

Queensland Coding Committee

9th April 2009

Minutes of the 201st Meeting

1. Attendees

Stephanie Ferdinands (Convenor)	Statistical Standards Unit
Corrie Martin (Secretariat)	Statistical Standards Unit
Julie Turtle	Statistical Standards Unit
Kellie Marshall	Mater Health Services
James Chippendale	HBCIS Application Specialist
Kym Wimberley	Gympie Hospital
Tracey Matthies	Sunshine Coast and Cooloola Health Service District
Lilian Vu	PA Hospital

2. Apologies

Debbie Abbott	Resolutionsint
Lisette Ramsden	Toowoomba Health Service District
Lenore Berry	Northern Area Health Service
David Quigley	Medmin Pty Ltd
Melanie Scott	Statistical Standards Unit
Ann Stewart	The Wesley Hospital
Kirsten Hinze	Gold Coast Health Service District
Meegan Snell	3M Codefinder
Sophia Ovchinnikoff	Clinical Information Management, Information Division
Jenny Nicol	Queensland University of Technology
Ruth Curnow	Rockhampton Hospital
Andrea Chitakis	Health Statistics Centre
Anthony Smith	The Prince Charles Hospital

3. Confirmation of Minutes of the Previous Meeting

It was agreed at the meeting that the order of the agenda items be re-arranged to occur in the order as reported in the minutes. It was also agreed that there were insufficient numbers for a quorum and as such there could be no decisions formally made at this meeting. Members were asked if they wished to hold the meeting considering this fact and the members present indicated that the meeting should still be held.

4. HBCIS Update

J. Chippendale provided an update on HBCIS. The HBCIS team is currently fully staffed and welcomes new members Lloyd Wright who is responsible for EAM, TMS and EMG modules and Steven Joy who is the Assistant Application Officer, assisting all application specialists. J. Chippendale advised that a post-implementation review is under way for the last HBCIS release and is welcoming feedback on it. J. Chippendale will send an email requesting feedback to QCC members.

Meeting Month	Action Items	Outcome
April	J. Chippendale to send out email to QCC members asking for feedback on the latest HBCIS release.	

4.1 Incomplete coding flag

J. Chippendale sent an updated version of this to S. Ferdinands and C. Martin for review. C. Martin advised that Clinical Information Management (CIM) provided some comments that she will review and send on to J. Chippendale and will CC QCC in the email. Comments included a suggestion for business rules to be developed to support the use of this functionality; there needs to be standardised business rules to ensure incomplete records are returned to be completed. Other comments included: recommend that incomplete coding reason and status should be implemented as a QH standard prior to implementation; data element should define how and when the status and reason should be applied. QCC members indicated that this was unnecessary and this was a tool to be used only at the district level and would not require state level reporting. The implementation of the flag is still on track to be rolled out in the September 2009 release at this stage.

S. Ferdinands noted that the flag is not strictly a data element and queried whether the information generated by the report is what the output analysts require. J. Chippendale said that each facility has the capacity to run their own report and investigate incomplete records from there. C. Martin re-iterated that the flag will be removed at the HBCIS Purge stage in September every year and will not be retained within HBCIS.

Meeting Month	Action Items	Outcome
April	C. Martin to review comments from CIS on 'incomplete coding flag' and send back to J. Chippendale and CC QCC.	

Pilot site for next HBCIS release

J. Chippendale noted that the HBCIS team has canvassed Gold Coast Hospital, QEII and PA Hospital asking if they want to be the pilot site for the next HBCIS release and are awaiting responses.

Potential HBCIS enhancement – outstanding diagnosis by location

J. Chippendale advised that a HBCIS enhancement suggestion has been received. This enhancement suggestion is in relation to running the Outstanding Diagnosis by Location Report. Currently users can sort outstanding diagnoses by location but not report by location; also if users want to run an outstanding diagnosis report and there are a large number of non coded records left in the month, all the records will be outputted. J. Chippendale advised that the modified report will filter to the user's specifications, therefore excluding unnecessary records from the report. J. Chippendale wanted to get feedback from QCC on this enhancement request, and so it will probably not make the 20th April deadline for the September release. J. Chippendale spoke to iSOFT about request and they agreed the enhancement is possible.

5. Business Arising from Minutes of the Previous Meeting

5.1 CSAC Update

C. Martin decided not to send an update on the CSAC papers to the QCC as there were only a small number of papers that were passed at CSAC and some went back out for review. QCC members are welcome to review the draft minutes of the CSAC meeting.

