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**2012 - 2013**

**QUEENSLAND HOSPITAL ADMITTED PATIENT  
DATA COLLECTION  
(QHAPDC)**

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**Manual of instructions and procedures  
for the reporting of QHAPDC data  
Version 1**

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**DATA COLLECTIONS UNIT  
QUEENSLAND HEALTH**

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## TABLE OF CONTENTS

<b>1</b>	<b>THE MANUAL: INSTRUCTIONS.....</b>	<b>101</b>
1.1	PURPOSE .....	101
<b>2</b>	<b>INTRODUCTION .....</b>	<b>201</b>
2.1	CONFIDENTIALITY AND PRIVACY .....	202
2.2	BENEFITS OF QHAPDC.....	202
2.3	EXAMPLES OF THE USES OF QHAPDC DATA .....	203
2.4	INFORMATION REQUIRED.....	203
2.5	AUDITS.....	204
2.6	ACTIVITY BASED FUNDING AND CASEMIX .....	204
<b>3</b>	<b>GENERAL GUIDELINES .....</b>	<b>302</b>
3.1	COVERAGE OF THE COLLECTION .....	302
3.2	SCOPE .....	302
3.3	INSTRUCTIONS FOR THE COMPLETION OF IDENTIFICATION AND DIAGNOSIS SHEETS AND PATIENT ACTIVITY FORMS .....	302
3.4	DATA FLOW .....	305
3.5	SUGGESTED RESPONSIBILITY FOR COMPLETION OF DATA ITEMS .....	309
3.6	COUNTING RULES.....	311
3.7	BOUNDARIES .....	314
<b>4</b>	<b>DATA DEFINITIONS .....</b>	<b>401</b>
4.1	ADMITTING HOSPITAL .....	401
4.2	ADMISSION POLICY .....	401
4.3	OVERNIGHT (OR LONGER) STAY PATIENTS .....	402
4.4	SAME DAY PATIENTS.....	402
4.5	NEWBORNS.....	403
4.6	DIALYSIS, CHEMOTHERAPY AND RADIOTHERAPY .....	408
4.7	PATIENTS IN OUTPATIENTS OR EMERGENCY DEPARTMENTS .....	408
4.8	TIME AT HOSPITAL.....	408
4.9	CHANGE IN CARE TYPE .....	408
4.10	BOARDERS.....	408
4.11	ORGAN DONORS.....	409
4.12	COMPENSABLE PATIENT .....	410
4.13	CONTRACTED HOSPITAL CARE .....	411
4.14	LEAVE .....	417
4.15	PATIENTS ON LIFE SUPPORT .....	418
4.16	HOSPITAL IN THE HOME SERVICES .....	418
4.17	ACUTE CARE CERTIFICATES.....	421
4.18	NURSING HOME TYPE PATIENTS (ACUTE CARE CERTIFICATES) .....	421
<b>5</b>	<b>FACILITY DETAILS .....</b>	<b>501</b>
5.1	FACILITY NUMBER .....	501
<b>6</b>	<b>PATIENT DETAILS .....</b>	<b>601</b>
6.1	UR NUMBER .....	601
6.2	PATIENT FAMILY NAME .....	601
6.3	GIVEN NAMES .....	602
6.4	DATE OF BIRTH.....	602
6.5	ESTIMATED DATE OF BIRTH FLAG .....	603
6.6	SEX.....	604
6.7	COUNTRY OF BIRTH .....	604
6.8	MARITAL STATUS .....	605

