE – Categories should sum close to 100%. Do not leave blank or use dash to indicate 0 percent, include value.

28a. Are you currently accepting “new” patients into your practice(s) (at in-scope locations)?
   □ Yes
   □ No – SKIP to item 29
   □ Don’t know – SKIP to item 29

b. From those “new” patients, which of the following types of payment do you accept (at in-scope locations)?
   (1) Private insurance –
      □ Yes
      □ No
      □ Don’t know
   (a) Capitated?
   □ Yes
   □ No
   □ Don’t know
   (b) Non-capitated?
   □ Yes
   □ No
   □ Don’t know
   (2) Medicare?
   □ Yes
   □ No
   □ Don’t know
   (3) Medicaid?
   □ Yes
   □ No
   □ Don’t know
   (4) Workers compensation?
   □ Yes
   □ No
   □ Don’t know
   (5) Self-pay?
   □ Yes
   □ No
   □ Don’t know
   (6) No charge?
   □ Yes
   □ No
   □ Don’t know

29a. Roughly, what percent of your daily visits are same day appointments?
   □ %

b. Does your practice set time aside for same day appointments?
   □ Yes
   □ No
   □ Don’t know

   a. Within 1 week
   □ Yes
   □ No
   □ Don’t know
   □ 1–2 weeks
   □ 3–4 weeks
   □ 1–2 months
   □ 3 or more months
   □ Do not provide routine medical exams
   □ Don’t know

NOTES
Section II – INDUCTION INTERVIEW – Continued

30a. Does your practice currently recommend the Human Papillomavirus (HPV) vaccine?  
1. Yes – SKIP to item 30c  
2. No – Go to item 30b

30b. Does your practice plan on recommending the HPV vaccine?  
1. Yes – Go to item 30c  
2. No – SKIP to item 30e

30c. Which HPV vaccine does your practice recommend using?  
1. Gardasil (quadrivalent vaccine)  
2. Cervarix (bivalent vaccine)  
3. Both  
4. Don’t know

30d. What age group(s) does your practice recommend patients get the HPV vaccine?  
Mark (X) all that apply.  
1. Females 9–12 years of age  
2. Females 13–26 years of age  
3. Females 27 years of age and older  
4. Males 9–12 years of age  
5. Males 13–26 years of age  
6. Males 27 years of age and older

30e. What is the name of your current EMR/EHR system?  
Mark (X) only one box.

21c. Give flashcard H (p.22 Flashcard Booklet).

22. At your practice, are there plans for installing a new EMR/EHR system within the next 18 months?  
1. Yes  
2. No, but turned off or not used  
3. No

23. Indicate whether your practice has each of the following computerized capabilities. Does your practice have a computerized system for:  
Mark (X) only one per row.

a. Patient history & demographic information?  
1. Yes  
2. No, but turned off or not used  
3. No

b. Clinical notes?  
1. Yes  
2. No, but turned off or not used  
3. No

Give FLASHCARD E (p.19 Flashcard Booklet) and ask:

e. Please indicate the reason(s) why your practice does NOT plan on recommending the HPV vaccine.  
Mark (X) all that apply.  
1. Not a large proportion of recommended age group in my practice  
2. Concern that it encourages sexual promiscuity  
3. Not wanting to convince parents/patients to accept vaccine  
4. Awkwardness of conversation that HPV is sexually transmitted  
5. Concern about safety of the vaccine  
6. Concern about failure of vaccine to prevent all cervical cancer  
7. Concern about thimerosal in vaccine  
8. Concern about decreased efficacy in a population that has been exposed to HPV (i.e., sexually active)  
9. Concern that the office schedule is too crowded to accommodate additional visits  
10. Insurance reimbursement issues  
11. Up-front costs to purchase vaccine  
12. Concern regarding the storage and administration protocol of vaccine  
13. Other – Specify

f. Orders for prescriptions?  
1. Yes  
2. No

If Yes, ask – (1) Are prescriptions sent electronically?  
1. Yes  
2. No

If No, ask – (1) Are warnings of drug interactions or contraindications provided?  
1. Yes  
2. No