C. Martin gave a brief rundown of the CSAC meeting;

- Richard Madden addressed CSAC regarding Kerry Innes' departure;
- There are approximately 50 queries currently with CSAC;
- CSAC members asked if they could have a visible list of all public submission topics because currently this is not possible. This is to save duplication of public submissions. CSAC is awaiting a response to this request;
- There are 7 outstanding queries identified as 'ICD-10-AM Commandment' queries;
- T code survey was discussed at CSAC;
- The chemotherapy coding options paper was discussed. This paper was a proposal that procedures need not be coded for same day chemotherapy cases;
- The Good Clinical Documentation Guide is being updated using version 5.2 with small information boxes which will inform where version 6 is different;
- Obstetrics principal diagnosis – Thank you to those hospitals that trialled the new method of coding obstetrics. C. Martin has fed back these responses to the NCCH; Overall, hospitals responded positively with not many issues and it was simple to use the updated advice to code obstetric episodes of care;
- Diabetes review discussion paper - A CSAC consensus could not be reached on changes to the coding of diabetes and the discussion regarding this will be continued at the next CSAC meeting;
- Future education program – the NCCH plan for web based training for the edition change only was discussed. The follow-up workshops will remain face-to-face;
- The planned NCCH International course for 2009 was cancelled.

Meeting Month	Action Items	Outcome
March	C. Martin to forward to QCC members the list of CSAC papers that were passed including those that have gone back for review.	C. Martin decided not to send out papers as there was only a few.
April	C. Martin to send an update on CSAC queries to the QCC.	
April	C. Martin to send out feedback from private hospitals on chemotherapy coding options paper.	

5.2 PICQ Update

S. Ferdinands advised that Matthew Shaw has developed a new web page for PICQ. The Qld Health step-by-step procedures for using PICQ have been written and tested in-house by S. Ferdinands and M. Scott and have gone out to K. Wimberley for testing. Once the procedures have been tested and signed off, the website and procedures will be forwarded for sign off to be published on the QCC website and Coders InSite.

5.3 Procedures not normally coded

S. Ferdinands emailed D. Abbott to ask for the current list of procedures not normally coded. This should remain as an agenda item for next meeting. J. Turtle wanted to add to the list, for forwarding to D. Abbott. Members agreed to request for this item to be removed from the agenda next month.

Meeting Month	Action Items	Outcome
November	QCC members to put together examples of what they would routinely code from "procedures not normally coded".	Complete
November	S. Ferdinands to collate QCC members' response and forward to D. Abbott.	Complete
March	S. Ferdinands to email D. Abbott to confirm if a list of procedures not normally coded has been formulated and if so this list can be distributed to ensure that ideas are not duplicated.	D. Abbott has been emailed.
April	J. Turtle to email S. Ferdinands a list of procedures not normally coded. S. Ferdinands will then forward to D. Abbott.	

5.4 Cancelled procedures

S. Ferdinands has emailed Derelle Pratt to follow up where this was up to. At this point, the item is to remain on the agenda.

Meeting Month	Action Items	Outcome
February	S. Ferdinands to follow up Cancelled Procedures with D. Pratt	S. Ferdinands emailed D. Pratt

5.5 Action items management

S. Ferdinands has implemented the new way of presenting action items i.e. putting them on the agenda and keeping them on the minutes. A spreadsheet is still to be created. Any comments are welcome.

Meeting Month	Action Items	Outcome
April	S. Ferdinands to create action items spreadsheet.	

5.6 Incidental Findings and Additional Diagnosis

K. Wimberley sent through the Incidental Findings articles as a set of queries to the NCCH. C. Martin will submit to the NCCH. S. Ferdinands to post Additional Diagnosis flowchart on the QCC web page once signed off by Executive Director, Centre for Healthcare Improvement. S. Ferdinands sent Incidental Findings articles to D. Abbott.

Meeting Month	Action Items	Outcome
February	S. Ferdinands to forward the Incidental Findings article to D. Abbott.	Complete
March	S. Ferdinands to forward the Additional Diagnosis flowchart out to the QCC distribution list.	Complete
March	K. Wimberley to prepare the Incidental Findings queries for the NCCH.	Complete
April	C. Martin to include Incidental Findings queries in her submission to the NCCH.	Complete
April	S. Ferdinands to post Additional Diagnosis flowchart on web page.	

5.7 'S' and 'T' codes

C. Martin met with M. Scott about addressing this in CRDS. A Codefile article is going to be written about this. C. Martin will be reviewing the use of Dialysis codes in same day episodes.

Meeting Month	Action Items	Outcome
November	C. Martin to investigate implementing a warning edit for T81.2.	Complete
November	Data Quality team to write a Codefile article on this issue.	Complete

5.8 Query on Central venous and arterial lines Vol 15 Page 5

This will go into Codefile. S. Ferdinands will send out C. Martin's ideas on this to encourage discussion.

Meeting Month	Action Items	Outcome
February	QCC members agreed to send what they would like to see in a Codefile about Central Venous and arterial lines to S. Ferdinands	Complete
February	Data Quality Team to write a Codefile article on central venous and arterial lines.	Will go into the next Codefile
April	S. Ferdinands will send out C. Martin's ideas on Central venous and arterial lines article to QCC.	

