MEDICAL EXPENDITURE PANEL SURVEY

MEDICAL PROVIDER COMPONENT

EVENT FORM

FOR

HOSPITAL PROVIDERS

COMBINED MEDICAL AND BILLING RECORDS

REFERENCE YEAR 2013

OMB STATEMENT

(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.)

DCS: READ THIS ALOUD ONLY IF REQUESTED BY RESPONDENT.

PRESS NEXT TO CONTINUE IN THIS EVENT FORM

PRESS BREAKOFF TO DISCONTINUE

MEDICAL RECORDS – LOCATION OF SERVICES

A1. The (first/next) time (PATIENT NAME) received services during calendar year 2013, were the services received:
CODE ONLY ONE
As an Inpatient

In a Hospital Outpatient Department
IF INPATIENT: WHAT WAS THE INPATIENT VENUE?
Hospital Institution Rehab Center
[IF A1=1 or 5 GO TO A2a, IF A1 =2 or 3 or 4 GO TO A2c]
MEDICAL RECORDS – EVENT DATE – INPATIENT/LTC (ADMIT/DISCHARGE DATES
A2a. What were the admit and discharge dates of the inpatient stay?
REFERENCE PERIOD – CALENDAR YEAR 2013
ADMIT:
Month: Day: Year:
DISCHARGE:
Month: Day: Year:
NOT YET DISCHARGED 1
IF A2a = NOT YET DISCHARGED, CODE DISCHARGE AS 99/99/9999
A2b. Was (PATIENT NAME) admitted from the emergency room?
YES 1 NO 2
IF A2b = 2 go to A3, OTHERWISE CONTINUE TO A2c

 ${\bf MEDICAL\ RECORDS-EVENT\ DATE-OUTPATIENT/ER/OTHER\ (VISIT\ DATE)}$

If other, please specify:_____

Month: Day: Year:
DK/REF/RETRIEVABLE – CONTINUE TO A3
MEDICAL RECORDS – SBD
A3. I need to record the name and specialty of each physician who provided services during the (TYPE OF EVENT) (DATE(S)) and whose charges might not be included in the hospital bill. We want to include such doctors as surgeons, attending physicians, radiologists, anesthesiologists, pathologists, and consulting specialists, but not residents, interns, or other doctors-in-training whose charges are included in the hospital bill.
THERE MAY BE MORE THAN ONE TYPE OF EACH DOCTOR, SO PROBE FOR MULTIPLE SURGEONS, RADIOLOGISTS, ANETHESIOLOGISTS, AND OTHER SEPARATELY BILLING MEDICAL PROFESSIONALS.
IF RESPONDENT IS NOT SURE WHETHER A PARTICULAR DOCTOR 'S CHARGES ARE INCLUDED IN THE HOSPITAL BILL, ANSWER YES HERE.
YES, SEPARATELY BILLING DOCTORS FOR THIS EVENT 1 NO SEPARATELY BILLING DOCTORS FOR THIS EVENT 2
[IF A3=NO, DK/REF/RETRIEVABLE – SKIP TO A4a IF A3=YES, ASK EF1]
MEDICAL RECORDS – SBD SUBROUTINE
EF1. I need to collect information about the doctors whose services for this event might not be included in the charges on the hospital bill. I would like to record the group name, doctor name, and National Provider ID, if available
Group Name:
EF3. What is this physician 's specialty?
Specialty:

EF2. Did this doctor provide any of the following services for this event: radiology, anesthesiology, pathology, or surgery?
 Radiology Anesthesiology Pathology Surgery None of the above DON 'T KNOW
EF5. How would you describe the role of this doctor for this medical event?
Active Physician/Providing Direct Care 1 Referring Physician
EF6. ENTER ANY COMMENTS ABOUT THIS SBD INCLUDING ADDITIONAL SERVICE(S) TO THE ONE SELECTED IN EF2
MEDICAL RECORDS – DIAGNOSES
A4a. I need the diagnoses for (this stay/this visit). I would prefer the ICD-9 codes, or the DSM-4 codes, if they are available.
IF CODES ARE NOT USED, RECORD DESCRIPTIONS. RECORD UP TO FIVE ICD-9 CODES OR DESCRIPTIONS.
ICD-9 CODE:DESCRIPTION:
CHECK HERE IF THIS IS AN ICD-10 CODE
DK/REF/RETRIEVABLE – CONTINUE TO A4c

SBD REAL-TIME PROMPTING

SBDPR1: A diagnosis that you mentioned often involves a (FILL SPECIALTY). We did not record such persons in the earlier questions about separately billing doctors. Did you not mention them for this patient event because they were residents or interns?

IF SPECIALTY RECORDED IN COMMENTS, ANSWER "NO" HERE.

YES=1 NO=2

If SBDPR1=YES, SKIP TO A4c

If SBDPR1=NO, ASK SBDPR2

SBDPR2: Do your records indicate that a (FILL SPECIALTY) was associated with this patient event?

IF SPECIALTY RECORDED IN COMMENTS, ANSWER "NO" HERE.

YES=1 NO=2

If SBDPR2=YES, SYSTEM SKIP FOCUS BACK TO A3 If SBDPR2=NO, GO TO SBDPR3

SBDPR3: PROBE WHY THERE WAS NO SBD OF THE EXPECTED TYPES FOR THIS EVENT

IF SPECIALTY RECORDED IN COMMENTS, NOTE THAT HERE.

MEDICAL RECORDS – SUMMARY/CONCLUSION

A4c.

PRESS "BREAKOFF" TO CLOSE THIS MEDICAL RECORDS SECTION. CMS WILL ASK WHETHER YOUR MEDICAL RECORDS RESPONDENT HAS ADDITIONAL EVENTS FOR THIS PATIENT.

PRESS "NEXT" WHEN YOU ARE READY TO BEGIN PATIENT ACCOUNTS SECTION.

PATIENT ACCOUNTS – INTRODUCTION

PA_Intro I have information from Medical Records that (PATIENT NAME) received health care services (on (BEGIN_MONTH)/(BEGIN_DAY)/(BEGIN YEAR)/between BEGIN_MONTH/BEGIN_DAY/BEGIN_YEAR and END MONTH/END DAY/END YEAR).

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

YES, RECORDS FOUND FOR THIS EVENT=...... 1 NO, RECORDS NOT FOUND FOR THIS EVENT=...... 2 NO, OTHER RECORDS PROBLEM=...... 3

IF PA_Intro = 1 AND A1 = 2, 3, or 4 CONTINUE WITH A5a. IF PA_Intro = 1 AND A1 = 1 or 5 GO TO A8. IF PA_Intro = 2 THEN GO TO EXIT EVENT FORM.]		
PATIENT ACCOUNTS – GLOBAL FEE		
A5a. Was the visit on (VISIT DATE) covered by a global fee, that is, was it included in a charge that covered services received on other dates as well?		
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.		
YES1, (GO TO A5b) NO2 (GO TO A6a) DK/REF/RETRIEVABLE (GO TO A6a)		
A5b. Did the global fee for this date cover any services received while the patient was an inpatient?		
YES1, (GO TO A5c) NO2 (GO TO A5d) DK/REF/RETRIEVABLE (GO TO A5d)		
A5c. What were the admit and discharge dates of that stay?		
ADMIT:		
Month: Day: Year:		
DISCHARGE:		
Month: Day: Year:		
NOT YET DISCHARGED 1		
DK/REF/RETRIEVABLE – CONTINUE TO A5d		
A5c1. Were there any other dates on which services were covered by this global fee?		
YES 1 NO 2		
A5d. What were the other dates on which services covered by this global fee were provided? Please include dates before or after 2013 if they were included in the global fee.		

Did (PATIENT NAME) receive services on this date in an:

Outpatient Department YES=1, NO=2
Emergency Room YES=1, NO=2
Somewhere else YES=1, NO=2

A5e. Do you expect (PATIENT NAME) will receive any future services that will be covered by this same global fee?

YES..... 1 NO..... 2

A5f. [ABS ONLY] You've described different dates of service covered by a global fee. Do you know if there were additional doctors providing services whose charges weren't included in the hospital bill?

