



NATIONAL HEALTH COUNCIL

Online Fair-Market Value (FMV) Calculator User Guide

Instructions & Tips for Use

- Before using the FMV Calculator, you should have already clearly defined the specific activity in which patients, caregivers, or patient organizations will be engaged; type and scope of the activity; expertise required to perform the activity; type of participant; and number of hours required to perform the activity and hours for any required travel.
- The types of participants, activities, and expertise are defined throughout the Calculator. You can hover over the information icon “ ⓘ ” for descriptions.
- You can enter the activity time requirements on the “Participant & Activity” page of the Calculator. The FMV Calculator provides the ability to calculate multiple activities at once if needed.
 - *For example:* If you would like a patient to participate in a focus group as well as be shadowed in their daily life by a researcher you can enter all the hours that will be required to perform each activity.
- While the user can enter in multiple activities in a single calculation, they cannot enter multiple participant types (i.e., Individual patient and patient group participant). A separate calculation needs to be completed for each participant type (if the expertise need is different by type).
- While some of the questions are optional, we encourage you to provide a response for them all. The questions provide a step-by-step process for thinking about what is involved in the patient engagement activity. All responses entered will show up on the report summary page and may be useful for user record keeping or for sharing with others.
- The “Activity Time” page allows the user to choose the interaction mode(s) for the activities as well as information on any required travel time.
 - Compensation for the travel required for patient engagement activities can be set to a percentage of the regular FMV hourly compensation rate. The Calculator is set to 50%, but can be adjusted by the user based on their own, internal policies. Fifty percent is a typical reduction to the hourly rate for travel hours.
 - On this page you can also incorporate expected travel expenses such as hotel, parking, tolls, and mileage reimbursement.
 - You also can use this page to track any additional travel-related needs or other compensation considerations.
- On the “Report Overview” page, you can customize the report by entering your organization name, the name of the creator of the calculation (the user), as well as a project name.
- **Data entered into the Calculator is *not* saved over time.** When going into the Calculator, only the most recent data entered will reappear. A user should save or print the summary for their own records when their calculations are complete.
- On the summary page you will receive the “Fair Market Hourly Rate.” This result is presented as a range and should be interpreted according the circumstances of the user. You can find out more about interpreting your results by visiting the [“Interpreting Your FMV Results”](#) page.