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MEDICAL EXPENDITURE PANEL SURVEY MEDICAL PROVIDER COMPONENT MEDICAL EVENT FORM

FOR

HOSPITAL PROVIDERS

FOR

REFERENCE YEAR 2010

VERSION 1.0

Revision History

Version	Author/Title	Date	Comments
1.0	Multiple RTI and SSS authors	04/01/10	Changes from final 2009 version made via track changes

HOSPITAL EVENT FORM

1. VERIFY ALL PATIENT(S)

First, I'd like to review the patient(s) in our study who reported receiving care from your practice or facility during 2010. I'm going to read their names to you, and for each one please confirm whether the patient received health care services from you during the calendar year 2010.

For each of the patient(s) you confirm as receiving care during the calendar year 2010, I'll need to ask about services you provided and charges for those services. I will ask about each confirmed patient individually.

READ EACH PATIENT NAME FROM THE LIST. IF THE PERSON ON THE PHONE SAYS "NO", ASK: Did the patient receive services in some year other than 2010, or do you have no records at all?

FOR EACH LISTED PATIENT, CHOOSE A RESPONSE FROM THE DROP-DOWN LIST IN THE PATIENT CONFIRMATION COLUMN BELOW.

ONCE YOU CONFIRM A PATIENT FOR 2010, CLICK ON THE NAME OF THAT PATIENT AND COMPLETE THE EVENT FORM(S) FOR THAT PATIENT.

2. PATIENT DISAVOWAL

Finally, I need to review with you the patient(s) in the list who you indicated did not receive care during the calendar year 2010.

3. CLOSE OUT THE CALL

Thank you for your time.

Do you have any (more) medical events for (PATIENT NAME) for 2010?

OMB SECTION

DCS: READ THIS ALOUD ONLY IF REQUESTED BY RESPONDENT.

PRESS NEXT TO CONTINUE IN THIS EVENT FORM

PRESS BREAKOFF TO DISCONTINUE

(Public reporting burden for this collection of information is estimated to average 5 minutes per response, the estimated time required to complete the survey. 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: AHRQ Reports Clearance Officer Attention: PRA, Paperwork Reduction Project (0935-0118) AHRQ, 540 Gaither Road, Room # 5036, Rockville, MD 20850.) OMB No. 0935-0118; Exp. Date 1/31/2013

		MEDICAL RECORDS	
A1.	The (first/next) time (PATIENT NAME) received services during calendar year 2010, were the services received:	As an Inpatient;	(GO TO A2c)
	CODE ONLY ONE	In a Long Term Care Unit such as skilled nursing facility5	(GO TO A2a)
		Somewhere else?	(GO TO A2c)
A2a	. What were the admit and discharge dates of the (event/inpatient stay)?	MO DAY YR ADMIT:/	
	REFERENCE PERIOD – CALENDAR YEAR 2010	DISCHARGE:// NOT YET DISCHARGED1	
A2b	. Was (PATIENT NAME) admitted from the emergency room or outpatient department?	YES	EVENT
		(GO TO A3)	
A2c	. What was the date of this visit?	MO DAY YR	
	REFERENCE PERIOD – CALENDAR YEAR 2010		

