



2014 EMPLOYMENT VERIFICATION FORM

Concerning Participants of the National Health Service Corps (NHSC) Loan Repayment Program (LRP)

INSTRUCTIONS

As the National Health Service Corps (NHSC) point of contact (POC) for the approved program practice site where an NHSC participant is serving, we request that you complete this Employment Verification Form (EVF). The form will be used to verify the participant's employment and that they meet the clinical practice requirements as defined in the fiscal year 2014 NHSC Loan Repayment Program (LRP) Application Program Guidance (APG) and provided on pages 3 and 4 of this document.

Please list the **name** and **physical address**, for each of the **NHSC-approved** clinical practice sites where the NHSC participant is currently providing clinical, direct-patient services for your organization. If you are not the POC for each site that you list, a separate Employment Verification Form (EVF) must be submitted by each POC, for the practice site(s) where the participant provides clinical, direct-patient services to satisfy the NHSC Loan Repayment Program service commitment. To qualify, participants must meet the clinical practice requirements as defined on pages 3 and 4 of this form. Please deliver the completed form to the participant and they will submit it as a part of their application to extend their service with the NHSC.

Participant Name: _____ Discipline and Specialty _____

NHSC Service Site Name:	_____
Street Address:	_____
City:	_____
State & Zip:	_____

NHSC Service Site Name:	_____
Street Address:	_____
City:	_____
State & Zip:	_____

NHSC Service Site Name:	_____
Street Address:	_____
City:	_____
State & Zip:	_____

NHSC Service Site Name:	_____
Street Address:	_____
City:	_____
State & Zip:	_____

EMPLOYMENT INFORMATION

1. Is the participant currently employed, at the NHSC-approved service sites you have listed? Yes – No
2. When did the participant begin practicing at the service site(s) listed above? Date ____/____/____
3. Total combined hours the participant works per week at the site(s) per the **NHSC Clinical Practice Requirements**. _____
4. Does the participant meet the **NHSC Clinical Practice Requirements** for full-time or half-time participants?
 - Yes – No **Full-time** clinical practice, as defined by the 2014 "Full-time Clinical Practice Definitions."
 - Yes – No **Half-time** clinical practice, as defined by the 2014 "Half-time Clinical Practice Definitions."

Please review the limitations on teaching/supervising, administrative activities and service provided at alternate settings.



Full-Time Clinical Practice Requirements, by Discipline

Teaching and practice-related administrative activities shall not exceed a total of 8 hours/week. If the teaching takes place in a HRSA-funded Teaching Health teaching activities shall not exceed 20 hours/week.

(1) Medical Providers

- a. **For providers of primary medical care services, excluding obstetrics/gynecology and geriatrics:** Clinician works a minimum of 40 hours/week, for a minimum of 45 weeks/service year. At least 32 hours/week are spent providing direct patient care or teaching at the approved service site(s). The remaining 8 hours/week are spent providing clinical services for patients or teaching at the approved site(s), providing clinical services in alternative settings (e.g., hospitals, nursing homes, shelters) as directed by the approved site(s), or performing practice-related administrative activities (practice-related administrative time is limited to 8 hours).

If working in a Medicare-approved Critical Access Hospital (CAH), at least 16 hours/week must be spent providing direct patient care or teaching in the CAH-affiliated outpatient clinic. The remaining 24 hours/week are spent providing clinical services for patients or teaching at the CAH or the CAH-affiliated outpatient clinic, providing direct patient care at the CAH-affiliated skilled nursing facility or swing bed unit, or performing practice-related administrative activities (practice-related administrative time is limited to 8 hours).

- b. **For providers of obstetrics/gynecology (including family medicine physicians who practice obstetrics on a regular basis and certified nurse midwives) or geriatric services:** Clinician works a minimum of 40 hours/week, for a minimum of 45 weeks/service year. At least 21 hours/week are spent providing direct patient care or teaching at the approved service site(s). The remaining 19 hours/week are spent providing clinical services for patients or teaching at the approved site(s), providing clinical services in alternative settings (e.g., hospitals, nursing homes, shelters) as directed by the approved site(s), or performing practice-related administrative activities (practice-related administrative time is limited to 8 hours).

If working in a CMS-approved Critical Access Hospital (CAH), at least 16 hours/week must be spent providing direct patient care or teaching in the CAH-affiliated outpatient clinic. The remaining 24 hours/week are spent providing clinical services for patients or teaching at the CAH or the CAH-affiliated outpatient clinic, providing direct patient care at the CAH-affiliated skilled nursing facility or swing bed unit, or performing practice-related administrative activities (practice-related administrative time is limited to 8 hours).

(2) Dental Providers

- a. **For dentists and registered dental hygienists, excluding pediatric dentists:** Clinician works a minimum of 40 hours/week, for a minimum of 45 weeks/service year. At least 32 hours/week are spent providing direct patient care or teaching at the approved service site(s). The remaining 8 hours/week are spent providing clinical services for patients or teaching at the approved site(s), providing clinical services in alternative settings (e.g., hospitals, nursing homes, shelters) as directed by the approved site(s), or performing practice-related administrative activities (practice-related administrative time is limited to 8 hours).

