MEETING DATA COLLECTION REQUIREMENTS FOR: CLINIC MANAGEMENT, BILLING, & PUBLIC HEALTH REPORTING

Clinic management, billing, and public health reporting requirements all require the collection of data. In order to collect **all** the data you will need for these various clinic functions to meet your operational and reporting needs, the clinic should review its current data collection tools and data systems to make sure all the data are collected and are retrievable from the Electronic Health Record (EHR), Practice Management Software (PMS) and/or other data system. (For more information see Data Academy: Simplify Your Data Collection). As a public health provider who bills for services, the clinic will need to collect and manage **multiple** sets of data.

Data elements required, commonly required and/or recommended may include:

Clinic Management	Billing	Public Health Reporting
patient primary language	guarantor information	race
abnormal lab follow-up	insurance ID numbers	ethnicity
appointments	provider numbers	family size
	CPT codes for visits and procedures	income
	ICD diagnosis codes to support the visit codes	

Ideally, the clinic will have one EHR/data system in which all the data can be collected and stored, and from which reports can be generated. The clinic will need to consider which reports it will need for its clinic management, billing activities, and public health reporting requirements. *For example: for public health reporting requirements, the clinics may need to report unduplicated client counts, whereas patient billing is primarily interested in patient level visit, service, and volume information.*

Keep the clinic's data collection and reporting needs in mind when selecting an EHR or PMS. Almost all EHRs were developed to serve private physician practices. Consider selecting a system that is easily adapted for use in a public health setting, or which has been adapted by other public health organizations already, to facilitate data collection, entry, and reporting for **all** your clinic's needs. *See* healthIT.gov *for questions to ask potential vendors.*

When communicating with public health funders, you may want to inform them of the additional demands that are being made on the clinic. Document the data collection burden and ask if any of the reporting elements might be modified to become more closely aligned with the insurance data elements.

The double demand of billing and meeting public health requirements also affects your administrative staff and clinicians. Keep them informed and invite their input; sometimes a time-saving solution can arise out of this communication. Be sure to explain to them the importance of collecting and managing both sets of information. As a team the clinic can thrive in both arenas.

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