A3. I need to record the name and specialty of each physician who provided services during the (TYPE OF EVENT) on (DATE(S)) and whose charges might not be included in the hospital bill. We want to include such doctors as radiologists, anesthesiologists, pathologists, and consulting specialists, but not residents, interns, or other doctors-intraining whose charges are included in the hospital bill. PROBE FOR MORE THAN ONE RADIOLOGIST, ANETHESIOLOGIST, ETC OR OTHER SEPARATE BILLING MEDICAL PROFESSIONAL. IF RESPONDENT IS NOT SURE	SEPARATELY BILLING DOCTORS FOR THIS EVENT1 (GO TO EF1) NO SEPARATELY BILLING DOCTORS FOR THIS EVENT2 (GO TO A4A)
WHETHER A PARTICULAR DOCTOR'S CHARGES ARE INCLUDED IN THE HOSPITAL BILL, ANSWER YES HERE.	
EF1 What is the name of the doctor providing services for this event whose charges might not be included in the hospital bill?	Prefix First Middle Last Group Name
EF3 What is this physician's specialty?	Specialty: If other, please specify:
EF2 Did this doctor provide any of the following services for this event: radiology, anesthesiology, pathology, or surgery?	1 Radiology 2 Anesthesiology 3 Pathology 4 Surgery 5 None of the above
EF5 How would you describe the role of this doctor for this medical event	6 DON'T KNOW
	Active Physician/Providing Direct Care 1 Referring Physician 2 Copied Physician 3 Follow-up Physician 4 Department Head 5 Primary Care Physician 6 Some Other Physician 7 None of the above 8 DON'T KNOW 9 If other, please describe:
EF6 ENTER ANY COMMENTS ABOUT THIS SBD, INCLUDING ADDITIONAL SERVICE(S) TO THE ONE SELECTED IN EF2.	
A4a. I need the diagnoses for (this stay/this visit). I would prefer the ICD-9 codes or DSM-4 codes, if they are available.	CODE DESCRIPTION
IF CODES ARE NOT USED, RECORD DESCRIPTIONS.	
[SYSTEM WILL ALLOW FOR A MAXIMUM OF 5 ICD-9 CODES TO BE COLLECTED]	CLICK HERE IF THIS IS AN ICD-10 CODE
A4c. Do you have any medical events for [PATIENT] in 2010?	YES, ALL EVENTS COVERED

A4d. IF ALL EVENTS ARE RECORDED FOR THIS PATIENT, REVIEW NUMBER OF EVENTS REPORTED BY HOUSEHOLD.	NO DIFFERENCE OR FACILITY REPORTED MORE EVENTS THAN HOUSEHOLD
	RECONCILIATION SCREEN: [DCS ONLY] PROBE: (PATIENT NAME) reported (NUMBER) events at (FACILITY) during 2010, but I have only recorded (NUMBER) visits. Do you have any information in your records that would explain this discrepancy?
	DON'T KNOW
	OTHER (SPECIFY):4
	(GO TO ENDING FOR MEDICAL RECORDS)
GO TO NEXT PATIENT. IF NO MORE F WITH PATIENT ACCOUNTS OR ADMIN	ENDING FOR MEDICAL RECORDS: PATIENTS, THANK RESPONDENT AND END. THEN ATTEMPT CONTACT IISTRATIVE OFFICE.

QUESTIONS A5a THROUGH END: TO BE COMPLETED WITH PATIENT ACCOUNTS.

I have information from Medical Records that (PATIENT NAME) received health care services on (DATE OF FIRST/NEXT VISIT AND/OR INPATIENT STAY REPORTED BY MEDICAL RECORDS).

NOTE: IF THE ONLY EVENT OF THIS TYPE KNOWN BY PATIENT ACCOUNTS IS A DAY OR TWO LATER THAN WHAT WAS REPORTED BY MEDICAL RECORDS, ANSWER YES BELOW.

- 1 CONFIRM PATIENT RECEIVED SERVICES (GO TO BOX 1)
- 2 FACILITY KNOWS PATIENT BUT NO EVENTS RECORDED FOR 2010 (GO TO NEXT PATIENT, RETURN TO DISAVOWAL QUESTIONS FOR THIS PATIENT AFTER COLLECTING MEDICAL EVENTS FOR ALL PATIENTS.)
- 3 FACILITY DOES NOT KNOW PATIENT (GO TO NEXT PATIENT, RETURN TO DISAVOWAL QUESTIONS FOR THIS PATIENT AFTER COLLECTING MEDICAL EVENTS FOR ALL PATIENTS.)

BOX 1

IF EVENT IS AN OUTPATIENT VISIT OR EMERGENCY ROOM VISIT OR SOMEWHERE ELSE (A1=2, 3, or 4)), CONTINUE WITH A5a. IF EVENT IS AN INPATIENT STAY OR LONG-TERM CARE UNIT (A1=1 or 5), GO TO A8.