2. Are prescriptions sent electronically to the pharmacy?  
1. Yes  
2. No

3. Concern about thiomersal in vaccine

23g. Are orders sent electronically?  
1. Yes  
2. No

If Yes, ask – (1) Are results incorporated in EMR/EHR?  
1. Yes  
2. No

2. Are results out of range levels highlighted?  
1. Yes  
2. No

23h. Are results incorporated in EMR/EHR?  
1. Yes  
2. No

Give flashcard H (p.22 Flashcard Booklet).

f. Viewing imaging results?  
1. Yes  
2. No

2. Viewed using integrated PACS viewer

g. Reminders for guideline-based interventions or screening tests?  
1. Yes  
2. No

g. Electronic reporting to immunization registries?  
1. Yes  
2. No

2. Reportable vaccine-preventable diseases

24. At your practice, if orders for prescriptions or lab tests are submitted electronically, who submits them?  
1. Prescribing practitioner  
2. Other clinician (including RN)  
3. Lab technician  
4. Administrative personnel  
5. Other  
6. Prescriptions and lab test orders not submitted electronically  
7. Unknown

CHECK ITEM C  
Is provider part of the community health center sample?  
1. Yes – Ask item 32  
2. No – SKIP to FIRE INSTRUCTION on page 15

Ask of all physicians/providers

31. Do you offer any type of cervical cancer screening?  
1. Yes – Leave a NAMCS-CCS only if physician’s specialty is GFP, IM, OB/GYN or provider works at a community health center. Please specify e-mail address  
2. No

31a. Does provider part of the community health center sample?  
1. Yes – Ask item 32  
2. No – SKIP to FIRE INSTRUCTION on page 15
Section II – INDUCTION INTERVIEW – Continued

18d. How many mid-level providers (i.e., nurse practitioners, physician assistants, and nurse midwives) are associated with you (at this/these in-scope location/s)?

<table>
<thead>
<tr>
<th>Office Location</th>
<th>#1</th>
<th>#2</th>
<th>#3</th>
<th>#4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

f. Give FLASHCARD B (p.18 Flashcard Booklet) and ask:

Who owns the practice (at this/these in-scope location/s)?

- Physician or physician group
- Other hospital
- Other health care corporation
- Other

19a. During your last normal week of practice, how many hours of direct patient care did you provide?

Note: Direct patient care includes: Seeing patients, viewing tests, preparing for and performing surgery/procedures, providing other related patient care services.

b. During your last normal week of practice, about how many encounters of the following type did you make with patients:

- (1) Nursing home visits
- (2) Other home visits
- (3) Hospital visits
- (4) Telephone consults
- (5) Internet/e-mail consults

Number of weekly hours

Section II – INDUCTION INTERVIEW – Continued

32. Provider demographics –

a. What is your year of birth?

b. What is your sex?

- Male
- Female

c. Give FLASHCARD F (p.20 Flashcard Booklet) and ask:

What is your highest medical degree?

- MD
- DO
- Go to item 33d

- Nurse practitioner
- Physician assistant
- Nurse midwife
- Other

SKIP to FR INSTRUCTION on page 15.

d. What is your primary specialty?

Name of specialty

Code

e. What is your secondary specialty?

Name of specialty

Code

f. What is your primary board certification?

Board certification

g. What is your secondary board certification?

Board certification

h. What year did you graduate medical school?

Year

i. Did you graduate from a foreign medical school?

- Yes
- No
Section II – INDUCTION INTERVIEW – Continued

33b. Who will be helping you at each location? (Below enter the location and person’s name and position.)

NOTE: Keep the location numbers the same as the office numbers in item 16a.

<table>
<thead>
<tr>
<th>Office No.</th>
<th>Location (Enter street name)</th>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RECORD ON CONTROL CARD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>RECORD ON CONTROL CARD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>RECORD ON CONTROL CARD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>RECORD ON CONTROL CARD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FR NOTE – Explain to the physician and to anyone helping the physician that you would like to review some of the questions found on the Patient Record form. Go to page 17.