5.9 QCC Terms of Reference

S. Ferdinands re-iterated what was discussed at the QCC February 2009 meeting regarding the Terms of Reference. J. Turtle believes one person per district could be on the QCC. S. Ferdinands noted that if this is the way to go, it needs to go in the Terms of Reference. The Terms of Reference will be discussed at the next meeting and S. Ferdinands will send the current Terms of Reference to QCC members.

Meeting Month	Action Items	Outcome
April	S. Ferdinands to send the Terms of Reference to QCC members.	

6. CAEU Update

C. Martin reported that the Redland Hospital audit report is in draft and virtually complete and awaiting Director, Statistical Standards Unit (SSU) sign off. The SSU is currently working on The Townsville Hospital audit report.

7. 3M Codefinder Update

The SSU met with 3M recently. There will be a new version of Codefinder released in July 2009. The SSU asks QCC members to continue sending Codefinder enhancements and faults to the SSU for recording and forwarding. There are currently some hospitals that don't get site visits from 3M and C. Martin will send out to the QCC the site visit list for their suggestions as to which hospitals would benefit from a site visit from 3M.

Meeting Month	Action Items	Outcome
April	C. Martin to send 3M Codefinder site visit list to QCC for review.	

8. Quality Hour Discussion Forum

S. Ferdinands noted that there had been recent email discussions amongst QCC members regarding concerns over the current QCC query process. The current QCC query process was discussed in terms of the current process, resources and how to move toward a solution if required. S. Ferdinands drafted a process map of the current QCC query process to guide discussion. This is included in Appendix 1. Issues raised and recommendations made were as follows:

Issue 1: Providing timely and accurate response to enquirers:

There was discussion around the importance for the QCC to provide timely and accurate response to enquirers. C. Martin suggested where a query is in relation to a common problem and enquirers need an interim response as soon as possible, perhaps the QCC can provide an interim response. S. Ferdinands noted that the interim response needs to be agreed to by the QCC members and ratified before it can be sent out. T. Matthies and J. Turtle suggested that the interim response be typed up during the meeting and agreement and ratification of the interim response be given by members at the meeting. C. Martin noted that it is important that QCC members agree to the query responses and there is an expectation of members that they will provide timely feedback if they do not agree with the QCC interim decision. J. Turtle suggested taking 10 mins after the query to write up the basic interim response after the QCC come to a decision. S. Ferdinands stated that if this were to occur than the members would have to agree with the write up at the meeting.

K. Marshall suggested reducing the number of queries that QCC look at each meeting to enable a faster response. K. Wimberley suggested limiting to queries to 3 and asked if we are actually addressing all queries that come in. S. Ferdinands confirmed that all queries that come in before the query cut off date (as noted on the QCC website) are tabled for inclusion at that months meeting. T. Matthies did not agree with limiting the queries and disagreed with holding over the queries. C. Martin noted that we need to address all queries that come in, where possible.

There was discussion over the process where queries are read, to determine if they can be answered “in house” before going to the QCC for review. It was noted that if QCC queries are answered “in house”, then they should be tabled at the meeting for QCC review. This raised the issue of QCC queries being sent in via phone, email or query form. It was agreed that if a query is to be sent to the QCC then it shall be submitted using a QCC query form.

Recommendations:

- Queries that are currently answered “in-house” should be tabled as being addressed “in-house” at the next QCC meeting;
- QCC queries should only be accepted if submitted on a QCC query form;

- An automated response should be given to enquirers so they know their query has been received and they should get an estimate of how long a response will take;
- 'Spill over' issues, that is, queries that come out of queries, should become new queries, where necessary;
- Query interim responses should be written up and agreed to at the meeting;
- QCC query process should be clear and transparent and available for those outside of the committee to understand.

Issue 2: Process for out of session ratification

Out of session ratification and number of QCC members required for ratification was raised. S. Ferdinands noted that the current process for out of session ratification is:

- 1) The QCC response is typed up and forwarded, via email, to the committee for comment and ratification at the next meeting.
- 2) If QCC members do not agree, then amendments are made and the query is re-distributed, via email, for out of session ratification
- 3) At present, 2 members are required to agree with the write up and when the due date has passed, the query write up is deemed to have been ratified out of session.

J. Turtle raised concerns with ratification by 2 members only, noting that agreement/ratification is not given by all members. S. Ferdinands advised that at present the Terms of Reference states that queries and minutes can be ratified by at least 2 members. This needs to be reviewed in the Terms of Reference. J. Turtle stated that response time frames need to be clear. J. Turtle also commented that it can be time consuming to email all amendments and changes to queries, and it is sometimes easier to provide these at the meeting rather than before via email.