	GLOBAL F	EE
A5a.	Was the visit on that date covered by a global fee, that is, was it included in a charge that covered services received on other dates as well?	YES
	EXPLAIN IF NECESSARY: An example would be a patient who received a series of treatments, such as chemotherapy, that was covered by a single charge.	
A5b.	Did the global fee for this date cover any services received while the patient was an inpatient?	YES
A5c.	What were the admit and discharge dates of that stay?	MO DAY YR ADMIT:/ DISCHARGE:// NOT YET DISCHARGED1
A5c1	. Were there any other dates on which services were covered by this global fee?	YES
A5d.	What were the other dates on which services covered by this global fee were provided? Please include dates before or after 2010 if they were included in the global fee.	MO DAY YR TYPE IF TYPE 96, SPECIFY:
	[SYSTEM WILL SET UP AS A LOOP, SO NO LIMIT ON NUMBER OF DATES REQUIRED]	
	Did (PATIENT NAME) receive services on (DATE) in an:	
	Outpatient Department (TYPE=OP); Emergency Room (TYPE=ER); or Somewhere else (TYPE=96)?	
A5e.	Do you expect (PATIENT NAME) will receive any future services that will be covered by this same global fee?	YES

A6a.	I need to know what services were provided during (this visit/these visits). I would prefer the CPT-4 codes, if they are available.	CODE DESCRIPTION a	Full established charge at time of visit or charge equivalent \$
	IF CPT-4 CODES ARE NOT USED, RECORD DESCRIPTION OF SERVICES AND PROCEDURES	b	\$
	PROVIDED. IF CODE BEGINS WITH W, X, Y, OR Z , ENTER A	c d	\$ \$
	DESCRIPTION INSTEAD.	e	\$
	[SYSTEM WILL SET UP AS A LOOP, SO NO LIMIT ON CPT-4 CODES REQUIRED]	f	\$
A6b.	ASK FOR EACH CPT-4 CODE OR DESCRIPTION: What was the full established charge for this service, before any adjustments or discounts?	g h	\$ \$
	EXPLAIN IF NECESSARY: The full established charge is the charge maintained in the hospital's master fee schedule for billing insurance carriers and	i j	\$ \$
	Medicare or Medicaid. It is the "list price" for the service, before consideration of any discounts or adjustments resulting from contractual arrangements or agreements with insurance plans.	k	\$
	IF NO CHARGE: Some facilities that don't charge for each individual service do associate dollar amounts with services for purposes of budgeting or cost analysis. This is sometimes called a "charge equivalent." Could you give me the charge equivalent(s) for (this/these) procedure(s)?		
	NOTE: WE NEVER ENTER \$0 FOR A CHARGE IF SPECIFIC CHARGE WAS APPLIED TO ANOTHER SERVICE, ENTER -4 IF CHARGES ARE APPLIED TO ANOTHER LINKED EVENT, ENTER -5		
		CHARGES Service charge: CPT4 code: Charges	Charge=\$
C2.	I show the total charge as [SYSTEM WILL COMPUTE AND DISPLAY TOTAL]. Is that	YES	Total amount\$
	correct? IF INCORRECT, CORRECT ENTRIES ABOVE AS NEEDED.	MO DAY YR ///	
LC2	You reported just now that the charges are linked to another event. What was the date of that other event where the charges appear?	Inpatient	
LC3	And what kind of event was that, was it	as skilled nursing facility4 Somewhere else?5	

PATIENT ACCOUNTS QUESTIONS FOR INPATIENT.