Visit Sampling

To select a sample of patient visits, the physician’s office will need to know where to start sampling (Start With) and how to select subsequent patient visits (Take Every).

To determine Take Every (TE) and Start With (SW) numbers follow these instructions. Read down the “Estimated visits for week” column, to the line that corresponds to the total entry in ITEM 17e. Then, read across the “Days physician will see patients that week” line to the column that corresponds to the entry in ITEM 17a. Circle the appropriate number. This number is the physician’s Take Every number for all office locations. Then transcribe this number below, and onto the front of the folio, and to the Patient Visit Worksheet if it is used.

### TAKE EVERY NUMBER

<table>
<thead>
<tr>
<th>Estimated Visits for Week</th>
<th>Days physician will see patients that week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 2 3 4 5 6 7</td>
</tr>
<tr>
<td>0-12</td>
<td>1 1 1 1 1 1 1</td>
</tr>
<tr>
<td>13-24</td>
<td>2 1 1 1 1 1 1</td>
</tr>
<tr>
<td>25-39</td>
<td>3 2 1 1 1 1 1</td>
</tr>
<tr>
<td>40-44</td>
<td>4 2 2 1 1 1 1</td>
</tr>
<tr>
<td>45-49</td>
<td>4 2 2 2 2 2 2</td>
</tr>
<tr>
<td>50-64</td>
<td>5 3 2 2 2 2 2</td>
</tr>
<tr>
<td>65-74</td>
<td>10 3 2 2 2 2 2</td>
</tr>
<tr>
<td>75-89</td>
<td>10 4 3 2 2 2 2</td>
</tr>
<tr>
<td>90-104</td>
<td>10 4 3 3 3 3 3</td>
</tr>
<tr>
<td>105-114</td>
<td>10 5 3 3 3 3 3</td>
</tr>
<tr>
<td>115-129</td>
<td>10 5 4 3 3 3 3</td>
</tr>
<tr>
<td>130-134</td>
<td>15 10 4 3 3 3 3</td>
</tr>
<tr>
<td>135-154</td>
<td>15 10 4 4 4 4 4</td>
</tr>
<tr>
<td>155-174</td>
<td>15 10 5 4 4 4 4</td>
</tr>
<tr>
<td>175-194</td>
<td>15 10 5 5 5 5 5</td>
</tr>
<tr>
<td>195-209</td>
<td>20 10 10 5 5 5 5</td>
</tr>
<tr>
<td>210-219</td>
<td>20 10 10 10 5 5 5</td>
</tr>
<tr>
<td>220-254</td>
<td>20 10 10 10 10 10 10</td>
</tr>
<tr>
<td>255-319</td>
<td>25 10 10 10 10 10 10</td>
</tr>
<tr>
<td>320-364</td>
<td>30 15 10 10 10 10 10</td>
</tr>
<tr>
<td>365+</td>
<td>30 30 30 30 30 30 30</td>
</tr>
</tbody>
</table>

**Take Every Number**

### Section II – INDUCTION INTERVIEW – Continued

17a. During the week of Monday, _________ through Sunday, _________ How many days do you expect to see any ambulatory patients? (Only include days at in-scope locations.)

NOTE – NON-PARTICIPATING PHYSICIANS: If refusal (Final=3) or unavailable (Final=4), enter the number of days in a normal week.

Enter street name or town of in-scope location(s).

Office location No.

**Estimated Number of Days**

<table>
<thead>
<tr>
<th>#1</th>
<th>#2</th>
<th>#3</th>
<th>#4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

17b. During your last normal week of practice, approximately how many office visit encounters did you have at each office location?

NOTE: If physician is in group practice, only include the visits to sampled physician.

<table>
<thead>
<tr>
<th>Office Location</th>
<th>Number of visits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

17c. During the week of Monday, _________ through Sunday, _________ do you expect to have about the same number of visits as you saw during your last normal week in each office taking into account time off, holidays, and conferences?