YES..... 1 NO..... 2

A5c1 – "NO" GO TO A5e

DK/REF/RETRIEVABLE NOT ALLOWED

A5d - [SYSTEM WILL SET UP AS A LOOP, SO NO LIMIT ON NUMBER OF DATES REQUIRED]

A5d - DK/REF/RETRIEVABLE - CONTINUE TO A5e

A5e - DK/REF/RETRIEVABLE - IF MODE=ABS THEN CONTINUE TO A5f. IF MODE=DCS GO TO C2a.

A5f –This question should only appear when mode=abs.

[IF A5f = 1, GO TO A3. IF A5f = 2, DK/RF/RETRIEVABLE GO TO A6A]

PATIENT ACCOUNTS – SERVICES/CHARGES – OUTPATIENT/ER/OTHER

SERVICES/CHARGES

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.

IF CPT-4 CODES ARE NOT USED, DESCRIBE SERVICES AND PROCEDURES PROVIDED. ENTER UP TO 8 CHARACTERS.

IF CODE BEGINS WITH W, X, Y OR Z, ENTER A DESCRIPTION INSTEAD.

CPT-4 CODE:	DESCRIPTION:	
CPT-4 CODE:	DESCRIPTION:	
CPT-4 CODE:	DESCRIPTION:	
CPT-4 CODE:	DESCRIPTION:	

[If A6a is DK/REF/RETRIEVABLE – CONTINUE TO A6b.]

A6b. ASK FOR EACH CPT-4 CODE OR DESCRIPTION: What was the full established charge for this service, before any adjustments or discounts?

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 for this service?

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
\$
\$ \$
\$
\$
\$ \$
[If A6b is DK/REF/RETRIEVABLE – CONTINUE TO C2.]
CO I I I I I I I I I I I I I I I I I I I
C2. I show the total charges as [SYSTEM WILL COMPUTE AND DISPLAY TOTAL] / I show the charge as undetermined. / I show the charge as [SYSTEM WILL COMPUTE AND DISPLAY TOTAL], although one or more charges are missing. Is that correct?
IF INCORRECT, CORRECT ENTRIES SHOWN ABOVE AS NEEDED
CHARGES
Service Charge: CPT4 CODE:
Charges Charge—\$
Charge=\$ Total Amount \$
VES 1 (IE A.C. 5 CO TO I C2, OTHERWISE CO TO C2 I
YES 1 (IF A6b=-5, GO TO LC2; OTHERWISE, GO TO C3.] NO 2 (GO BACK TO A6b)
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?
Month:
Day:
Year:
LC3. And what kind of event was that, was it
Innationt
Inpatient
Hospital Emergency Room
Long term care unit such as skilled nursing facility 4
Somewhere else?5

DK/REF/RETRIEVABLE, CONTINUE TO C3

PATIENT ACCOUNTS - SERVICES/CHARGES - INPATIENT/LTC

A8. According to Medical Records, (PATIENT NAME) was an inpatient during the period from [ADMIT DATE] to [DISCHARGE DATE]. What was the DRG for this stay?
DRG IS A CODE USED TO CLASSIFY INPATIENT STAYS AND IT IS USUALLY ONE TO THREE DIGITS LONG.
DRG: DRG NOT RECORDED 1
[If A8 is answered, GO TO C2a. If NODRG (A8=1) GO TO A9. DK/REF/RETRIEVABLE – CONTINUE TO A9.]
A9. Did the patient have any surgical procedures during this stay?
YES 1 NO 2

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.

IF CPT-4 CODES ARE NOT USED, DESCRIBE SERVICES AND PROCEDURES PROVIDED. ENTER UP TO 8 CHARACTERS.

IF CODE BEGINS WITH W, X, Y OR Z, ENTER A DESCRIPTION INSTEAD.

[If A9 = 2 GO TO C2a. If A9 is DK/REF/RETRIEVABLE – GO TO C2a]

IT IS ACCEPTABLE TO ENTER ICD9-CM CODES WITH FORMAT # #. # OR # #. # # FOR THIS QUESTION.

CODE:	DESCRIPTION:	
CODE:	DESCRIPTION:	
CODE:	DESCRIPTION:	
CODE:	DESCRIPTION:	

C2a. What was the full established charge for this inpatient stay, before any adjustments or discounts?

Please do not include any emergency room 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.

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 for this inpatient stay?