A8.	According to Medical Records, (PATIENT NAME) was an inpatient during the period from [ADMIT	DRG:	(GO TO C2a)
	DATE] to [DISCHARGE DATE]. What was the DRG for this stay?	DRG NOT RECORDED	1 (GO TO A9)
	DRG IS A CODE USED TO CLASSIFY INPATIENT STAYS AND IT IS USUALLY ONE TO THREE DIGITS LONG.		
	[SYSTEM WILL COLLECT A RANGE OF 1 TO 989 FOR THE DRG]		
A9.	Did the patient have any surgical procedures during this stay?	YES	
A10a	. What surgical procedures were performed during this stay? Please give me the procedure codes, that is the CPT-4 codes, if they are available.	CODE DESCRIPTION	
	IF CPT-4 CODES ARE NOT USED, RECORD DESCRIPTION OF SERVICES AND PROCEDURES PROVIDED.		
	IF CODE BEGINS WITH W, X, Y, OR Z ENTER DESCRIPTION INSTEAD.		
	[SYSTEM WILL SET UP AS A LOOP, SO NO LIMIT ON CPT-4 CODES REQUIRED]		
i	What was the full established charge for this npatient stay, before any adjustments or discounts?	FULL ESTABLISHED CHARGE OR CHA	RGE EQUIVALENT:
	IF PATIENT WAS ADMITTED FROM ER OR OP (A2b=YES) READ: Please do not include any emergency room or outpatient charges. EXPLAIN IF NECESSARY: The full established charge is the charge maintained in the hospital's master fee schedule for billing insurance carriers and Medicare or Medicaid. It is the "list price" for the service, before consideration of any discounts or adjustments resulting from contractual arrangements or agreements with insurance plans.	C2b: IF HS EVENT (IF A1=1 OR 5): EMERGENCY ROOM OR OUTPATIEN' INCLUDED EMERGENCY ROOM OR OUTPATIEN' INCLUDED OR NOT APPLICABLE C2c: IF IC EVENT (IF A1=5): ANCILLARY CHARGES INCLUDED ANCILLARY CHARGES NOT INCLUDED OR NOT APPLICABLE	1 CHARGES NOT 2 1
(charge for each individual service do associate dollar amounts with services for purposes of budgeting or cost analysis. This is sometimes called a "charge equivalent." Could you give me the charge equivalent for this inpatient stay?		
(: -	F POSSIBLE, RECORD ONLY INPATIENT CHARGE HERE. IF YOU CANNOT SEPARATE THE INPATIENT CHARGE FROM THE EMERGENCY ROOM OR OUTPATIENT CHARGE, YOU MAY REPORT THE COMBINDED TOTAL.		

C2b. Were the emergency room or outpatient charges included with the full established charge?

NOTE: WE NEVER ENTER \$0 FOR A CHARGE

C3.	Was the facility reimbursed for (this visit/these visits) on a fee-for-service basis or capitated basis?	FEE-FOR-SERVICE BASIS	1
	EXPLAIN IF NECESSARY: Fee-for-service means that the facility was reimbursed on the basis of the services provided.	CAPITATED BASIS	
	Capitated basis means that the patient was enrolled in a prepaid managed care plan where reimbursement is not tied to specific visits.		
	IF IN DOUBT, CODE FEE-FOR-SERVICE.		
	From which of the following sources has the facility received payment for (this visit/these visits) and how much was paid by each source? Please include all payments that have taken place between (VISIT DATE) and now for this visit. RECORD PAYMENTS FROM ALL THAT APPLY [DCS ONLY] IF NAME OF INSURER, PUBLIC, OR HMO, PROBE: And is that Medicare, Medicaid, or private insurance? [SYSTEM WILL SET UP "SOMETHING ELSE" AS A LOOP, SO NO LIMIT REQUIRED] IF PROVIDER VOLUNTEERS THAT PATIENT PAYS A MONTHLY PREMIUM, VERIFY: So, you receive a monthly payment rather than payment for the specific service? IF YES: GO BACK TO C3 AND CODE AS CAPITATED BASIS.	a. Patient or Patient's Family; b. Medicare; c. Medicaid; d. Private Insurance; e. VA/Champva; f. Tricare; g. Worker's Comp; or h. Something else? (IF SOMETHING ELSE: What was that?)	\$\$ \$\$ \$\$ \$
	I show the total payment as [SYSTEM WILL COMPUTE AND DISPLAY TOTAL]. Is that correct? IF NO, CORRECT ENTRIES ABOVE AS NEEDED. IF THE ONLY PAYMENT FOR THIS EVENT WAS A LUMP SUM, PAYMENT SHOULD BE "ZERO."		
		BOX 2 DO TOTAL PAYMENTS EQUAL	TOTAL CHARGES?
		YES, AND ALL PAID BY PATIEN FAMILY (IF A1=2, 3, OR 4)	
		YES, AND ALL PAID BY PATIEN FAMILY (IF A1=1 OR 5)(GO	
		YES, OTHER PAYERS (GC) TO C5a)
		NO(GO TO SECTION IF PAYMENTS LESS TO C6 OVERPAYMENT SECTION MORE THAN CHARGES)	HAN CHARGES; GO
	i. I recorded that the payment(s) you received equal the ch correctly. I recorded that the total payment is [SYSTEM total payment include any other amounts such as adjustme	WILL DISPLAY TOTAL PAYMENT	FROM C5]. Does this

IF NECESSARY, READ BACK AMOUNT(S) RECORDED IN C4.