NOTE: Mark (X) response. If answer is “Yes”, transcribe the number in 17b to 17d for that office location. If answer is “No”, then ASK item 17d for that office location.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

17d. Approximately how many ambulatory visits do you expect to have at this office location?

NOTE: To obtain the total number of estimated visits, add the estimate for each office location in 17b.

Number of visits

17e. Tally of estimated number of visits

NOTE: To obtain the total number of estimated visits, add the estimate for each office location in 17d.

Number of visits

18a. Do you have a solo practice, or are you associated with other physicians in a partnership, in a group practice, or in some other way (at this/that in-scope location)?

<table>
<thead>
<tr>
<th>Solo</th>
<th>Non-solo</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 2 3 4</td>
</tr>
</tbody>
</table>

If Solo, SKIP to item 18d.

18b. How many physicians are associated with you (at this/that in-scope location)?

<table>
<thead>
<tr>
<th>Multi</th>
<th>Single</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 2 3 4</td>
</tr>
</tbody>
</table>

18c. Is this a single- or multi-specialty (group) practice (at this/that in-scope location)?

<table>
<thead>
<tr>
<th>Multi</th>
<th>Single</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 2 3 4</td>
</tr>
</tbody>
</table>
### INSTRUCTIONS

GIVE THE PHYSICIAN A FOLIO AND A COPY OF THE SAMPLE PATIENT RECORD FORM (NAMCS-73), AND EXPLAIN HOW TO COMPLETE THE FORMS.

Cover the following points —

1. **Who to list/who not to list on the Patient Visit Worksheet found in the back of the NAMCS-26**
   - List every ambulatory patient visit to all in-scope locations during the reporting period.
   - INCLUDE patients the physician doesn’t see but who receive care from an assistant, nurse, nurse practitioner, physician assistant, etc.
   - EXCLUDE patients who do not seek care or services (e.g., they come to pay a bill or leave a specimen).
   - EXCLUDE telephone contacts with patients.

2. **Show doctor instruction card in folio pocket and go over Patient Record item by item, paying particular attention to —**
   - **Item 2, Injury/Poisoning/Adverse Effect** – If any part of this visit was related to an injury or poisoning or adverse effect of medical or surgical care or an adverse effect of medicinal drug, then mark the appropriate box. If this visit was not related to any of these, then mark the last option, "None of the above."
   - **Item 3, Reason for Visit** – To be recorded in patient’s own words. We want the patient’s own complaint here, not the physician’s diagnosis. If the patient has no complaint, the physician should enter the reason for the visit.

---

### Section II – INDUCTION INTERVIEW – Continued

#### START WITH NUMBER

To determine the Start With (SW) number read down the "If Take Every Number is" column and find the Take Every Number. The number to the right is the Start With Number. Transcribe this number onto line at the right, and to the front of the folio, and to the Patient Visit Worksheet if it is used.

<table>
<thead>
<tr>
<th>Office number</th>
<th>Edit</th>
<th>Folio Number</th>
<th>OFFICE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>Number of PRFs completed</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Office locations**

- Ambulatory surgicenter
- Community Health Center (e.g., Federally Qualified Health Center (FQHC), federally funded clinics or ‘look alike’ clinics)
- Freestanding clinic/urgicenter (not part of a hospital outpatient department)
- Hospital emergency department
- Hospital outpatient department
- Federal Government-operated clinic
- Family planning clinic (including Planned Parenthood)
- Faculty Practice Plan
- Institutional setting (school infirmary, nursing home, prison)
- Mental health center
- Non-federal Government clinic (e.g., state, county, city, maternal and child health, etc.)
- Laser vision surgery
- Health maintenance organization or other prepaid practice (e.g., Kaiser Permanente)
- Private practice
- Free clinic
- Medical school outpatient service
- Dental clinic
- Federal Government clinic

**PROBE:**

Are there any other office locations where you NORMALLY would see patients, even though you will not see any during your 7-day reporting period? Do not include settings such as EDs, outpatient departments, surgicenters, and Federal clinics.

