

New Admitted Patient Master Financial Classes for Non-Hospital Related Accommodation

Summary This Information Bulletin is to provide information to NSW Health service providers and source system administrators of changes to the Admitted Patient Data Collection State-Wide Master Financial Class code set.

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Audience Revenue Managers; Admissions Staff, Revenue Staff, Finance Managers, Patient Administration System Managers/Developers; Data Collection and Data Provision Staff

NEW ADMITTED PATIENT MASTER FINANCIAL CLASSIFICATIONS FOR NON-HOSPITAL RELATED ACCOMMODATION

PURPOSE

To inform NSW Health service providers and source system administrators of changes to the Admitted Patient Data Collection State-Wide Master Financial Class code set.

This document 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 financial classes at a local health district and speciality health network level.

KEY INFORMATION

To comply with the State Health Emergency Operations Centre's (SHEOC) requirement that all patients/clients in Special/Supported Health Accommodation/Community Supported Accommodation (SHA/CSA) are to be admitted.

Financial accounting, policy, insurance and revenue branch in consultation with key stakeholders has determined that two new financial classes are to be deployed. These financial classes will be added to the State-Wide Master Financial Class code set.

Current repurposing of existing financial classes must cease.

THE TWO NEW FINANCIAL CLASSES ARE:

Code	PAS Description	When to Use
CA	Chargeable Accommm-NHR	<p>Chargeable Accommodation – Not Hospital Related</p> <p>Persons entering Australia via an international pathway (e.g. airport/seaport) who must isolate in a quarantine facility and pay a quarantine fee. E.g. International passengers, seafarers or airline crew.</p>
NA	No Charge Accommm-NHR	<p>No Charge Accommodation – Not Hospital Related</p> <p>Persons deemed by NSW Public Health Unit who are:</p> <ul style="list-style-type: none"> • Community Covid Positive • Close and/or casual contacts • Parent(s)/Guardian/Carer of unaccompanied minors or support person • Interstate travellers who fall outside the RNSW billing period • NSW patients transferred from local and outside health district into quarantine facility • Exempted international arrivals • A public health risk

These financial classes are to be used to record patients/clients accommodated as close contacts/infectious patients of COVID-19 who cannot self-isolate at home.

The Chart of Accounts to use are available on the Revenue [SharePoint](#).

The fee charged for the 'CA' financial class is cost recovery. The effective from date for both financial classes is 1 October 2021.

These financial classes will be utilised as/when needed. Once quarantining is no longer required, these financial classes will remain for future use.

The financial classification changes apply to all admitted patient data streams, including HIE and EDWARD, and require modification to source system configuration. It is the responsibility of districts and networks to instruct their source system support team to implement the changes outlined in this information bulletin.

The steps are:

- Addition of new codes within source systems and code set aliasing, where necessary
- Cease repurposing existing financial classes (e.g. MNW)
- Communication of changes to the source system's business users.

The complete list of Financial Classification codes can be found at:

- [EDWARD Date Stream](#)
- [HIE](#)

Additional information can be found on the [NSW Health Admitted Patient Data Collection intranet page](#).

EDWARD extract source system build guides published on the Application Systems Knowledgebase (ASK) provide instructions for source system administrators in the code set aliasing requirements for EDWARD extracts:

- [iPM](#)
- [Cerner HNA Millennium](#)

Source system administrators must ensure that no localised changes are made within the source system to the admitted patient financial class code set.

To request a new financial class code, or to make any changes to a financial class code or descriptive label, districts / networks must complete an *Inpatient Financial Classifications Request Form* which can be found in ([IB2021_058](#)).

All requests must be signed off by the District/Network director of finance prior to submission to the Financial Accounting, Policy, Insurance and Revenue branch, NSW Ministry of Health.

Clarification Advice

The Ministry of Health is available to provide clarification and advice. For questions regarding the Financial Classification code set, definitions and business rules, please contact the FAPIR Branch.

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For matters relating to source system implementation and the data collection and reporting requirements to support the admitted patient data collection, please contact the system information and analytics branch.

Position: Data Integrity Officer, Admitted Patient Data Collection

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