UNDERPAYMENT

PLC1. It appears that the total payments were less than the charge. Is that because ...

a. There were adjustments or discounts	YES=1 NO=2
b. You are expecting additional payment	YES=1 NO=2
c. This was charity care or sliding scale	YES=1 NO=2
d. This was bad debt	YES=1 NO=2

[IF a=1 GO TO C6_ADJUSTMENTS.

IF b=1 GO TO C6_ADDITIONAL.

- IF a=1 AND b=1 GO TO BOTH C6 ADJUSTMENTS C6_ADDITIONAL.
- (a=2 AND b=2 AND c=2 AND D=2) GO C6_ADJUSTMENTS, C6_ADDITIONAL, **AND** EXCEEDED.
- IF BOTH c=1 and d=1 WITH NO OTHER SELECTION, G(LSPCHECK.
- IF BOTH c=1 OR d=1 WITH NO OTHER SELECTION, G(LSPCHECK.]

C6 ADJUSTMENTS

Adjustment or discount

C6. It appears that the total payments were (less than/more than) the total charges. What is the reason for that difference? Please include all adjustment activity that has taken place between (VISIT DATE) and now for (this visit/these visits). Was it a

CODE 1 (YES) FOR ALL REASONS MENTIONED.

\sim	ajustinent of discount		
a.	Medicare limit or adjustment;	1	2
b.	Medicaid limit or adjustment;	1	2
C.	Contractual arrangement with insurer		
	or managed care organization;	1	2
d.		1	2
e.	Insurance write-off;	1	2
f.	Worker's Comp limit or adjustment;	1	2
g.	Eligible veteran; or	1	2
_	Something else?	1	2
•••	(IF SOMETHING ELSE: What was that?)	•	_
	(iii eeimerriiiite eeee riiat iiat iiat iiat iiat ii		
C	S ADDITIONAL		
Ar	e you expecting additional payment from:		
i.	Patient or Patient's Family;	1	2
i.	Medicare;	1	2
k.	Medicaid;	1	2
I	Private Insurance;	1	2
m	VA/Champva;	1	2
n.		1	2
0.		1	2
	Something else?	1	2
ρ.	(IF SOMETHING ELSE: What was that?)	•	_
	(II COMETTING ELOE: What was that:)		
	S EXCEEDED (Note: this is displayed only	if all	
	sponses to PLC1 are "No.")		
q.	Charity care or sliding scale;	1	2

<u>YES</u>

<u>NO</u>

2

2

2

(GO TO LSPCHECK)

r. Bad debt;.....

u. Private insurance adjustment; or

(IF SOMETHING ELSE: What was that?)

v. Something else?.....

PAYMENTS MORE THAN CHARGES: s. Medicare adjustment;..... t. Medicaid adjustment;.....

C6 OVERPAYMENT

LSPCHECK

WAS THIS EVENT COVERED BY A LUMP SUM?

YES 1 (GO TO LSPREVIEW)

NO 2 (GO TO BOX 3 IF A1= 2, 3, OR 4)

(GO TO FINISH SCREEN IF A1= 1 OR 5)

LSPREVIEW

WAS CURRENT MEDICAL EVENT COVERED BY A PAYMENT NOT ALREADY DEPICTED HERE?

YES, I NEED TO RECORD A NEW PAYMENT 1 (GO TO LSP DETAIL)

NO, PAYMENT ALREADY SHOWN ABOVE 2 (GO TO BOX 3 F A1= 2, 3, OR 4)

(GO TO FINISH SCREEN IF A1= 1 OR 5)

[PREVIOUSLY REPORTED LUMP PAYMENTS, PAYER, AND AMOUNT WILL LIST ABOVE RESPONSE OPTIONS.]

LSP DETAIL

LSP1. How much was that payment?

Amount_____

LSP2. Who made the payment?

- a. Patient or Patient's Family;
- b. Medicare;
- c. Medicaid;
- d. Private Insurance;
- e. VA/Champva;
- f. Tricare;
- g. Worker's Comp; or
- h. Something else? (IF SOMETHING ELSE: PLEASE SPECIFY)

LSP3. Where else was the payment applied? I will record the date and total charge of those other events where payment was applied.

Month:
Day:
Year:
Charge:

Were there any other events where this payment was applied?

YES 1 (GO BACK TO LSP3) NO 2 (GO TO LSPANYMORE)

LSP ANYMORE

Were there any other events where this payment was applied?

YES 1 (GO BACK TO LSP1)

NO 2 (GO TO BOX 3 IF A1= 2, 3, OR 4)

(GO TO FINISH SCREEN IF A1= 1 OR 5)

	CAPITATED BASIS			
C7a.	What kind of insurance plan covered the patient for (this visit/these visits)? Was it: [DCS ONLY] IF NAME OF INSURER, PUBLIC, OR HMO, PROBE: And is that Medicare, Medicaid, or private insurance? OTHER SPECIFY: PROBE FOR SOURCE OF FUNDS AND TYPE OF PLAN.	YES NO a. Medicare; 1 2 b. Medicaid; 1 2 c. Private Insurance; 1 2 d. VA/Champva; 1 2 e. Tricare; 1 2 f. Worker's Comp; or 1 2 g. Something else? 1 2 (IF SOMETHING ELSE: What was that?) 1 2		
C7b.	Was there a co-payment for (this visit/these visits/any part of this stay)?	YES		
C7c.	How much was the co-payment?	\$		
C7d.	Who paid the co-payment? Was it:	YES NO		
	[DCS ONLY] IF NAME OF INSURER, PUBLIC, OR HMO, PROBE: And is that Medicare, Medicaid, or private insurance?	a. Patient or Patient's Family;		
C7e.	Do your records show any other payments for (this visit/these visits/this stay)?	YES		
C7f.	From which of the following other sources has the facility received payment for (this visit/these visits/this stay) and how much was paid by each source? Please include all payments that have taken place between (VISIT DATE) and now for this visit. RECORD PAYMENTS FROM ALL APPLICABLE PAYERS [DCS ONLY] IF NAME OF INSURER, PUBLIC, OR HMO, PROBE: And is that Medicare, Medicaid, or private insurance?	a. Patient or Patient's Family; . \$		

BOX 3 GLOBAL FEE SITUATION	
(A5a=YES)1	(GO TO FINISH SCREEN)
RECORDED 5 OR	,
FEWER EVENTS2	(GO TO FINISH SCREEN)
RECORDED 6 OR	·
MORE EVENTS 3	(GO TO A7a)

REPEATING IDENTICAL VISITS A7a. Were there any other visits for this patient during					
2010 for which the services and charges were identical to the services and charges for the visit	YES				
on (DATE OF THIS EVENT)?	NOFINISH SCREEN)		2 (GO 10		
EXPLAIN, IF NECESSARY: We are referring here to repeating identical visits . These usually occur when the patient has a condition that requires very frequent visits, such as once- or twice-a-week physical therapy.					
A7b. During 2010 how many other visits were there for which the services and charges were identical to those on (DATE OF THIS EVENT)?	# OF VISITS				
A7c. Please tell me the dates of those other visits.	MO/DAY/YR	MO/DAY/YR	MO/DAY/YR		
[SYSTEM WILL SET UP AS A LOOP, SO NO LIMIT ON NUMBER OF DATES REQUIRED]	/ 20	/ 20	/20		
	/20	/ 20	/ 20		
	/20	/ 20	/20		
	/20	/ 20	/20		
	/20	/ 20	/20		
	/20	/ 20	/20		
	/20	/ 20	/20		
	/20	/ 20	/20		
	/20	/ 20	/20		
	/20	/20	/20		
		(GO TO A1	1)		

RECONCILIATION SCREEN:
[DCS ONLY] PROBE: (Patient Name) reported
(NUMBER) events at (FACILITY) during 2010, but I have
only recorded (NUMBER) visits. Do you have any
information in your records that would explain this
discrepancy?

DON'T KNOW......1

UNACCESSIBLE ARCHIVED RECORDS2	
ACCESSIBLE ARCHIVED RECORDS 3	
COLLECT CONTACT INFORMATION FOR	
PERSON WITH RECORDS	
OTHER (SPECIFY):4	
,	
	_

(GO TO NEXT PATIENT. IF NO MORE PATIENTS, THANK RESPONDENT AND END.)