

FORM **NAMCS-201**
(11-28-2005)

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU
ACTING AS DATA COLLECTION AGENT FOR THE
U.S. Department of Health and Human Services
Centers for Disease Control and Prevention
National Center for Health Statistics

1. LABEL

**COMMUNITY HEALTH CENTER
INDUCTION INTERVIEW**

- | | | | |
|----------------------------------------------------|--|----------------------|--|
| a. Regional Office | | b. CHC ID No. | |
| c. Reporting Period | | | |
| d. Community health center name and address | | | |

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 Reports Clearance Officer; 1600 Clifton Road, MS E-11, 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 by persons engaged in and for the purpose of the survey and will not be disclosed or released to other persons or used for any other purpose without the consent of the individual or the establishment in accordance with section 308(d) of the Public Health Service Act (42 USC 242m).

2. CHC CONTACT INFORMATION

a. Name	c. Contact's telephone number	Area code	Number
b. Title	d. Fax number	Area code	Number

3. FIELD REPRESENTATIVE INFORMATION

a. Telephone screener name	FR code
b. CHC Induction	FR code

4. RECORD OF TELEPHONE CALLS

Call	Date	Time	Results
1		a.m. p.m.	
2		a.m. p.m.	
3		a.m. p.m.	
4		a.m. p.m.	
5		a.m. p.m.	

5. FINAL OUTCOME OF CHC SCREENING

- 1 Appointment made →
2 Noninterview

Day of week	
Date	
Time	a.m. p.m.
Place	

6. INTRODUCTION

Hello (*Name of respondent*), 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. You have probably also received a letter from the Census Bureau. We are acting as the data collection agents for the study.

If CEO does not remember NCHS Letter –

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. This year, for the first time, the NAMCS is specifically sampling providers from a national sample of Community Health Centers.

Your center has been selected, and we are requesting a short interview with you to obtain information that would allow us to sample three physicians or mid-level providers in your health center. From these providers we will collect (1) information from a sample of patient visits (e.g., demographics, diagnoses, services, and treatments), (2) provider demographic and practice characteristics, and (3) information about cervical cancer screening practices from providers who offer such services.

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. 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 308(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, which is voluntary. 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.

7. How would you classify this center?

- 1 Federally-funded Community Health Center (330)
- 2 Federally Qualified Health Center, but not federally funded (330 look-alike)
- 3 Tribal (638) or Urban Indian (437) Health Center
- 4 None of the above – Read CLOSING STATEMENT below.

} SKIP to item 8a

CLOSING STATEMENT – Thank you, (Name of respondent), your center is not within the scope of this study. We appreciate your time and interest. (Terminate interview and SKIP to item 11 on page 7.)

8a. We have your address as (Read item 1d). Is this correct?

- 1 Yes – SKIP to item 9
- 2 No, incorrect address – Ask item 8b

b. What is the correct address and telephone number?

Number and Street	
City	
State	ZIP Code
Telephone number (Area code/Number/Ext.)	

9. What percent of your CHC’s revenue/operating expenses comes from the following sources?

Sources	Percentage
330 Grant	%
Tribal 638 contract or compact	%
Other Federal Grant	%
State/Local Grant	%
Individual, corporation or foundation grants or donations	%
Medicare/Medicaid	%
Patient fees	%
Other	%

FR NOTE – Categories should sum close to 100%.

REFER TO FLASHCARD G.

Continue with item 10 on page 4.

10. I would like to discuss a plan for conducting the National Ambulatory Medical Care Survey (NAMCS) for a sample of your providers. This center has been assigned to a 1-week reporting collection period beginning on Monday, _____ through Sunday, _____ .

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 for all physicians and mid-level providers who will be working during the sample week at all in-scope locations. In-scope locations include all fixed locations that provide health care, mobile clinics, and specialty clinics. Please do not include providers that work solely at school-based clinics.

Please exclude dentists, hygienists, radiologists, psychologists, anesthesiologists, and pathologists. Include physicians (both MD and DOs), nurse practitioners (NPs), physician assistants (PAs), and nurse midwives (NMWs).

