**Department of Medicine tracking of COVID related activity and costs**

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| Activity | Responsibility for tracking | Metrics to track |
| Virtual care | Departmental can track through registrations in star and billing.If you are doing extra clinics good to track either number clinics or patients.  | Physicians must register all phone call or virtual medicine activities and shadow bill appropriately |
| Inpatient coverageCOVID unitIMCUMTUGeriatricsHematologyMed OncRehabNephrologyPalliativeInpatient consults | Physician and DepartmentalDepartment can track if you are shadow billing all work. Good to keep track of shifts especially if doing more days on units than typical. Can track coverage centrally and through divisions to a degree but with frequent changes in schedules data could have inaccuracies.  | Department/division will track shifts, but individual docs should also track shifts especially as coverage could change over time and may not be notified centrally. Keep up with shadow billing this will be a good metric for the kind of inpatient work happening and will capture activity on the consult services too.  |
| SI ED | As above | As above |
| On-call | Divisions/physicians | Keep track of on call and note if on call duties have changed because of COVID (e.g. more call shifts than usual, in house instead of home or home but coming into hospital more often)Need to document and shadow bill on-call activities as much as possible. If you are doing telephone triage and not billing try to use a mechanism to capture.  |
| Ambulatory visits | departmental | All ambulatory visits virtual or face to face need to be registered, documented and shadow billed for |
| Administration  | Individual physician | -Keep detail of admin work (e.g. meetings, document prep etc.). suggest, keep well documented in your calendar. Good to document hours of time spent on admin work like schedules or developing COVID documents. Can note this in your calendar too. -Exploring if we should we determine a consultant hourly fee for administrative work?Track all admin work but note if COVID related.  |
| Teaching | Individual physician | -Keep detail of lectures, tutorials, exam prep and preparation time for these activities. Refer to education committee table in the practice plan for time value.You can track In your own template or on your calendar. -Should we develop a simple template physicians can use?-Mary Sue Radford is working on an education template that you can populate based on the education time guideline table that the education committee created. We will get this out as soon as ready.  |
| Research  | Individual physician | -Note if research is COVID related.  |
| Other |  |  |

Everyone should keep track of days or hours worked and activities.

If tracking hours. Typical day should be 9-10 hours (by AFP definitions no less than 8 Hours)

Typical AFP year is 220 days per year plus call