

## 2017 AAFP Annual Census Survey Frequently Asked Questions

### **Q. Who do I contact for help in filling out this survey?**

A. Please contact AAFP Staff at [residencyensus@aafp.org](mailto:residencyensus@aafp.org) or call us at (800) 274-2237.

### **Q. What is the deadline for completing this survey?**

A. June 16, 2017.

### **Q. Can I save some data now and come back later and pick up where I left off?**

A. Yes, you can (before the June 16th deadline). When you come back, use the navigation menu on the left hand side of the survey to navigate to any of the unfinished pages.

### **Q. Can I back up, or can I come back and fix an error I made earlier?**

A. Yes. You may return to any page by using the navigation menu on the left hand side of the survey. You may do this any time prior to submitting your information; however, once you have clicked on the "Mark as Done" button, you will not be able to access your information and will need to request for your survey to be unlocked.

Please contact AAFP Staff via email at [residencyensus@aafp.org](mailto:residencyensus@aafp.org) to unlock your survey.

### **Q. What does the red number in parentheses mean on the navigation menu?**

A. The number is a count of residents in your residency program. Any menu item that has a red count or this symbol, (!), in red requires your attention. The other pages may require your attention as well, so please check them all.

### **Q. What do I do with my graduating residents?**

A. If they are listed on the "Graduating Residents" page, verify their information is correct and verify their Anticipated Residency Completion Date. No other changes are necessary, please do not remove them, we will move them to the correct group after the census closes.

### **Q. What do I do if one of our residents is not listed?**

A. While on the Residents page, scroll to the bottom of the page and click on "Add a Resident". Then complete the necessary fields for that resident.

### **Q. What do I do if one of the names listed was never a resident in our program?**

A. Mark them as having left the program by selecting the residents' name, then click the "Left program" button above their name. You'll be asked for the reason they left; select "Never in program".

### **Q. Can I get a copy of what I am submitting?**

A. Yes, you can print your responses from the Summary page. It will display your year one totals, demographic totals, position totals, questions and contact information entered. To print the listing of your residents (name, DOB, anticipated graduation date and medical school attended), click on "*obtain a complete list of your residents here*" link on the Summary page.

This Summary Page report can also be found on the Reports page.

**Q. What is an FQHC?**

A. A federally qualified health center (FQHC) is a type of provider defined by the Medicare and Medicaid statutes. FQHCs include all organizations receiving grants under Section 330 of the Public Health Service Act, certain tribal organizations, and FQHC Lookalikes.

**Q. What is an FQHC lookalike?**

A. An FQHC Lookalike is an organization that meets all of the eligibility requirements of an organization that receives a PHS Section 330 grant, but does not receive grant funding.

**Demographics:**

Asian/Pacific Islander is defined as a person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. Choose the demographic the resident lists first if more than one is listed.

**Country name:**

When searching for a foreign country, click on Foreign, then press "ctrl + F" (to find) and type in a portion of the country name i.e.: Dominica or India. Click on next.

*Note: Dominica is found under Commonwealth of Dominica; India is found under Republic of India*

**Popular Foreign Schools:**

SABA University is found in Netherlands Antilles

Ross University is found in Commonwealth of Dominica

St. George's University is found in Grenada