ATTACHMENT K

MONTHLY/ANNUAL REPORTING REQUIREMENTS

Reporting Area and Description	Data Required
General Compliance: physicians and overall compliance as of date of report	1. Number of currently active physicians 2. Number of currently active physicians who have ever submitted a profile 3. Number of currently active physicians who have not submitted a profile to date 4. Number of new physicians in their 90 day grace period who have not submitted a profile to date

Initial Profile Survey data: physicians whose 90 day grace period ended in previous month	1. The number of new physicians sent Initial Letters
	2. The number of new physicians who completed their profile within 45 days
	   a. Of those that completed, number that were completed via self-application website and number completed via hardcopy
	3. The number of physicians sent a Reminder Letter
	4. The number of physicians who completed their profile after the Reminder Letter prior to referral to OPMC
	   a. Of those that completed, number that were completed via self-application website and number completed via hardcopy
	5. The number physicians non-responsive 90 days after initial correspondence.

Physician Update data: physicians who re-registered their license in the previous month	1. The total number of physicians who re-registered their license 2. The number of physicians who updated within the 6 months prior to re-registration 3. The number of physicians who failed to update within the 6 months prior to re-registration 4. The number of physicians who updated their profile on or after re-registration but prior to referral to OPMC 5. The number of physicians who re-registered and have never submitted their initial profile
Data files: file format and mandatory fields to be defined by the Department	1. A list of all newly licensed and registered physicians (identified from SED files) 2. A list of all newly licensed physicians who were non-responsive ninety days after the date of the initial letter. a) A PDF document of each initial letter and reminder letter sent to the non-responsive physicians. 3. A list of all physicians whose SED registration will expire in 6 months. 4. A list of all physicians whose SED registration will expire in 3 months and have not yet updated their profile in the previous 3 months. 5. A list of all physicians who re-registered in the current month and did not update their profile within 6 months of re-registration.

Reporting Area and Description (Cont.)	Data Required
Correspondence data: the volume of mailing in the previous month by every type	1. The number of Initial Letters sent 2. The number of Reminder letters sent 3. The number of hard copy surveys sent with Survey Letter 4. The number of Review Copies sent 5. The number of Medical Malpractice letters sent 6. The number of Severity letters sent 7. The number of Data Notification letters sent 8. The number of Data Verification letters sent
Data Verification data	1. Number of Data Verification checks completed, by source used (i.e. NPDB, HIPDB) 2. Number of Data Verification checks resulting in identification of previously unreported information

Malpractice Reporting: Claim information received in prior month and total claim information to date	1. The number of medical malpractice claims received from physicians (self-reported)
	2. The number of medical malpractice claims received from OPMC
	3. The number of active claims in the database
	4. The number of claims meeting criteria for public disclosure
	5. The number of appeals requested to date
	    a. Number of appeals denied
	    b. Number of appeals granted
	    c. Number of appeals pending review

Call Center data: activity reported on for previous month	1. Number of calls received for physician and consumer lines and number of outbound calls made 2. Percentage of calls by reason category for physician line. Categories will be agreed to by the Department and the Contractor 3. Average talk time for physician and consumer lines and outbound calls 4. Overall abandon rate for calls received

Website Report: activity reported on for previous month	1. Number of unique visitors
	2. Number of visits
	3. Number of page views
	    a. Breakdown by which pages are being visited (education, practice information, etc.)
	4. Number of searches by individual physician name
	5. Number of searches by Advanced Search option
	    a. Breakdown of which fields are used in Advanced Search

Optional Field Completion Rates: overall activity for the profile	1. Practice Info
	    a. Practice Name
	    b. Address, City, State, Zip, County, Phone
	    c. Names of Associated Physicians
	2. Publications
	3. Professional and Community Services Activities and Awards
	4. Health Plan Affiliations
	5. Concise Physician Statement
	6. HIV Services
	7. Professional Memberships