



Program Assistance Letter

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DOCUMENT TITLE: Free Clinics Federal Tort Claims Act (FTCA) Program Data Reporting

TO: Free Clinics
Free Clinic Associations
Primary Care Associations
Primary Care Offices
National Cooperative Agreements

I. PURPOSE

This Program Assistance Letter (PAL) explains the data reporting expectations for free clinics sponsoring deemed individuals under the Free Clinics FTCA Program. Specifically, it explains the reporting methods for data to be collected annually.

II. CALENDAR YEAR DATA COLLECTION

As in previous years, Free Clinics are required to report the total number of annual FTCA-covered patient visits. Reported FTCA patient visits must be those that were conducted by FTCA deemed providers. The annual data report on the number of FTCA patient visits during a calendar year is due on April 1 following the close of that calendar year. For example, the annual data report on the number of FTCA patient visits by deemed individuals in 2012 is due on **April 1, 2013**. For purposes of this PAL, patient visits are defined as documented, face-to-face contacts between a patient and an FTCA deemed provider who exercises independent professional judgment¹ in the provision of services to the patient. To be included as a visit, services rendered must be documented in a chart in the possession of the free clinic. In addition, this number should represent only the number of patient visits conducted by individuals **while** they were deemed as Public Health Service (PHS) employees. For example, if a Free Clinic had 10,000 patient visits in 2012, and 9,000 of

¹ To meet the criterion for "independent professional judgment," the provider must be acting on his/her own when serving the patient and not assisting another provider. For example, a nurse assisting a physician during a physical examination by taking vital signs, taking a history or drawing a blood sample is not credited with a separate visit.

these visits were conducted by FTCA deemed providers, then the Free Clinic would report a total of 9,000 FTCA patient visits for calendar year 2012.

To report the number of FTCA patient visits for a calendar year, each sponsoring free clinic must email the following information to freeclinicsFTCA@hrsa.gov no later than **April 1** of the subsequent calendar year:

- Free Clinic Name
- Free Clinic Number (in such form as: FC XXXX)
- Number of all deemed individuals, and the number of deemed providers, in the calendar year
- Number of patient visits conducted by deemed individuals in the calendar year

Please **always** include the Free Clinic Number in the subject line of the e-mail. The email subject line for this data report should be in the form of: "FC (XXXX) Data Report".

III. CY 2012 AND SUBSEQUENT YEARS DATA COLLECTION

In the first quarter of 2013, HRSA will send a reminder request for data for the 2012 calendar year. In the first quarter of 2014, HRSA will send a reminder request for data for the 2013 calendar year, and in the first quarter of each subsequent calendar year, HRSA will similarly request data for the previous calendar year. **In addition to requesting the number of patient visits conducted by deemed individuals, HRSA will also again requests the total number of unduplicated patients seen by deemed providers.**

IV. CONTACT INFORMATION

For more information on the free clinic data reporting requirements or other Free Clinic FTCA Program questions, please email freeclinicsFTCA@hrsa.gov or contact the BPHC Help Line at 877-974-BPHC (877-974-2742).

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