Queensland Health

Providing admitted patient data

Queensland Hospital Admitted Patient Data – Fact sheet for licensees under the Private Health Facilities Act 1999 (Qld)

Licensed private health facilities are required to supply demographic and clinical details of separated admitted patients to the Queensland Hospital Admitted Patient Data Collection (QHAPDC).

Reporting mandates

Reporting admitted patient data is mandated under the *Private Health Facilities Act 1999 (Qld)* (the Act). Data must be reported at times prescribed under the Private Health Facilities Regulation 2016 (Qld) (the Regulation).

Reporting is one of the conditions of your licence.

The *Act* states:

> *144 Submission of reports*
>
> *(1) The licensee of a private health facility must give reports to the chief health officer as required by this section.*
>
> *Maximum penalty—50 penalty units.*
>
> *(2) The purposes of the reports are as follows—*
>
> > *(a) to monitor the quality of health services provided at private health facilities;*
> >
> > *(b) to enable the State to give information to the Commonwealth or another State, or an entity of the Commonwealth, or another State (the recipient), under an agreement with the recipient prescribed under a regulation for section 147(4)(c);*
> >
> > *(c) to monitor, analyse or evaluate public health having regard to the types and numbers of health services provided at the facilities.*
>
> *(3) The reports must—*
>
> > *(a) be in the approved form; and*
> >
> > *(b) be given at the times prescribed under a regulation.*

The regulation states:

> *6 Time for giving of reports*
>
> *(1) This section applies to reports required to be given by the licensee of a private health facility under section 144(1) of the Act.*

(2) For section 144(3)(b) of the Act, the licensee must give the reports at the following times—

(a) for a report about patient identification, diagnosis and activity data—within 35 days after the end of each month during the term of the licence;

Reporting time frames

QHAPDC data must be submitted to the Statistical Services Branch (SSB) monthly and is finalised each financial year.

Under Section 6(2)(a) of the Regulation, licensed private health facilities must provide this data 'within 35 days after the end of each month...'

The table below details the reporting schedule:

Reporting Period	Finalised Data Due
July	4 September
August	5 October
September	4 November
October	5 December
November	4 January
December	4 February
January	7 March (6 in a leap year)
February	4 April
March	5 May
April	4 June
May	5 July
June	4 August

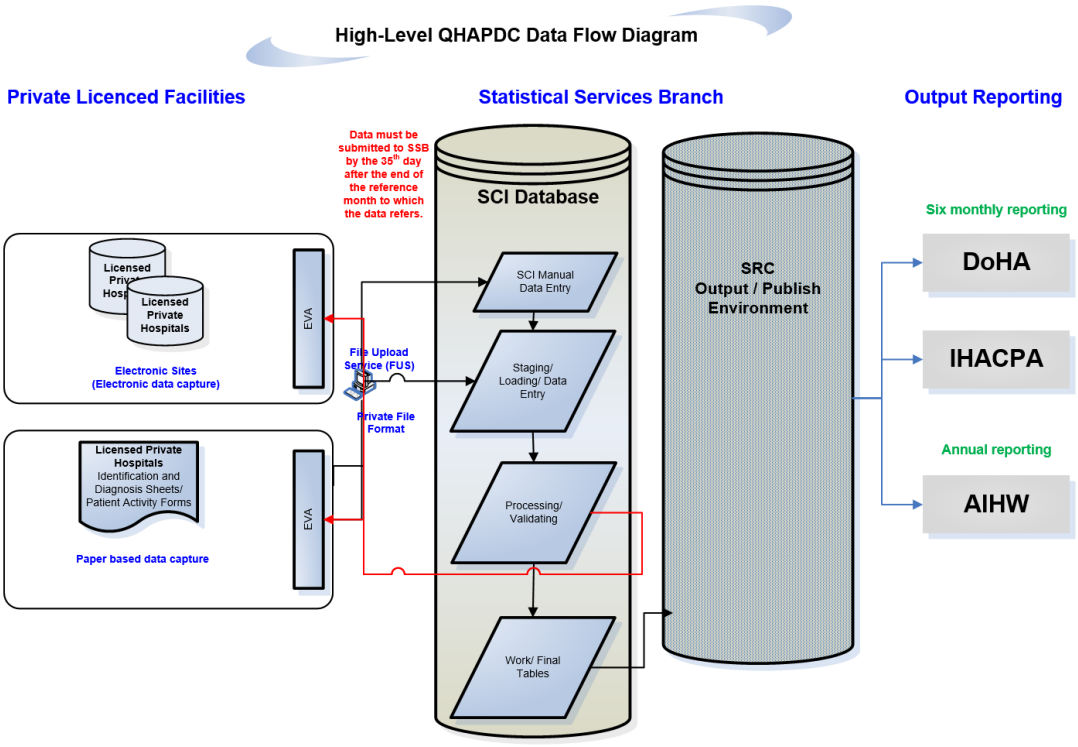
Data submission and validation process

Under section 144(3)(a) of the *PHF Act*, you are required to submit data to the SSB in the approved file format.

Data is submitted electronically via the File Upload Service (FUS).

Once data is received, it is loaded and validated. Data supplied on forms for data entry is manually entered and validated. Validations generated are published to the Electronic Validation Application (EVA) for notification and then actioning by facilities.

This diagram illustrates the data flow between licensed private health facilities and SSB.



High-Level QHAPDC Data Flow Diagram including output reporting to Department of Health and Ageing (DoHA), Independent Health and Aged Care Pricing Authority (IHACPA), and Australian Institute of Health and Welfare (AIHW).

Data Quality

Please make sure that the data you submit is of high quality.

The collection and reporting of data should follow the principles below:

- *Trustworthy* - data are accurate, relevant and timely
- *Managed* - collection of data is actively planned, managed and compliant
- *Quality* – data provided is complete, consistent, undergoes regular validation and is of sufficient quality to enable us to perform regulatory functions such as monthly performance reports, fulfil legislative requirements, deliver accountabilities to state and commonwealth governments, monitor and promote improvements in the safety and quality of health services.

The SSB cannot accept data containing a high number of validation errors. If your data requires re-submission, any identified errors must be addressed on your information system to ensure that erroneous data are not reported to SSB.

Resubmissions of data are to occur in a timely manner to comply with the monthly due dates.

Non-compliance with these requirements may result in these issues being escalated to the Chief Health Officer for regulatory follow-up with hospitals.

Audits

Internal and external audits of your data focussing on the quality of financial, statistical and clinical data should be undertaken.

For further information

Please refer to the QHAPDC Manual and associated documentation for complete information about the requirements for supplying data to the SSB.

Contacts

For further information please contact Elissa Scriven, Principal Data Collection Officer via qhipsmail@health.qld.gov.au