	Provider's name (a)	MD/DO, NP, PA, NMW (b)	Specialty (c)	Expected visit volume (d)	Cumulative visit volume (e)	Mark (X) if to be sampled (f)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Total (Lines 1–15) – Continue on next page. →

Continue with item 10, List of Physicians/Providers, on page 5.

10. Continued

	Provider's name (a)	MD/DO, NP, PA, NMW (b)	Specialty (c)	Expected visit volume (d)	Cumulative visit volume (e)	Mark (X) if to be sampled (f)
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						

Total (Lines 16–35) – Continue on next page. —————>

Continue with item 10, List of Physicians/Providers, on page 6.

10. Continued

	Provider's name (a)	MD/DO, NP, PA, NMW (b)	Specialty (c)	Expected visit volume (d)	Cumulative visit volume (e)	Mark (X) if to be sampled (f)
36						
37						
38						
39						
40						
41						
42						
43						
44						
45						
	Total (Sum of lines 36–45) (From above) →					
	Total (Sum of lines 16–35) (From page 5) →					
	Total (Sum of lines 1–15) (From page 4) →					
46	(Sum of lines 1–45) →				= Total Expected Visit Volume	
47	Total Number of Eligible Providers →					
48	Divide the above Total Expected Visit Volume TOTAL by 3 →				= TE	
49	START WITH number based on table on page 8 →				= SW	} Go to Instruction 7, page 7.

FR Instructions –

1. Count the number of in-scope providers and enter in line 47.
2. If Community Health Center has 3 or fewer providers sample all providers. Go to Instruction 10, page 7. If Community Health Center has 4 or more providers then follow the rest of these instructions.
3. Obtain an "Expected visit volume" for each provider (column d) for the sample week, keeping a cumulative visit total in column e. If there are more than 45 providers continue the list on a separate sheet and attach to this form.
4. The "Total expected visit volume" should equal the last entry in "Cumulative visit volume", column e.
5. Divide the "Total expected visit volume" by 3 (to one decimal place) – this is the Take Every (TE) number. Place result into line 48.
6. To determine the "Start With" (SW) number: Refer to the table on page 8.

FR Instructions – Continued –

7. The first provider to be selected for sampling will be the one who has the first "Cumulative visit volume" equal to greater than the SW number. Mark (X) in column f to indicate this selection.
8. The second sampled provider will have the first "Cumulative visit volume" that is equal to or greater than the TE + SW. Mark (X) in column f to indicate this selection.
9. The third provider will have the first "Cumulative visit volume" equal to or greater than (TE*2) + SW. Again, mark (X) in column f to indicate this selection.

Example given below –

Provider to be sampled	The <u>first</u> "Cumulative visit volume" equal to or greater than . . .	Cumulative visit number
1	SW	
2	SW + TE	
3	SW + (TE*2)	

10. Complete the table below for the 3 sampled providers selected.

Provider ID	Name	Address	Telephone No.	Expected Visit Volume	Final disposition from NAMCS-1
1					
2					
3					

FR Instructions –

The first 3 digits of the Provider ID are equal to the CHC ID, the last digit is 1, 2, or 3 as listed above.

11. CHC FINAL DISPOSITION

- 1 Completed Induction
- 2 Out-of-Scope
- 3 Refused-Breakoff
- 4 CHC not seeing patients during reporting week
- 5 Moved out of PSU
- 6 Can't locate

START WITH NUMBER

"Start With" Number Selection

To determine the "Start With" (SW) number, find the range in the left column that contains the TE number (page 6, line 48). Then, reading to the right, choose the first number that is between 1 and the TE number. If there are no numbers in the row that are between 1 and the TE number, SKIP to the next row. This is your SW number. Record the SW number below and on page 6, line 49. Also enter the SW number into first "Cumulative Visit Number" row in Instruction 9 and complete the other two row entries.

With a TE between	Use the 1st number in the row that is between 1 and the TE									
1-99										
100-199										
200-299										
300-399										
400-499										
500-599										
600-1,299										
1,300 or more contact HQ										

Start With Number } Go to page 6, line 49.

NOTES