6.9	RELIGION.....	605
6.10	INDIGENOUS STATUS.....	605
6.11	AUSTRALIAN SOUTH SEA ISLANDER STATUS.....	607
6.12	ADDRESS OF USUAL RESIDENCE.....	608
6.13	PATIENT TELEPHONE NUMBERS (PUBLIC HOSPITALS ONLY).....	611
6.14	OCCUPATION.....	612
6.15	EMERGENCY CONTACT NAME/ADDRESS/TELEPHONE NUMBER.....	612
6.16	MEDICARE ELIGIBILITY.....	612
6.17	MEDICARE NUMBER.....	614
6.18	PAYMENT CLASS (HBCIS ONLY).....	615
6.19	CONTACT FOR FEEDBACK INDICATOR (HBCIS ONLY).....	616
<b>7</b>	<b>ADMISSION DETAILS.....</b>	<b>701</b>
7.1	ADMISSION DATE.....	701
7.2	ADMISSION TIME.....	701
7.3	ADMISSION NUMBER.....	701
7.4	CHARGEABLE STATUS.....	702
7.5	ACCOUNT CLASS (HBCIS ONLY).....	704
7.6	SAMEDAY BANDED PROCEDURES.....	705
7.7	QUALIFICATION STATUS.....	706
7.8	COMPENSABLE STATUS.....	706
7.9	BOARDER STATUS.....	709
7.10	INCIDENT DATE (HBCIS ONLY).....	709
7.11	INCIDENT DATE FLAG (HBCIS ONLY).....	710
7.12	SOURCE OF REFERRAL/TRANSFER (ADMISSION SOURCE).....	710
7.13	MOTHER'S PATIENT IDENTIFIER.....	713
7.14	TRANSFERRING FROM FACILITY (EXTENDED SOURCE CODE).....	713
7.15	CARE TYPE.....	714
7.16	ELECTIVE PATIENT STATUS.....	720
7.17	QAS PATIENT IDENTIFICATION NUMBER (EARF).....	721
7.18	PLANNED SAME DAY.....	721
7.19	RECENT DISCHARGE.....	722
7.20	TREATING DOCTOR.....	723
7.21	ADMISSION UNIT.....	723
7.22	STANDARD UNIT CODE.....	723
7.23	ADMISSION WARD.....	723
7.24	STANDARD WARD CODE.....	723
7.25	CONTRACT ROLE.....	726
7.26	CONTRACT TYPE.....	726
7.27	OTHER HOSPITAL IDENTIFIER.....	727
7.28	BABY ADMISSION WEIGHT.....	727
7.29	SEPARATION DATE.....	727
7.30	SEPARATION TIME.....	728
7.31	MODE OF SEPARATION (DISCHARGE STATUS).....	728
7.32	TRANSFERRING TO FACILITY.....	731
7.33	SEPARATION NUMBER.....	731
7.34	HOSPITAL INSURANCE STATUS.....	732
7.35	HEALTH FUND (HBCIS ONLY).....	733
7.36	FUNDING SOURCE.....	734
7.37	CONSENT TO RELEASE PATIENT DETAILS (HBCIS ONLY).....	735
7.38	PREFERRED LANGUAGE (PUBLIC HOSPITALS ONLY).....	737
7.39	INTERPRETER REQUIRED (PUBLIC HOSPITALS ONLY).....	737
<b>8</b>	<b>PATIENT ACTIVITY FOR PAPER HOSPITALS.....</b>	<b>801</b>
8.1	PATIENT ACTIVITY FORM.....	801
8.2	PATIENT IDENTIFICATION DATA.....	801
8.3	ADDITIONAL DIAGNOSTIC CODES.....	801
8.4	WARD/UNIT TRANSFER.....	801