**c.** If FLASHCARD number In-scope

**Office locations**

- In-scope
- Out-of-scope

**Mark out-of-scope.**
INSTRUCTIONS – Continued

Items 5a(1), Provider's Primary Diagnosis for this Visit – Can be tentative or provisional or expressed as a problem. Physician should not record 'Rule Out' diagnosis (R.O.). Enter any other diagnosis related to the visit (e.g., depression, obesity, asthma, etc.) in items 5a(2) and 5a(3).

Items 5b, Chronic Disease Checklist – Mark all chronic diseases that the patient has, regardless of entry in item 5a. This item supplements the diagnoses reported in item 5a. If none of the conditions listed apply, then mark “None of the above.”

Item 6, Vital Signs – When possible, record specific values for the 4 vital signs. For height and weight, enter the value on the line next to the type or measurement system used. If height was not measured at this visit and patient is 21 years of age or over, enter the most recent height recorded.

Item 8, Health Education – Mark all services ordered or provided at this visit.

Item 9, Non-Medication Treatment – Mark and/or list all non-medical treatment including surgical or non-surgical procedures ordered or provided at this visit.

Item 10, List medication/immunization names – Record up to 8 medications that were ordered, supplied, administered or told to continue at the visit. Include Rx and OTC medications, immunizations, allergy shots, anesthetics, chemotherapy, and dietary supplements. Use SPECIFIC BRAND OR GENERIC DRUG NAMES as entered on prescription or medical records. Do NOT enter broad drug classes such as “pain medication.” Record if the medication/immunization was new or continued.

Item 13, Time Spent with Provider – Best estimate of time spent in face-to-face contact with the patient and the sampled provider. The answer may be zero (0), if the patient was attended entirely by a registered nurse or technician and did not see the sampled physician/CHC provider.

Item 14, Laboratory Test Results – If folio B will be used, please make sure provider is aware of items on back of PRF, and completes information about tests drawn within last 12 months.

34a. CLOSING STATEMENT

Thank you for your time and cooperation Dr... I will call you on Monday, ______________ to see if [everything is all right] your plans has changed.

If you have any questions (Hand doctor your business card) please feel free to call me. My telephone number is also written in the folio.

34b. CLOSING STATEMENT

Thank you for your time and cooperation Dr... The information you provided will improve the accuracy of the NAMCS in describing office-based patient care in the United States.

BEFORE FR, PLEASE READ

Complete Sections III through IV before returning completed materials to office.

FR INSTRUCTIONS

If applicable, complete Sections III through V before returning completed materials to office.

FR INSTRUCTIONS

Complete Sections III through IV before returning completed materials to office.
I appreciate that you choose not to participate in the study, but I would like to ask a few short questions about your practice so we can make sure responding physicians do not differ from nonresponding physicians.

13a. At how many different office locations, do you see ambulatory patients? Do not include settings such as EDs, outpatient departments, surgicenters, and Federal clinics.

Number of office locations

b. In a typical year, about how many weeks do you NOT see ambulatory patients (e.g., conferences, vacations, etc.)?

Number of weeks

1. Yes – Skip to item 13b.
2. No – Please explain

If > 26 weeks, ask item 13c. If = 0, Skip to item 13d. If 1 to 26 weeks, Skip to item 13e.

c. You typically see patients fewer than half the weeks in each year. Is that correct?

1. Yes – Skip to item 13b.
2. No – Please explain

If number of other physicians is 0, Skip to item 13g(3).

d. You typically see patients all 52 weeks of the year. Is that correct?

1. Yes
2. No – Please explain

e. During your last normal week of practice, how many patient visits did you have at all office locations?

Number of patient visits

f. During your last normal week of practice, how many hours of direct patient care did you provide?

Number of weekly hours

NOTE – Direct patient care includes: Seeing patients, reviewing tests, preparing for and performing surgery/procedures, providing other related patient care services.

g. At the office location where you see the most ambulatory patients:

1. How many physicians are associated with you?

If number of other physicians is 0, Skip to item 13g(3).