NOTE: WE NEVER ENTER \$0 FOR A CHARGE

FULL ESTABLISHED CHARGE OR CHARGE EQUIVALENT:

C2b. [IF ADMITTED FROM ER, ASK FOLLOWING QUESTION] Were the emergency room charges included with the full established charge?
YES 1 NO 2
C2c. [IF LONG TERM CARE, ASK FOLLOWING QUESTION] Were the ancillary charges included with the full established charge?
YES 1 NO 2
PATIENT ACCOUNTS – REIMBURSEMENT TYPE
C3. Was the facility reimbursed for (this visit/these visits/this stay) on a fee-for-service basis or capitated basis?
EXPLAIN IF NECESSARY: Fee-for-service means that the practice was reimbursed on the basis of the services provided. Capitated basis means that the patient was enrolled in a prepaid managed care plan where reimbursement is not tied to specific visits, this is also called Per Member Per Month.
IF IN DOUBT, CODE FEE-FOR-SERVICE
FEE-FOR-SERVICE BASIS 1 CAPITATED BASIS 2 (go to C7a)
PATIENT ACCOUNTS – SOURCES OF PAYMENT
C4. From which of the following 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/these visits).
RECORD PAYMENTS FROM ALL THAT APPLY
[DCS ONLY] IF NAME OF INSURER, PUBLIC, OR HMO, PROBE: And is that Medicare, Medicaid, or private insurance?
[DCS ONLY] 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.
IF ANY OF THE PAYMENTS IS A LUMP SUM THAT IS NOT YET ALLOCATED, ENTER F8 IN THE APPROPRIATE FIELD(S).
a. Patient or Patient's Family;\$ b. Medicare;\$

c. Medicaid;d. Private Insurance;	\$	•		
e. VA/Champva; f. Tricare;	\$	·		
g. Worker 's Comp;	, \$	·		
h. Something else?	\$	•		
(IF SOMETHING ELSE	E: What was that?	?	_)	
[If C4 is DK/REF/RETRIEVABLE -	- CONTINUE TO	O C5]		
C5. [I show the total payment as TO7 TOTPAYM , although one or more p				nent as
TOTAL PAYMENTS \$ YES 1 NO 2				
IF NO, CORRECT ENTRIES ABOV	E AS NEEDED.			
[If C5 is DK/REF/RETRIEVABLE –	CONTINUE TO	BOX 2.]		
		BOX 2		
DO TOTAL PAYMENTS EQUAL	TOTAL CHAR	GES?		
YES, AND ALL PAID BY PA YES, OTHER PAYERS			MILY – 1 (GO TO LSPCHE	CCK)
NO, PAYMENTS < CHARG				
			- 3 (GO TO Q6_EXCEEDED)	
PATIEN	T ACCOUNTS	– VERIFICAT	TION OF PAYMENT	
C5a: I recorded that the payment(s) y correctly. I recorded that the total pay total payment include any other amount	yment is [SYSTE	EM WILL DISP	LAY TOTAL PAYMENT FROI	M C5]. Does this
IF NECESSARY, READ BACK AM	OUNT(S) RECC	ORDED IN C4.		
YES, FINAL PAYMENTS RE				
[IF C5a=1 and A1=2,3, OR 4 GO TC IF C5a = 1 and A1=1 OR 5 GO TO F				

IF C5a =2 GO BACK TO C4]

PAYMENTS LESS THAN CHARGES

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

IF THE ONLY PAYMENT FOR THIS EVENT WAS A LUMP SUM, ANSWER "NO" TO ALL OPTIONS.

- 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 and b=1] or [a=2 and b=2 and c=2 and d=2] then show both C6 adjustments **and** C6 additional.

If both c=1 and d=1 with no other selection, show neither C6_adjustments or C6_additional.

If both c=1 **or** d=1 with no other selection, show neither C6_adjustments or C6_additional.]

PATIENT ACCOUNTS – DIFFERENCE BETWEEN PAYMENTS AND CHARGES

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:

IF THE ONLY PAYMENT FOR THIS EVENT WAS A LUMP SUM, ANSWER "NO" TO ALL OPTIONS.