J. Turtle suggested the creation of a QCC email group so that members can see what is going on. Therefore, if a member sends in agreement or objection their comments are seen by all members of the committee. S. Ferdinands suggested that members reply "to all" in their emails to ensure that all QCC members can see their response.

Recommendations:

- Ensure that if ratification is going to be out of session, that a time frame for comment is clearly stated.

Issue 3: Terms of Reference

There was discussion on the expectation of committee members. S. Ferdinands stated that the time between the write up and the scheduled time at the beginning of the meeting is when committee members should provide their requests for amendment and changes. It was noted that Committee members should be proactive in providing comment where they disagree with the query write up. L. Vu advised that generally no

comment indicates agreement. If changes are required, then comments or suggested amendments have to be communicated. An issue was raised about those not attending the meeting potentially disagreeing with the query write up. S. Ferdinands mentioned that those who aren't at the meeting have the opportunity to provide comment on the query write up via email.

This raised the issue of minimum attendance to the QCC. S. Ferdinands noted that minimum attendance for a QCC meeting needs to be reviewed in the Terms of Reference. T. Matthies suggested that the Terms of Reference should also include role description or key skill requirements for members on the committee and note their obligation to participate in the query process. There was general discussion on what minimum attendance should be. There was no decision but discussion was around 6-8 meetings and if the member was unable to attend then the member should send an appropriate proxy. J. Turtle observed that meeting the minimum attendance may be more difficult for those members who have to fly in to attend and as long as they communicate via email and provide their responses regularly then the strict minimum attendance rule should not be applied. C. Martin noted that video conferencing facilities are available for those who cannot make the meetings due to distance.

Recommendations

The Terms of Reference needs to be addressed and should include:

- The key skill requirements for members;
- That more than 2 members should be required for query response ratification;
- That minimum attendance should be put in place ie 6-8 meetings must be attended and if the member is unable to attend, then send a proxy.

Issue 4: QCC Agenda - Changing the time of query ratification time

J. Turtle noted that she often has a number of items for amendment on the query write up and there isn't enough time at the beginning of the meeting to go through these. The suggestion is to leave ratification of the queries until just before the new query discussion.

Recommendation:

- Move the query ratification agenda item to just before the new query discussion.

Issue 5: What the coders want in the write up

J. Turtle believed that some coders want to know the logic behind the decision. K. Wimberley noted that not everyone wants this. K. Marshall suggested that the query response should be formatted in terms of QCC response, interim decision and action required. If the QCC are going to send a query to the NCCH we need to be clear about what we are asking the NCCH.

Recommendation:

- Ensure that query responses are clearly formatted to highlight, the QCC response, interim decision and action required (including the NCCH query).
- If an NCCH query is going to be sent include this in the query response

Issue 6: NCCH Queries

J. Turtle noted that QCC members should see the whole NCCH query that is sent. This needs to be sent out and ratified out of session.

Recommendation

- NCCH queries to be reviewed by members before being sent to the NCCH.

Issue 7: QCC query form review

There was some discussion about the QCC query form and the need for enquirers to provide a clear question. At the moment the current form does not support this. J. Turtle noted that the form needs to prompt coders to answer individual questions one at a time, to make it easier for people to articulate their issue.

Recommendation:

- The QCC query form should be reviewed. It needs to cater for the answering of specific questions and what standards relate to the questions.

Meeting Month	Action Items	Outcome
April	S. Ferdinands to map out the current query process with suggestions for amendment	

9. Correspondence**9.1 Incoming**

9.1.1

QCC_ID**Query summary**

0409-01

Formalisation of gangrenous and osteomyelitic finger tip post traumatic amputation

0409-02

Issues with coding repair of epigastric hernia

0409-03

Clinical documentation of ↑K+ or ↓K+ and treatment is given to treat these conditions

0409-04

Excisional debridement of skin and subcutaneous tissue of leg wound with wound suturing/closure

9.2**NCCH response to QCC queries**

9.2.1

NCCH Response to QCC queries
Nil

- 9.2.2 Correspondence to the Committee
Nil
- 9.3 Outgoing**
- 9.3.1 QCC Queries to the NCCH
Nil
- 9.3.2 QCC Grouper Anomalies to DoHA
Nil
- 9.3.3 Correspondence from the Committee
Nil

10. Next Meeting

Next QCC meeting is on the 14th May 2009. This meeting will be held at the QHB level 3 Video conference room.

S. Ferdinands advised that the ratification of previous minutes will occur out of session.

11. Action items for agenda Items not discussed

12. Closure of Meeting

Meeting ended at 2:30pm.

Appendix One

Queensland Coding Committee Query Process Flow June 2009

Acronyms:
DQT: Data Quality Team
QCC: Queensland Coding Committee
NCCH: National Centre for classification in Health