2. Is this a single- or multi-specialty group practice?

1. Multi-specialty practice
2. Single-specialty practice

3. Are you a full- or part-owner, employee, or an independent contractor?

1. Owner – Automatically mark “Physician or physician group” in item 13g(4)
2. Employee
3. Contractor

4. Who owns the practice?

1. Physician or physician group
2. HMO
3. Community Health Center
4. Medical/Academic health center
5. Other hospital
6. Other health care corporation
7. Other – Specify

REFER TO FLASHCARD B.

35. What is the reason the provider did not participate in this study?

1. Refused/Breakoff – Skip to item 37a
2. Non-office based
3. Sees no ambulatory patients
4. Retired
5. Deceased
6. Temporarily not practicing – Skip to item 38 on page 20
7. Can’t locate
8. Not licensed
9. Moved out of U.S.A.
10. Other out-of-scope – Skip to item 36
11. Unavailable during reporting period – Absence must be for duration of LESS than 3 months
12. Moved out of PSU – Skip to item 39a on page 20

Explanations for noninterview codes 6 and 11 –

Can’t locate
Not licensed
Moved out of U.S.A.
Other out-of-scope – Skip to item 36
Skip to item 40 on page 21

36. Check all that apply to describe provider’s practice or medical activities which define him/her as ineligible or out-of-scope.

1. Federally employed
2. Radiology, anesthesiology or pathology specialist
3. Administrator
4. Work in institutional setting
5. Work in hospital emergency department or outpatient department
6. Work in industrial setting
7. Other – Specify

37a. At what point in the interview did the refusal/break-off occur?

(Mark X one.)

1. During telephone screening
2. During induction interview
3. After induction but prior to assigned reporting days
4. At reminder call
5. During assigned reporting days or mid-week calls
6. At follow-up contact

b. By whom?

(Mark X one.)

1. Sampled provider
2. Sampled provider through nurse
3. Nurse/Secretary
4. Receptionist
5. Office manager/Administrator
6. Other office staff – Specify

37b. What reason was given? (Verbatim)

37c. Date refusal/breakoff was reported to supervisor

Month Day Year

CHECK ITEM A

Final outcome of screening

1. Appointment MADE or Physician unavailable during reporting period – Go to Section II, page 7
2. Inscope, but REFUSED – Complete item 13, then go to Section III, page 19
3. Out-of-Scope/Other – Go to Section III, page 19

CHECK ITEM A MUST BE COMPLETED BEFORE CONTINUING

E. Conversion attempt result

1. No conversion attempt – Skip to item 40 on page 21
2. Sampled provider refused
3. Sampled provider agreed to see
4. Field Representative – Complete Section II
### Section III – NONINTERVIEW – Continued

#### 38. Why is provider unavailable or not in practice?

SKIP to item 40 on page 21

#### 39a. What is the provider’s new address?

<table>
<thead>
<tr>
<th>Number and street</th>
<th>City, State, ZIP Code</th>
</tr>
</thead>
</table>

**RECORD ON CONTROL CARD**

#### b. Name of Field Representative

<table>
<thead>
<tr>
<th>RO</th>
<th>PSU</th>
<th>Date transferred</th>
</tr>
</thead>
</table>

**RECORD ON CONTROL CARD**

Continue with item 40 on page 21

### NOTES

**RECORD ON CONTROL CARD**

---

### PROVIDER’S OFFICE SCHEDULE

Please complete the office schedule for the week the provider is in sample.

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
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<tbody>
<tr>
<td>A.M.</td>
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<tr>
<td>P.M.</td>
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<tr>
<td>Office No.</td>
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<td>N</td>
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</tbody>
</table>
Section I - TELEPHONE SCREENER - Continued

10a. We have your address as (Read address shown in item 1). Is that the correct address for your office?

1. Yes – SKIP to item 12
2. No, incorrect address – Ask item 10b

b. What is the (correct) address and telephone number of your office?