8.5	OUT ON LEAVE .....	804
8.6	OUT ON CONTRACT LEAVE .....	804
8.7	NURSING HOME TYPE PATIENTS .....	805
8.8	ACTIVITY TABLE CHANGES .....	807
8.9	QUALIFICATION STATUS CHANGES .....	808
<b>9</b>	<b>MORBIDITY DETAILS .....</b>	<b>901</b>
9.1	ICD-10-AM CODE IDENTIFIER .....	902
9.2	PRINCIPAL DIAGNOSIS .....	903
9.3	ADDITIONAL (OTHER) DIAGNOSES (SEQUELAE AND COMPLICATIONS) .....	903
9.4	MORPHOLOGY .....	903
9.5	PROCEDURE .....	905
9.6	EXTERNAL CAUSE AND MORPHOLOGY SEQUENCING .....	905
9.7	PLACE OF OCCURRENCE .....	911
9.8	ACTIVITY .....	912
9.9	THE CONDITION PRESENT ON ADMISSION INDICATOR .....	912
9.10	SUBMISSION OF CONDITION PRESENT ON ADMISSION INDICATOR TO THE HEALTH STATISTICS CENTRE IN QUEENSLAND HEALTH .....	917
9.11	MOST RESOURCE INTENSIVE CONDITION INDICATOR (MRIC) (HBCIS HOSPITALS) ..	918
9.12	ASSIGNING THE MOST RESOURCE INTENSIVE CONDITION (MRIC) INDICATOR.....	919
9.13	OTHER CO-MORBIDITY OF INTEREST INDICATOR (OCOI) (HBCIS HOSPITALS) .....	923
9.14	AUSTRALIAN REFINED DIAGNOSIS RELATED GROUP (AR-DRG).....	929
9.15	MAJOR DIAGNOSTIC CATEGORY (MDC).....	930
9.16	CONTRACT FLAG.....	930
9.17	DATE OF PROCEDURE .....	931
<b>10</b>	<b>MENTAL HEALTH DETAILS .....</b>	<b>1001</b>
10.1	TYPE OF USUAL ACCOMMODATION.....	1001
10.2	EMPLOYMENT STATUS .....	1002
10.3	PENSION STATUS.....	1002
10.4	FIRST ADMISSION FOR PSYCHIATRIC TREATMENT .....	1003
10.5	REFERRAL TO FURTHER CARE .....	1004
10.6	MENTAL HEALTH LEGAL STATUS INDICATOR .....	1005
10.7	PREVIOUS SPECIALISED NON-ADMITTED TREATMENT.....	1005
<b>11</b>	<b>ELECTIVE SURGERY DETAILS (PUBLIC HOSPITALS ONLY) .....</b>	<b>1101</b>
11.1	HQI EXTRACT AND WAITING LIST ENTRIES .....	1101
11.2	ELECTIVE ADMISSION DETAILS .....	1101
11.3	ACTIVITY RECORD DETAILS .....	1104
<b>12</b>	<b>SUB AND NON-ACUTE PATIENT (SNAP) DETAILS – (PUBLIC AND PRIVATE HOSPITALS).....</b>	<b>1201</b>
12.1	SUB AND NON-ACUTE PATIENT (SNAP) DETAILS (PUBLIC HOSPITALS WITH DESIGNATED SNAP UNITS ONLY) .....	1201
12.2	SNAP DETAILS (PUBLIC HOSPITALS) .....	1201
12.3	ACTIVITY RECORD DETAILS .....	1207
12.4	SUB AND NON-ACUTE PATIENT (SNAP) DETAILS (PRIVATE HOSPITALS WITH DESIGNATED REHABILITATION (SNAP) UNITS ONLY) .....	1213
12.5	SNAP DETAILS (PRIVATE HOSPITALS).....	1213
12.6	ACTIVITY RECORD DETAILS .....	1216
<b>13</b>	<b>DEPARTMENT OF VETERANS' AFFAIRS PATIENTS.....</b>	<b>1301</b>
13.1	CARD TYPE .....	1301
13.2	DVA FILE NUMBER .....	1302
13.3	HOSPITAL SERVICES ARRANGEMENT 2004-2012 (PUBLIC HOSPITALS ONLY).....	1302
13.4	HBCIS ENTRY GUIDELINES (HBCIS ONLY) .....	1306
13.5	HBCIS ENTRY GUIDELINES (HBCIS ONLY) .....	1306
<b>14</b>	<b>PALLIATIVE CARE.....</b>	<b>1401</b>

14.1 FIRST ADMISSION FOR PALLIATIVE CARE TREATMENT .....	1401
14.2 PREVIOUS SPECIALISED NON-ADMITTED PALLIATIVE CARE TREATMENT .....	1401
<b>15 DELAYED ASSESSED SEPARATION EVENTS (PUBLIC HOSPITALS ONLY) .....</b>	<b>1501</b>
<b>16 WORKERS' COMPENSATION QUEENSLAND (PUBLIC HOSPITALS ONLY).....</b>	<b>1601</b>
16.1 BACKGROUND .....	1601
16.2 DATA ELEMENTS.....	1603
16.3 CRITERIA FOR COLLECTION .....	1603
16.4 HBCIS SCREEN .....	1603
16.5 HBCIS REPORTS.....	1604
16.6 HQI EXTRACT.....	1604
16.7 DATA ELEMENTS IN COMPENSABLE SCREEN.....	1605
<b>17 AUSTRALIAN REHABILITATION OUTCOMES CENTRE (HBCIS ONLY).....</b>	<b>1701</b>
<b>18 TELEHEALTH (HBCIS ONLY).....</b>	<b>1801</b>
18.1 ADMITTED PATIENT (INPATIENT) TELEHEALTH ACTIVITY .....	1801
18.2 TELEHEALTH SESSION AND TELEHEALTH EVENT.....	1801
18.3 START OF A TELEHEALTH SESSION .....	1801
18.4 END OF A TELEHEALTH SESSION.....	1801
18.5 TELEHEALTH EVENT SCOPE .....	1802
18.6 TELEHEALTH INPATIENT DETAILS – ENTRY SCREEN .....	1802
18.7 TELEHEALTH SESSION IDENTIFIER.....	1803
18.8 RETRIEVAL SERVICES QUEENSLAND (RSQ) .....	1803
18.9 PROVIDER FACILITY .....	1803
18.10 PROVIDER UNIT .....	1803
18.11 TELEHEALTH EVENT TYPES .....	1803
18.12 START DATE .....	1804
18.13 START TIME .....	1805
18.14 END DATE .....	1805
18.15 END TIME .....	1805
18.16 PATIENT NUMBER.....	1806
18.17 TELEHEALTH INPATIENT DETAILS - ENQUIRY SCREEN .....	1806
<b>19 INDEX .....</b>	<b>II</b>