- b. **For pediatric dentists:** Clinician works a minimum of 40 hours/week, for a minimum of 45 weeks/service year. At least 21 hours/week are spent providing direct patient care or teaching at the approved service site(s). The remaining 19 hours/week are spent providing clinical services for patients or teaching at the approved site(s), providing clinical services in alternative settings (e.g., hospitals, nursing homes, shelters) as directed by the approved site(s), or performing practice-related administrative activities (practice-related administrative time is limited to 8 hours).

- (3) **Behavioral & Mental Health Providers:** Clinician works a minimum of 40 hours/week, for a minimum of 45 weeks/service year. At least 21 hours/week are spent providing direct patient care or teaching at the approved service site(s). The remaining 19 hours/week are spent providing clinical services for patients or teaching at the approved site(s), providing clinical services in alternative settings (e.g., hospitals, nursing homes, shelters) as directed by the approved site(s), or performing practice-related administrative activities (practice-related administrative time is limited to 8 hours).

If working in a CMS-approved Critical Access Hospital (CAH) (*only applies to psychiatrists or physician assistants and nurse practitioners with specialized training in mental health*), at least 16 hours/week must be spent providing direct patient care or teaching in the CAH-affiliated outpatient clinic. The remaining 24 hours/week are spent providing clinical services for patients or teaching at the CAH or the CAH-affiliated outpatient clinic, providing direct patient care at the CAH-affiliated skilled nursing facility or swing bed unit, or performing practice-related administrative activities (practice-related administrative time is limited to 8 hours).



Half-Time Clinical Practice Requirements, by Discipline

Teaching and practice-related administrative activities shall not exceed a total of 4 hours/week.

(1) Medical Providers

- a. **For providers of primary medical care services, excluding obstetrics/gynecology and geriatrics:** Clinician works a minimum of 20 hours/week, for a minimum of 45 weeks/service year. At least 16 hours/week are spent providing direct patient care or teaching at the approved service site(s). The remaining 4 hours/week are spent providing clinical services for patients or teaching at the approved site(s), providing clinical services in alternative settings (e.g., hospitals, nursing homes, shelters) as directed by the approved site(s), or performing practice-related administrative activities (practice-related administrative time is limited to 4 hours).

If working in a Medicare-approved Critical Access Hospital (CAH), at least 8 hours/week must be spent providing direct patient care or teaching in the CAH-affiliated outpatient clinic. The remaining 12 hours/week are spent providing clinical services for patients or teaching at the CAH or the CAH-affiliated outpatient clinic, providing direct patient care at the CAH-affiliated skilled nursing facility or swing bed unit, or performing practice-related administrative activities (practice-related administrative time is limited to 4 hours).

- b. **For providers of obstetrics/gynecology (including family medicine physicians who practice obstetrics on a regular basis and certified nurse midwives) or geriatric services:** Clinician works a minimum of 20 hours/week, for a minimum of 45 weeks/service year. At least 11 hours/week are spent providing direct patient care or teaching at the approved service site(s). The remaining 9 hours/week are spent providing clinical services for patients or teaching at the approved site(s), providing clinical services in alternative settings (e.g., hospitals, nursing homes, shelters) as directed by the approved site(s), or performing practice-related administrative activities (practice-related administrative time is limited to 4 hours).

If working in a Medicare-approved Critical Access Hospital (CAH), at least 8 hours/week must be spent providing direct patient care or teaching in the CAH-affiliated outpatient clinic. The remaining 12 hours/week are spent providing clinical services for patients or teaching at the CAH or the CAH-affiliated outpatient clinic, providing direct patient care at the CAH-affiliated skilled nursing facility or swing bed unit, or performing practice-related administrative activities (practice-related administrative time is limited to 4 hours).

(2) Dental Providers

- a. **For dentists and registered dental hygienists, excluding pediatric dentists:** Clinician works a minimum of 20 hours/week, for a minimum of 45 weeks/service year. At least 16 hours/week are spent providing direct patient care or teaching at the approved service site(s). The remaining 4 hours/week are spent providing clinical services for patients or teaching at the approved site(s), providing clinical services in alternative settings (e.g., hospitals, nursing homes, shelters) as directed by the approved site(s), or performing practice-related administrative activities (practice-related administrative time is limited to 4 hours).

- b. **For pediatric dentists:** Clinician works a minimum of 20 hours/week, for a minimum of 45 weeks/service year. At least 11 hours/week are spent providing direct patient care or teaching at the approved service site(s). The remaining 9 hours/week are spent providing clinical services for patients or teaching at the approved site(s), providing clinical services in alternative settings (e.g., hospitals, nursing homes, shelters) as directed by the approved site(s), or performing practice-related administrative activities (practice-related administrative time is limited to 4 hours).