Number and street

RECORD ON CONTROL CARD

City

RECORD ON CONTROL CARD

State

RECORD ON CONTROL CARD

ZIP Code

RECORD ON CONTROL CARD

Telephone (Area code and number)

RECORD ON CONTROL CARD

SKIP to item 12

11. Thank you, Dr. . . ., but I believe that since you do not (see any ambulatory patients/practice any longer), our questions would not be appropriate for you. I appreciate your time and interest. (Go to Check Item A on page 6.)

12. I would like to arrange an appointment with you within the next week or so to discuss the study. It will take about 30 minutes. What would be a good time for you, before Friday, (last Friday before the assigned reporting week)?

Verify office location, if appropriate:

RECORD ON CONTROL CARD

☐ Physician refused to participate – Go to the top of page 6.

Thank you, Dr. . . . I’ll see you then. (Go to Check Item A on the bottom of page 6.)

NOTES

FR, PLEASE READ BEFORE CONTINUING

Item 41(1) – Accurate determination of “Number of patient visits during reporting week” is EXTREMELY IMPORTANT: This count is to include any days the provider may have skipped or not participated. This information may be obtained from either the office staff or from the PRF Folio cover. Only include visits to sampled provider and NOT the total number of visits to entire practice or clinic.

Item 41(3) – If the number of Patient Record forms completed is less than 20 or greater than 40, then explain why in the NOTES section below.

Item 17e and 41(1) – If applicable, record explanation of why items 17e and 41(1) differ significantly and any other information regarding this case which may help to understand it at a later date.

Section IV - DISPOSITION AND SUMMARY

40. FINAL DISPOSITION

(a) Eligible physician/provider

1. Completed Patient Record forms
2. Out-of-scope (Item 35, codes 2, 3, 4, 5, 6, 8, 9, or 10)
3. Refused-Breakoff (Item 35, code 1)
4. Unavailable during reporting period (Item 35, code 11)
5. Moved out of PSU (Item 35, code 12–final)
6. Can’t locate (Item 35 code 7)

End of Interview – Make certain all items are accurately completed before returning materials to the office.

(b) Unused CHC NAMCS-1

7. Less than 3 providers sampled
8. Parent CHC Out-of-scope
9. Parent CHC Refused to participate

(c) Transfer cases

☐ Moved out of PSU (Item 35, code 12–pending)

41. CASE SUMMARY

1. Number of patient visits during reporting week ......
2. Number of days during reporting period on which patients were seen .........
3. Number of patient record forms completed ........

NOTE – For items 41(1) and 41(3), see FR instruction below.

42. Final disposition for Cervical Cancer Screening Supplement (CCS)

(a) Physician/Provider Eligible for the CCS

1. Completed
2. Refused
3. Does not perform screening

(b) Other

☐ Physician/Provider is ineligible for the CCS (i.e., not a CHC provider or a physician with a specialty of GFP, IM, OB/GYN.)

☐ Other – Specify (e.g., unable to locate)
Section I – TELEPHONE SCREENER – Continued

8. Which of the following categories best describes your professional activity – patient care, research, teaching, administration, or something else?

a. Yes – SKIP to item 8
b. No – does not give direct care

7. Specialty

a. Your specialty is _______________________________

b. What is your specialty (including general practice)?

(Name of specialty)

FR INSTRUCTION
Do not classify cases solely on the basis of specialty. Complete all items on the NAMCS-1 and have the physician fill out PRFs if appropriate.

3. Did the sampled provider accept the Data Use Agreement?

☐ Yes
☐ No

4. If the FR abstracted the PRFs, were the Accounting Documents placed in each of the medical records used for abstraction?

☐ Yes
☐ No – Explain

8. Which of the following categories best describes your professional activity – patient care, research, teaching, administration, or something else?

a. Patient care
b. Research
c. Teaching
d. Administration
e. Something else – Specify

9a. Do you directly care for any ambulatory patients in your work?

☐ Yes – SKIP to item 9c
☐ No – does not give direct care [9b PROBE]
☐ No longer in practice – SKIP to item 11 on page 4

b. PROBE: We include as ambulatory patients, any patients coming to see you for personal health services who are not currently on the premises. Does your work include any such individuals?

