

A guide for licensees: reporting responsibilities

Under the *Private Health Facilities Act 1999 (Qld)*

As a licensee¹ of a private health facility (a private hospital or day hospital) under the *Private Health Facilities Act 1999 (Qld)*, you have an obligation to provide us with certain information. This information sheet provides an overview of your reporting obligations.

If you are unsure about your obligations at any time, contact the Private Health Regulation Unit on 07 3708 5325 or email Private_Health@health.qld.gov.au.

Accreditation

You must provide us with a copy of your accreditation report **within 35 days** of receiving written notice of the outcome of the accreditation review.

Please also provide a copy of your accreditation certificate, which includes the date your accreditation expires, and the proposed date for your next accreditation visit.

You can submit the report and certificate via email to Private_Health@health.qld.gov.au.

Clinical indicators

You must provide us with clinical indicator information for each six-month reporting period. The first reporting period covers 1 January to 30 June each year, and the second reporting period covers 1 July to 31 December each year. You must submit your clinical indicator information in the required format **within 35 days** of the end of each reporting period.

The clinical indicator report form is available for download at <https://www.health.qld.gov.au/system-governance/licences/private-health/reportable-events>. You can submit your completed report via email to Private_Health@health.qld.gov.au.

Patient information - Queensland Hospital Admitted Patient Data Collection (QHAPDC)

Within 35 days of the end of each month, you must submit demographic and clinical information on all patients that have separated (discharged, died, transferred or statistically separated) from your facility that month.

This information must be submitted to the Department of Health, Statistical Service Branch in the required format, either electronically via an external access portal or by completing paper forms. You must ensure that the data is of a high quality prior to submission.

¹ or an authority holder



A more detailed fact sheet on reporting requirements for QHPADC data is available on the Private Health facilities website. The QHAPDC team can be contacted via email on QHIPSMAIL@health.qld.gov.au.

Reportable events

You must provide us with information about certain adverse clinical events that occur in your facility **within two working days** of becoming aware of the event. A list of these reportable events² is provided on the reportable event report form which is available for download at <https://www.health.qld.gov.au/system-governance/licences/private-health/reportable-events>.

You must also provide information on your review of that event **within 90 days** of the event being reported to us. If a Root Cause Analysis (RCA) is conducted following a reportable event, you must³ also provide the Chief Health Officer with a copy of the RCA report as soon as practicably possible.

Your reports can be submitted via email to Private_Health@health.qld.gov.au.

Version control

Version	Date	Comments
1.0	25/01/2019	Version 1

² Prescribed under section 29 of the Hospital and Health Boards Regulation 2012

³ Section 109, *Hospital and Health Boards Act 2011*