- (3) **Behavioral & Mental Health Providers:** Clinician works a minimum of 20 hours/week, for a minimum of 45 weeks/service year. At least 11 hours/week are spent providing direct patient care or teaching at the approved service site(s). The remaining 9 hours/week are spent providing clinical services for patients or teaching at the approved site(s), providing clinical services in alternative settings (e.g., hospitals, nursing homes, shelters) as directed by the approved site(s), or performing practice-related administrative activities (practice-related administrative time is limited to 4 hours).

If working in a Medicare-approved Critical Access Hospital (CAH) (*only applies to psychiatrists or physician assistants and nurse practitioners with specialized training in mental health*), at least 8 hours/week must be spent providing direct patient care or teaching in the CAH-affiliated outpatient clinic. The remaining 12 hours/week are spent providing clinical services for patients or teaching at the CAH or the CAH-affiliated outpatient clinic, providing direct patient care at the CAH-affiliated skilled nursing facility or swing bed unit, or performing practice-related administrative activities (practice-related administrative time is limited to 4 hours).

Note: Hospitalists do not qualify for the NHSC LRP unless they can consistently meet the required minimum number of hours per week in an approved outpatient setting, as set forth in the clinical practice requirements above.



The following definitions apply to both full-time and half-time clinical practice:

Administrative, Management or other non-clinical activities include charting, research, attending staff meetings, court appearances, and other non-treatment related activities pertaining to the participant's approved NHSC practice. Any time spent in a management role is also considered to be an administrative activity. The duties of a medical director are also considered primarily administrative, and NHSC LRP applicants serving in such a capacity should keep in mind that they cannot count more than 8 hours per week of administrative and/or management time (4 hours in the case of half-time) toward the total required 40 hours per week (or 20 hours in the case of half-time). Teaching activities are not necessarily considered to be administrative – see definition below.

Teaching activities, to qualify as clinical practice, require NHSC LRP participants to provide clinical education to students and residents in their area of expertise at the approved service site(s). All teaching must be conducted at the NHSC-approved service site(s). The clinical education may:

- (1) Be conducted as part of an accredited clinical training program;
- (2) Include the clinical supervision of a student/resident that is required in order for that student/resident to receive a license under State law; or
- (3) Include mentoring that is conducted as part of the Health Careers Opportunity Program (HCOP), or the Centers of Excellence program.

Clinical service provided by NHSC participants while a student/resident observes, is counted as direct patient care, not teaching, as the NHSC LRP participant is treating the patient.

Requirements for School-Based Clinics

For providers working at an NHSC-approved school-based clinic, the NHSC requires that the school-based clinic is open year-round with sufficient patient visits to meet the clinical practice requirements. If the NHSC-approved site is not open year-round, the clinician will be required to work at additional NHSC-approved sites to meet the clinical practice requirements. If verification is requested, failure to provide documentation that the participant is meeting NHSC service requirements at the school-based clinic year-round or failure to obtain additional employment necessary to maintain compliance with NHSC clinical practice requirements will disqualify providers from participant or result in a breach of the NHSC Loan Repayment Program contract.

Telemedicine and Home Health Policies

- (1) **Telemedicine.** Subject to the restrictions below, the NHSC will consider telemedicine as direct patient care when both the originating site (location of the patient) and the distant site (the NHSC-approved site where the NHSC clinician works) are located in a health professional shortage area (HPSA). Also, both the originating site and the distant site must meet the HPSA score requirements associated with the contract under which the participant was awarded (i.e., if awarded a two-year full-time contract, both sites must be in a HPSA of 14 or above). Further, the individual must follow all applicable licensing requirements and must meet the NHSC requirement to be licensed in the State of practice. Thus, if the originating site and distant site are in different States, the NHSC clinician must be licensed in both.
 - a. An NHSC clinician is prohibited from counting telemedicine encounters as more than 25 percent (i.e., no more than 8 hours per week for full-time participants and no more than 4 hours per week for half-time participants) of their direct patient care hours.
 - b. Telemedicine services must be furnished using an interactive telecommunications system, defined as multimedia communications equipment that includes, at a minimum, audio and video equipment permitting two-way, real time interactive communication between the patient at the originating site and the NHSC clinician at the distant site.
 - c. Telephones, facsimile machines, and electronic mail systems do not meet the definition of an interactive telecommunications system.
 - d. The NHSC may require a participant to provide documentation of interactive telemedicine encounters, and may require that the NHSC-approved service site document compliance with this policy when a site visit is conducted.
- (2) **Home Health.** The NHSC does not currently recognize the homes of patients as NHSC-approved sites. As such, home visits may only be conducted at the direction of the NHSC-approved site and may only be counted in the alternative setting allotment for clinical services (see "Full-Time Clinical Practice Requirements by Discipline" on page 18 and "Half-Time Clinical Practice Requirements by Discipline" on page 20).