☐ Yes
☐ No

9b. Do you accept any of the following?

☐ Yes – SKIP to item 9c
☐ No

c. Are you employed by the Federal Government or do you work in a hospital emergency or outpatient department?

☐ Yes
☐ No – SKIP to item 10a on page 4

If "Yes" to item 9a, all of the following questions are concerned with the private patients.
IF DOCTOR DOES NOT REMEMBER NCHS LETTER, THE LETTER STATES:

The Centers for Disease Control and Prevention’s National Center for Health Statistics (NCHS) is conducting the National Ambulatory Medical Care Survey (NAMCS). This annual study, which has been in the field since 1973, collects information about the large portion of ambulatory care provided by physicians and mid-level providers throughout the United States. Research utilizing the NAMCS helps to inform physicians, health care researchers, and policy makers about the changing characteristics of ambulatory health care in this country.

The information that will be requested includes data about the patient visit (e.g., demographics, diagnoses, services, and treatments), physician practice characteristics (e.g., practice type), and the use of electronic medical records.

Many organizations and leaders in the health care community, including those providing the enclosed letter of endorsement, have expressed their support and join me in urging your participation in this meaningful study. You will be asked to complete a one-page questionnaire on a sample of about 30 patient encounters during a randomly assigned one-week reporting period. Additionally, there is a short interview (approximately 35 minutes) with you about the nature of your practice. Participation is voluntary. The following are some key points about the survey:

• Data collection for the NAMCS is authorized by Section 306 of the Public Health Service Act (Title 42, U.S. Code, 242k).

• All information collected will be held in the strictest confidence according to Section 306(d) of the Public Health Service Act (42, U.S. Code, 242m(d)) and the Confidential Information Protection and Statistical Efficiency Act (Title 5 of PL 107-347). This information will be used for statistical purposes only. No patient names, social security numbers, or addresses are collected.

• This study conforms to the Privacy Rule as mandated by HIPAA, because disclosure of patient data is permitted for public health purposes, and the NCHS Research Ethics Review Board has approved NAMCS.

• U.S. Census Bureau employees, who administer the study, have taken an oath to abide by Title 13, U.S. Code, Section 9, which requires them to keep all information about your practice and patients confidential.

A representative of the Census Bureau, acting as our agent, will be calling you to schedule an appointment regarding the details of your participation. If you have any questions regarding your participation, please call a NAMCS representative at (800) 392-2862. Additional information on the survey may be obtained by visiting the NAMCS participant Web site at www.cdc.gov/namcs. We greatly appreciate your cooperation.
**Part 3 — Missing Patient Record Form Items (1-13)**

List missing items, and refer to the FR manual for guidelines on retrieving missing information.

<table>
<thead>
<tr>
<th>Patient Record number</th>
<th>Item number(s)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

**45.** Was provider/office staff contacted for any reason during the editing process?  
[ ] Yes  [ ] No

**46.** For all Final = 1 cases, transfer information from front of Patient Record Folio.

<table>
<thead>
<tr>
<th>WEEK OF –</th>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Survey Week</td>
<td>5th</td>
<td>6th</td>
</tr>
<tr>
<td>Complete a Patient Record for patient</td>
<td>SW and every</td>
<td>TE nth</td>
</tr>
<tr>
<td>Number of patient visits</td>
<td>Number of records completed</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES**

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**Notice:** Public reporting burden of this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: CDC/ATSDR Information Collection Review Office, 1600 Clifton Road, MS D-74, Atlanta, GA 30333, ATTN: PRA (0920-0234).

**Assurance of Confidentiality:** All information which would permit identification of an individual, a practice, or an establishment will be held confidential, will be used for statistical purposes only by NCHS staff, contractors, and agents only when required and with necessary controls, and will not be disclosed or released to other persons without the consent of the individual or establishment in accordance with section 308(d) of the Public Health Service Act (42 USC 242m) and the Confidential Information Protection and Statistical Efficiency Act (PL-107-347).