

**Charitable Healthcare Network  
Uninsured Care Funds Reporting Instructions  
July 1, 2019 - June 30, 2020**

Before you begin completing your organization's UCF report, make sure to become familiar with the language used in the form. Review the Definitions page of the UCF Reporting Packet. Please do not leave any boxes blank or empty, write zero (0) in these boxes as necessary.

### Organization's Reporting Information

Fill in the top of the UCF Reporting form using the sample below as a guide. If we have any questions or need clarification about a report, we will contact the individual who is listed as having completed the current quarter's report – make sure their contact information is listed. If the individual responsible for completing your clinic's UCF report changes, then please make the appropriate measures to ensure that the new individual will be able to clarify any questions regarding the previous UCF reports.

**Clinic Name:**  
Your Clinic Name Here

**Report Completed By:**  
Name of person completing this form

**Counties served in this report period:**  
List the counties where your patients from this reporting quarter live

**Phone & Email of Person Completing Report:**  
Contact information for the above individual

**Quarter Reporting:** 1<sup>st</sup> Quarter (July 1, 2018 – September 30, 2018)

### Section 1: Total Number of On-Site Unduplicated Patients by Age

In this section, count the number of unique patients who have been seen in your clinic by age

- Do **NOT** include any referrals or community outreach efforts.
- Count **all** of your facility's activity, whether patients were seen in a brick-and-mortar building or a mobile unit.
- Count each patient seen only **once** (see definition for an "Unduplicated Patient").
- Pregnant women should be counted only under the "Pregnant Women" category and **NOT** under "Women". Likewise, anyone under 18 should be counted in the "Infant" or "Children" category, a male child would **NOT** be counted in "Men".
- Note: *The total number of patients in sections 1, 3 and 4 should be equal.*

### Section 2: Total Number of On-Site Patient Visits by Age

In this section, count the number of patient visits that occurred on-site

- Do **NOT** include any referrals or community outreach efforts.
- Count **all** visits provided to each patient, one patient may have multiple visits.
- Pregnant women should be counted only under the "Pregnant Women" category and **NOT** under "Women". Likewise, anyone under 18 should be counted in the "Infant" or "Children" category, a male child would **NOT** be counted in "Men".
- Count **all** visits provided to each patient, one patient may have multiple visits during the course of a quarter. If a patient receives **multiple services** in a visit, count

**Charitable Healthcare Network  
Uninsured Care Funds Reporting Instructions  
July 1, 2019 - June 30, 2020**

them all.

- o Example) An adult female patient comes in monthly for a quarter, seeing primary care and a social worker at each visit. This would be one (1) unduplicated patient counted as three (3) primary care and three (3) social work visits for a total of six (6) “Women” on-site visits. Note: *The total number of visits should be equal in sections 2 and 5.*

### **Section 3: Total Number of On-Site Unduplicated Patients by Insured Status**

In this section, count the number of unique patients who have been seen in your clinic by insurance status. ***Please pay special attention to the specifications for each box.*** We have implemented many changes to this section in an effort to gather more detailed information regarding not only a patient’s insurance status but also whether your clinic bills Medicaid, Medicare, etc.

- Do **NOT** include any referrals or community outreach efforts.
- Count **all** of your facility’s activity, whether patients were seen in a brick-and-mortar building or a mobile unit.
- Count each patient seen only **once** (see definition for an “Unduplicated Patient”).
- Note: *The total number of patients in sections 1, 3 and 4 should be equal.*

### **Section 4: Total Number of On-Site Unduplicated Patients by Race/Ethnicity**

In this section, count the number of unique patients who have been seen in your clinic by age/ethnicity

- Do **NOT** include any referrals or community outreach efforts.
- Count **all** of your facility’s activity, whether patients were seen in a brick-and-mortar building or a mobile unit.
- Count each patient seen only **once** (see definition for an “Unduplicated Patient”).
- Note: *The total number of patients in sections 1, 3 and 4 should be equal.*

### **Section 5: How Many Visits Did Your Clinic Provide for Each of the Following Services?**

- Count **all** visits completed **on-site only**, whether this was done in your clinic, satellite location, or mobile unit.
- Do **NOT** include any referrals or community outreach efforts.
- For clarification on what classifies as each type of visit, please see the Definitions sheet.
- Count **all** visits provided to each patient, one patient may have multiple visits during the course of a quarter. If a patient receives **multiple services** in a visit, count them all.
  - o Example) A patient comes in monthly for a quarter, seeing primary care and

**Charitable Healthcare Network  
Uninsured Care Funds Reporting Instructions  
July 1, 2019 - June 30, 2020**

a social worker at each visit. This would be one (1) unduplicated patient counted as three (3) primary care and three (3) social work visits for a total of six (6) on-site visits.

**Section 6: How Many of Each of the Following Do You Provide?**

- Refer to the Definitions page for what constitutes a prescription, lab test, and diagnostic test.

**Section 7: How Many People Attended On-Site Educational Sessions**

- Do **NOT** count any referrals or community outreach efforts. Any educational sessions provided outside of your clinic, satellite site, or mobile clinic should be entered in **Section 8**.
- All patients should be counted who attended each session, if a patient attended multiple sessions then they should be counted multiple times

**Section 8: Community Events & Outreach**

- Count patients seen at community events and venues – **NOT** on-site
  - On-site education should be entered in **Section 7**
- Examples: attending/hosting a health fair, providing flu shots at Walmart, providing oral health education to children in a school.

**Section 9: How Many People Received Help Getting Insurance Coverage?**

- If your clinic provides any type of assistance to your uninsured patients about how to enroll in a health care plan, provide those numbers in this section. Here we are focused on the number of individuals assisted with **Medicaid enrollment**. Assistance with Medicare enrollment should be included in the “other” category.
- Assistance in insurance enrollment could classify as a sign in your lobby instructing patients to go to healthcare.gov, handing out brochures/flyers referring people to Job and Family Service, staffing a Navigator to assist patients in the enrollment process, etc.

**Section 10: Clinic Narrative – Patient Stories**

- Use this section as an opportunity to tell your story and give more context to your reporting numbers. Tell us specifically how these funds are being used to provide direct services or share a few patient stories. These stories go a long way in our meetings and conversations with ODH, State representatives/senators and have the chance to really sway opinions so more is better in this section!