

## Chart of Accounts for Inpatient Financial Classification Rollout

**Summary** This Information Bulletin is to advise Local Health Districts and Specialty Health Networks to continue to use the chart of accounts as agreed prior to the rollout and to ensure that the master inpatient fin classes are not repurposed.

**Document type** Information Bulletin

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**Policy manual** Not applicable

**File number** H21/201195

**Status** Review

**Functional group** Corporate Administration - Accounting, Fees, Finance

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

**Distributed to** Ministry of Health, Public Health System

**Audience** Fee / Revenue Officers; Admissions Staff, Revenue Staff, Finance Managers, Patient Administration System Managers/Developers; Revenue Managers

## **CHART OF ACCOUNTS FOR MASTER INPATIENT FINANCIAL CLASSIFICATION ROLLOUT**

### **PURPOSE**

To advise all Local Health Districts (Districts) and Speciality Health Networks (Networks) that an update of the chart of accounts (CoA) must be implemented in the billing systems to accommodate the new Master Inpatient Financial Classification (fin class) rollout.

### **KEY INFORMATION**

This Information Bulletin is to be read by billing system managers and staff who need to change the chart of accounts at a district/network level.

This standardisation will mean consistent reporting and data at a district/network level and at the Ministry of Health. It will also improve comparative analysis of financial performance across all districts/networks.

This change is necessary to ensure compliance with applicable Australian Accounting Standards.

These financial classes must not be repurposed by districts or networks.

To request a change in the charts of account NSW Health entities must complete a copy of the attached Inpatient Financial Classification CoA Change Request Form.

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 CoA Change Request Form

# Inpatient Financial Classification CoA Change Request Form



Health

## Applicant details

LHD/Facility	
Contact Name and Role	
Email/Phone	

## Proposal

Existing CoA	
New CoA	
Purpose of new CoA	
New CoA Description	

## Justification/Reason for change

Reason for change request	
What is currently being used in this scenario?	
Why can't an existing CoA be used for this purpose?	
Approval	<p><i>Prior to submitting to your Director of Finance please ensure the following is checked and attached:</i></p> <p><input type="checkbox"/> A review of current CoA has been undertaken</p> <p><input type="checkbox"/> A detailed report as to why a new CoA is required (including purpose)</p> <p><input type="checkbox"/> A brief to the Director, Financial Accounting outlining how the CoA will be of benefit to the State</p>

## LHD Approval

LHD Approver/Role Acknowledgement	<p><i>It is a requirement that this application is reviewed by the finance team and signed off by the Director of Finance prior to submission.</i></p> <p><input type="checkbox"/> Request and documentation have been reviewed</p> <p>Comments:</p> <p>Approved / Not Approved</p> <p>Signature: _____</p> <p>LHD Director of Finance</p>
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# Inpatient Financial Classification CoA Change Request Form



Health

## 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](mailto:MoH-Revenue@health.nsw.gov.au)
- CC the LHD Approver

Submissions with completed approval documents will be reviewed by FAPIR (Financial Accounting) within a month. Applications which are recommended for implementation by the Director, Financial Accounting will be submitted to the Executive Director, Financial Accounting, Policy, Insurance and Revenue for final approval and implementation.

## Executive Director/Comments and Approval

*Deciding branch:*  *FAPIR (Director of Financial Accounting)*  *Executive Director*

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

*Date:*