C6 adjustments

PAYMENTS LESS THAN CHARGES:

Adjustment or discount

a.	Medicare limit or adjustment?	YES=1 NO=2
b.	Medicaid limit or adjustment?	YES=1 NO=2
c.	Private insurance adjustment?	YES=1 NO=2
d.	Courtesy discount?	YES=1 NO=2
e.	Insurance write-off?	YES=1 NO=2
f.	Worker 's Comp limit or adjustment?	YES=1 NO=2
g.	Eligible veteran?	. YES=1 NO=2
h.	Something else?	YES=1 NO=2
	(IF SOMETHING ELSE: What was that	at?)

C6 additional

Are you expecting additional payment from:

Expecting additional payment

i.	Patient or Patient's Family?	YES=1 NO=2
j.	Medicare?	YES=1 NO=2
k.	Medicaid?	YES=1 NO=2
1.	Private Insurance?	YES=1 NO=2
m.	VA/Champva?	YES=1 NO=2
n.	Tricare?	YES=1 NO=2

o. Worker 's Comp?
Q6_exceeded Do the charges exceed payments because of
q. Charity care or sliding scale? YES=1 NO=2 r. Bad debt? YES=1 NO=2
Q6_extra It appears that the total payments were more than the total charges. What is the reason for that difference? Please include all adjustment activity that has taken place between (DATE) and today. Was it (a)
PAYMENTS MORE THAN CHARGES:
s. Medicare adjustment?
LUMP SUM PAYMENTS
LSPCHECK
WAS ANY LUMP SUM ASSOCIATED WITH THE SOURCES OF PAYMENT?
YES 1 NO 2
[GO TO FINISH]
PATIENT ACCOUNTS – CAPITATED BASIS
C7a. What kind of insurance plan covered the patient for (this visit/these visits/this stay)? Was it:
[DCS ONLY] IF NAME OF INSURER, PUBLIC, OR HMO, PROBE: And is that Medicare, Medicaid, or private insurance?
a. Medicare?

[If C7a is DK/REF/RETRIEVABLE – CONTINUE TO C7b]

C7b. Was there a co-payment for (this visit/these visits/this stay)?
YES
[If C7b is DK/REF/RETRIEVABLE – GO TO C7e.]
C7c. How much was the co-payment?
\$
C7d. Who paid the co-payment? Was it:
[DCS ONLY] IF NAME OF INSURER, PUBLIC, OR HMO, PROBE: And is that Medicare, Medicaid, or private insurance?
a. Patient or Patient 's Family? YES=1, NO=2 b. Medicare?
If C7c is DK/REF/RETRIEVABLE – CONTINUE TO C7d. If C7d is DK/REF/RETRIEVABLE – CONTINUE TO C7e.]
C7e. Do your records show any other payments for (this visit/these visits/this stay)?
YES 1 NO 2
[IF DK/REF/RETRIEVABLE and If A1 = 2, 3, or 4 GO TO BOX 3. If DK/REF/RETRIEVABLE and A1 = 1 or 5 GO TO FINISH SCREEN.] IF C7e=2 and If A1 = 2, 3, or 4 GO TO BOX 3. If C7e=2 and If A1 = 1 or 5 GO TO FINISH SCREEN.]

C7f. From which of the following other sources has the practice received payment for (this visit/these visits/ this stay) and how much was paid by each source? Please include all adjustment activity that has taken place between (VISIT DATE) and now for (this visit/these visits).

RECORD PAYMENTS FROM 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; \$	_•	
	Medicare; \$		
c.	Medicaid; \$	·	
	Private Insurance; \$		
e.	VA/Champva; \$	_•	
f.	Tricare; \$	_•	
g.	Worker 's Comp; \$	•	
ĥ.	Something else?\$	_•	
	(IF SOMETHING ELSE: What was that?)

[If A1 = 2, 3, or 4 GO TO BOX 3. If A1 = 1 or 5 GO TO FINISH SCREEN.] If DK/REF/RETRIEVABLE – CONTINUE TO BOX 2.]

BOX 3

GLOBAL FEE SITUATION (A5a=YES)	1 (GO TO FINISH SCREEN)
RECORDED 5 OR FEWER EVENTS	2 (GO TO FINISH SCREEN)
RECORDED 6 OR MORE EVENTS	3 (GO TO FINISH SCREEN)

FINISH SCREEN

PRESS VALIDATE TO COMPLETE THIS EVENT FORM.