

Management of State-Wide Master Inpatient Financial Classifications

Summary This Information Bulletin is to advise that the recently rolled out master inpatient fin class list cannot be altered or repurposed. If new fin classes are required the appropriate form needs to be completed.

Document type Information Bulletin

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Policy manual Not applicable

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Status Review

Functional group Corporate Administration - Fees, Governance, Information and Data, Records

Applies to Ministry of Health, Public Health Units, Local Health Districts, Specialty Network Governed Statutory Health Corporations, Affiliated Health Organisations, NSW Health Pathology, Cancer Institute, NSW Ambulance Service, Dental Schools and Clinics, Public Hospitals

Distributed to Ministry of Health, Public Health System, NSW Ambulance Service

Audience Patient Administration System Manager / Developers; Revenue Managers; Administration

MANAGEMENT OF STATE-WIDE MASTER INPATIENT FINANCIAL CLASSIFICATIONS

PURPOSE

To inform NSW Health providers and source system administrators of changes to the Master Inpatient Financial Classifications (fin classes) list. This list has been deployed across Local Health Districts / Speciality Health Networks (districts/networks) and has replaced all existing local inpatient fin classes. Each district/network is to ensure that these financial classes are utilised as directed by NSW Health.

This change is necessary to ensure compliance with applicable Australian Accounting Standards and Service Australia's Medicare program.

KEY INFORMATION

This Information Bulletin is to be read by Patient Administration System (PAS) administrators, performance units, revenue managers and any administrative staff involved in the development and implementation of inpatient fin classes at a district/network level.

System administrators must ensure the patient administration system no longer permits the implementation of inpatient fin classes at a local level. This functionality must be disabled.

Financial classifications must not be repurposed. They are only to be used as advised by the Ministry of Health's Financial Accounting, Policy, Insurance and Revenue Branch.

If new financial classes are needed, the attached request form must be used.

All requests must be signed off by the district/network Director of Finance prior to submission to the Ministry of Health.

ATTACHMENTS

Inpatient Financial Classification Request Form

Inpatient Financial Classification Request Form



Health

Applicant details

LHD/Facility

Contact Name and Role

Email/Phone

Proposal

Name of existing Fin Class

New Fin Class name

New Fin Class description

Justification/Reason for change

Reason for requested change (please include the number of times this requested financial classification will be used)

What is currently being used in this scenario?

Why can't an existing Fin Class be used for this purpose?

Approval

Prior to submitting to your Director of Finance please ensure the following is checked and or attached:

- A review of current financial classifications has been undertaken*
- A detailed report as to why this financial classification is required is attached*
- A brief to the Director, Revenue and Insurance outlining how the new financial class will be of benefit to the State*

LHD Approval

LHD Approver/Role Acknowledgement

It is a requirement that this application is reviewed by the revenue team and signed off by the Director of Finance prior to submission.

- Request and documentation have been reviewed*

Comments:

Approved / Not Approved

*Signature: _____
LHD Director of Finance*

Inpatient Financial Classification Request Form



Submission process

- Ensure all approvals are completed for the proposed change and are submitted with this form
- Email this form to MoH-Revenue@health.nsw.gov.au
- CC the LHD Approver
- Submissions with completed approval documents will be reviewed by the Financial Classification Governance Committee (FCGC) within a month. Applications which are recommended for implementation by the FCGC will then be submitted to the Executive Director, Financial Accounting, Policy, Insurance and Revenue and the Executive Director, System Information and Analytics, for final approval and implementation.

FCGC/Executive Directors/Comments and Approval

Deciding body: *FCGC Committee* *Executive Directors*

Decision: *Accepted* *Rejected* *On hold* *Request for further information*

Date: