1. Introduction

1.1 This circular details the policy requirements for the Register of Patients and the Inpatient Statistics Collection (ISC) for separations dated on, and after, 1 July 2000. The following issues are covered:

1. Introduction
2. Register of Patients Requirements
3. Coding of Clinical Information
4. Inpatient Statistics Collection Reporting Requirements
5. Electronic Data Submission
6. Submissions on Paper Forms
7. Security of Data
8. Due Dates for Submissions
9. Data Quality
10. Compliance Monitoring
11. Data Usage
12. Data Resubmission
13. ISC Information – Access and Dissemination
14. Contact Information

1.2 It is essential that this circular be distributed to all staff involved in collecting and supplying data for the ISC. This includes medical records staff and admissions staff.
2. **Register of Patients Requirements**

2.1 Section 44 (1) of the Private Hospitals and Day Procedure Centres 1988 Act requires that all registered private hospitals and day procedure centres admitting inpatients maintain a Register of Patients. The Inpatient Statistics Collection is a sub-set of the Register of Patients.

2.2 Section 44(2) of the Act requires the following items to be kept for each patient:

- Name
- Name of Attending Medical Practitioner
- Age
- Residential Address (Street Number, Street Name, Locality and Post code)
- Date of Admission
- Date of Separation
- Other particulars as prescribed

2.3 The "other particulars" to apply for separations dated from 1 July 2000 under Section 44(2)(e) of the Act for Private Hospitals are listed below:

**Admission Data Items (as stated by the patient)**

- Date of Birth
- Sex
- Country of Birth *
- Preferred Language *
- Indigenous Origin *
- Marital Status
- Readmission within 28 Days
- Health Insurance Status on Admission
- Usual Accommodation Status #

**Admission Data Items (as recorded by the Health Service Provider)**

- Facility Code
- Medical Record Number
- Admission Date
- Admission Time
- Admission Status
- Contract Status on Admission
- Discharge Intention
- Service Category *
- Source of Referral
- Facility Referred From *
- Ambulance Client Number
- Neonate Admission Weight
- First Admission to a Designated Psychiatric Unit
- Last Year Admitted to a Designated Psychiatric Unit
- Legal Status on Admission
**Separation Data Items**
- Separation Date
- Separation Time
- Hours in Intensive Care Unit
- Total Hours on Mechanical Ventilation *
- Leave Days *
- Number of Leave Periods *
- Mode of Separation
- Facility Transferred To *
- Unqualified Baby Bed Days
- Days in Designated Psychiatric Unit
- DRG – Mental Health Legal Status *
- Total Involuntary Days Under Mental Health Act
- Payment Status on Separation *

**Clinical Data Items**
- Principal Diagnosis *
- Additional Diagnosis *
- Procedures *
- Date of First Listed Procedure *
- Procedure Locations
- Unplanned Visit to Theatre
- External Causes of Injury or Poisoning *
- Place of Occurrence of External Cause of Injury *
- Activity When Injured *

**Note:** # indicates that the data item is new to the collection for separations dated from 1 July 2000. * Indicates that the name of the data item, the classification for the data item, or the business rules relating to the data item, have changed for separations dated from 1 July 2000.

2.4 The reporting of these data items must comply with instructions provided in the ISC Instruction Manual, updates to the manual that may be made from time to time, and any related Information Bulletins. These documents are available on the NSW Health web site.

2.5 Data submitted electronically must comply with the electronic file layout specifications for “ISCOS” (the Department’s ISC processing system) for the 2000/2001 collection year. This document is available on the NSW Health web site.

2.6 The following data items will cease to be included in the Inpatient Statistics Collection for separations dated from 1 July 2000.

- Length of Stay Diagnosis
- Pension Status on Separation
- Diagnosis Related Group

2.7 For separations dated from 1 July 2000, ICD10AM – Version 2 will be the required classification for the reporting clinical codes. Records will be grouped by the NSW Health Department to Diagnosis Related Group – Version 4.1.
2.8 The Register of Patients must be maintained in either an accessible electronic format, or ordered on paper in admission date order on a loose leaf file. An additional copy of the Register of Patients form must be maintained on the patient's medical record as the Admissions Form.

3. Coding of Clinical Information

3.1 For separations dated on, and from, 1 July 2000, NSW Health requires clinical information to be coded in ICD10AM - Version 2.

3.2 Facilities that do not have a requirement to code records for the purpose of reporting to health insurance funds, and that also do not have access to clinical coding staff, may report the descriptive text for the clinical information instead of a clinical code on the standard ISC paper form. Where records are not coded, NSW Health will code the clinical information on behalf of the facility.

4. Inpatient Statistics Collection Reporting Requirements

4.1 For the purpose of the Inpatient Statistics Collection, for separations dated on, or after, 1 July 2000 all particulars maintained in the Register of Patients must also be submitted to NSW Health with the exception of the following items (which need only be maintained on record at the hospital):

- Name of Patient
- Name of Attending Medical Officer
- Age of Patient

5. Electronic Data Submission

5.1 The preferred method of submission of information for the Inpatient Statistics Collection to the NSW Health Data is electronic format. If a submission of electronic data is made, it must comply with the standard NSW Health format. This format is available on the NSW Health web site.

6. Submissions on Paper Forms

6.1 Submissions to the Inpatient Statistics Collection may be reported on the standard paper forms published by NSW Health for the collection year. Facilities will be billed for the costs of data entry if information provided on paper forms at the commercial rate negotiated by NSW Health under a data entry contract.

6.2 The NSW Health paper forms for the Register of Patients and the Inpatient Statistics Collection are available on the NSW Health web site. Carbon copy sets are also available from the Government Printing Service.
6.3 The templates of the forms are available on the NSW Health web site. The forms differ for Private Hospitals and Private Day Procedure Centres, and consists of two sheets – Part A and Part B. The templates may be downloaded, printed and copied for local use free of charge. Two photocopies of each part of the completed forms must be made. One copy of each part must be sent to NSW Health for the Inpatient Statistics Collection. One copy of each part must be kept by the facility as the Register of Patients. The original must be kept on the patient's medical record.

6.4 The traditional pads of carbon sets of the forms may also be used to report to the collection. These forms are available from the Government Printing Service – Fast Forms Division (fax (02) 9743 8603, phone (02) 9743 8777). The original form must be sent to NSW Health. One carbon copy must be maintained on the patient's medical record and another in the facilities Register of Patients. The form order numbers are as follows:

**Private Day Procedure Centres**
- Part A (Administrative Items) – 607016
- Part B (Clinical Items) – 607006P

**General Private Hospitals**
- Part A (Administrative Items) – 607005
- Part B (Clinical Items) – 607006P

6.5 Paper forms are only valid for use for one collection year, orders should be calculated accordingly. Forms for the previous collection year must cease to be used for separations dated 1 July as forms from the previous collection do not have the correct classification and coding structure for all data items.

6.6 The patient's name should be blocked out on the copy sent to NSW Health. Additional requirements on the preparation of paper forms for submission to NSW Health are outlined in the ISC Instruction Manual and must be complied with.

6.7 On receipt of the paper form the information will be keyed by NSW Health and added to the Inpatient Statistics Collection. After keying has been completed, the forms will be returned to the facility with an error report. Any returned original forms of carbon sets should replace the carbon copy on the patient’s medical record to ensure the best copy source is available at the facility.

7. **Security of Data**

7.1 The Information Privacy Code of Practice (Second Edition – December 1998, Circular No. CPR 99/18) must be observed for all data relating to the Inpatient Statistics Collection. This document is available electronically on the NSW Health web site under "Health Publications", "Policies, Circulars and Information Bulletins”.

7.2 Data sent to NSW Health in an electronic format over the Internet must be encrypted and password protected using a self-extracting encryption and compression package. The password must be provided separately. Commercial encryption programs are available from sellers of PC software.
7.3 Data sent in a hard copy (paper) format or in an electronic format on diskette must be kept secure at all times. This means submissions must be sent by secure post (or courier) using a service that records the name of persons handling the data.

8. Due Dates for Submissions

8.1 Section 21(4)(c) of Schedule 1 - Licensing standards for all private hospitals, Private Hospitals Regulation 1996 - requires that data for the Inpatient Statistics Collection is submitted by the approved dates.

8.2 For separations dated from 1 July 2000 the approved dates for submissions are as follows:

- 95% of expected records for each hospital must be submitted and pass all data quality checks by the final working day of the first month after the month of separation.
- 100% of expected records must be submitted and pass data quality checks by the final working day of the second month after the month of the separation.

8.3 A minimum of one submission per month is required. More regular submissions are permitted.

8.4 The table below summarises the due dates for the 2000/2001 Inpatient Statistics Collection.

<table>
<thead>
<tr>
<th>Separation Dates in:</th>
<th>• 95% expected records submitted and passed all data quality checks</th>
<th>• 100% expected records submitted and passed all data quality checks</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2000</td>
<td>31 August 2000</td>
<td>29 September 2000</td>
</tr>
<tr>
<td>August 2000</td>
<td>29 September 2000</td>
<td>31 October 2000</td>
</tr>
<tr>
<td>September 2000</td>
<td>31 October 2000</td>
<td>30 November 2000</td>
</tr>
<tr>
<td>October 2000</td>
<td>30 November 2000</td>
<td>29 December 2000 #</td>
</tr>
<tr>
<td>February 2001</td>
<td>30 March 2001</td>
<td>30 April 2001</td>
</tr>
<tr>
<td>March 2001</td>
<td>30 April 2001</td>
<td>31 May 2001</td>
</tr>
<tr>
<td>April 2001</td>
<td>31 May 2001</td>
<td>29 June 2001</td>
</tr>
<tr>
<td>May 2001</td>
<td>29 June 2001</td>
<td>31 July 2001</td>
</tr>
<tr>
<td>June 2001</td>
<td>31 July 2001</td>
<td>31 August 2001</td>
</tr>
</tbody>
</table>
8.5 Submissions must be received by NSW Health before these due dates to allow time for processing and correction of errors. As a general rule:

- electronic submissions should be received at least 10 working days before the due dates listed above
- coded paper form submissions should be received at least 17 working days before the due date, and
- un-coded paper form submissions should be received by the 5th working day of the first month after the month of separation.

9. Data Quality

9.1 The quality of data submitted to NSW Health for the Inpatient Statistics Collection will be checked using a standard suite of data quality (input edit) checks. A list of the data quality checks is available on NSW Health’s web site.

9.2 Electronic data that are not in the specified file layout for the collection year will fail data quality checks and will need to be resubmitted in the correct format. Testing of the ISC data extract layout must be included as part of testing new versions of patient administration systems. Files may also be sent to NSW Health for checking.

10. Compliance Monitoring

10.1 Each month NSW Health will monitor compliance with the due dates set in this circular. The compliance reports will provide detailed counts of records expected, received, in error, and valid for each hospital. The reports will also compare percentages expected against actual submissions.

10.2 Compliance reports will generally be run on the first working day of each month. One copy will be sent to the hospital/day procedure centre, and one copy to the licensing section of the Private Health Care Branch.

11. Data Usage

11.1 Under national reporting requirements NSW Health must provide a copy of the information submitted to the NSW Inpatient Statistics Collection to the Australia Bureau of Statistics, the Commonwealth Department of Health and Aged Care, and the Australian Institute of Health and Welfare.

12. Data Resubmission

12.1 A resubmitted record will be accepted if:

- it is processed within 60 days after the last day of the month of submission and hasn’t previously been corrected in on-line editing, or
the original record received by the NSW Health Department is in error at the time of
the resubmission.

12.2 In limited circumstances records may be resubmitted to replace released (clean) records
after 60 calendar days after the last day of the month of separation. Such resubmissions
may be requested by the NSW Health Department, or by the facility. All requests for
such resubmissions must be approved by NSW Health Department as a special
procedure will need to be performed in the processing system before the data is loaded.

12.3 Circumstances where approval may be given, or a direction by NSW Health made, for a
late resubmission of data include a systematic coding error, or a patient administration
system error. Such errors may not necessarily have been detected by the ISCOS data
quality checks and have a significant impact on the quality of data.

12.4 Requests for late resubmissions must be directed to:

ISC Project Officer
Patient Data Management Unit
Phone: (02) 9391 9097
Fax: (02) 9391 9070

13. ISC Information - Access and Dissemination

13.1 The NSW Health Department maintains the most up-to-date information about the
Inpatient Statistics Collection, and other data collections, on-line on HealthNet and
HealthWeb (the NSW Health Intranet and Internet sites):


13.2 At least one staff member of each hospital's medical record department should have
access to either HealthNet or HealthWeb. Medical record departments should also have
at least one e-mail account. This is required for the efficient and direct distribution of
information relating to the Inpatient Statistics Collection. Error report distribution via e-
mail is recommended as a means of increasing timeliness.

14. Contact Information

14.1 For further information about this circular or the Inpatient Statistics Collection, contact:

• Nora Etmekdjian
  Phone: (02) 9391 9097; E-mail: netme@doh.health.nsw.gov.au

• Roman Leszczynski
  Phone (02) 9391 9995; E-mail: rlesz@doh.health.nsw.gov.au

14.2 Requests for further information about this circular may also be faxed to the Patient Data
Management Unit on (02) 9391 9070.

Michael Reid
Director-General