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## LIST OF APPENDICES

- A [LISTS OF PUBLIC HOSPITALS, LICENSED PRIVATE HOSPITALS AND DAY SURGERY UNITS, PUBLIC PSYCHIATRIC HOSPITALS, PUBLIC RESIDENTIAL AGED CARE FACILITIES AND PRIVATE RESIDENTIAL AGED CARE FACILITIES](#)
- B [FILE FORMATS AND VALIDATION RULES](#)
- C [PRIVATE AND PUBLIC IDENTIFICATION AND DIAGNOSIS SHEETS](#)
- D [FACILITY LISTING BY HOSPITAL AND HEALTH SERVICE, RESIDENTIAL AGED CARE FACILITY LISTING BY HOSPITAL AND HEALTH SERVICE](#)
- E [COUNTRY OF BIRTH LISTING](#)
- F [CRITERIA FOR ADMISSION: QUEENSLAND HEALTH ADMISSION POLICY](#)
- G [LANGUAGE CODES – HBCIS ONLY](#)
- H [RELIGION CODES – HBCIS ONLY](#)
- I [ACCOUNT CLASS CODES – HBCIS ONLY](#)
- J [STANDARD UNIT CODES](#)
- K [DESIGNATED NEONATAL INTENSIVE CARE, DESIGNATED SUB-ACUTE AND NON-ACUTE \(SNAP\) UNITS \(INCLUDING DESIGNATED REHABILITATION AND PALLIATIVE UNITS\), PSYCHIATRIC UNITS IN HOSPITALS, PSYCHIATRIC HOSPITALS AND ELECTIVE SURGERY HOSPITALS](#)
- L [VALIDATION MESSAGES](#)
- M [SITE PROCEDURE INDICATORS](#)
- N [FACILITIES PROVIDING CREDENTIALLED HOSPITAL IN THE HOME SERVICES](#)
- O [REHABILITATION IMPAIRMENT CODES \(AROC\)](#)
- P [HOSPITAL INSURANCE HEALTH FUND CODES](#)

## GLOSSARY OF TERMS AND ABBREVIATIONS

ABF	Activity Based Funding
ABS	Australian Bureau of Statistics
ACAT	Aged Care Assessment Team
ACS	Australian Coding Standards
AN-DRG	Australian National Diagnosis Related Group
AR-DRG	Australian Refined Diagnosis Related Group
AROC	Australian Rehabilitation Outcomes Centre
CMBS	Commonwealth Medicare Benefits Schedule
CTP	Compulsory Third Party
DD	Department of Defence (Australian)
DRG	Diagnosis Related Groups
DCU	Data Collections Unit
DVA	Department of Veterans' Affairs
EAM	Elective Admission Module
HBCIS	Hospital Based Corporate Information System
HHS	Hospital and Health Services
HITH	Hospital in the Home
HoNOS	Health of the Nation Outcome Scale
HQI	Homer Queensland Interface
I&D Sheet	Identification and Diagnosis Sheet
ICD-10-AM	International Classification of Diseases and Related Health Problems, 10 <sup>th</sup> Revision, Australian Modification
ICD-O	International Classification of Diseases - Oncology
ICN	Intensive Care Nursery
LOS	Length of Stay
M	Morphology Code
MAIA	Motor Accident Insurance Act
MAIC	Motor Accident Insurance Commission
MDC	Major Diagnostic Category
MPHS	Multi Purpose Health Service
NCCH	National Centre for Classification in Health
NCR	No carbon required
NHDD	National Health Data Dictionary
NHTP	Nursing Home Type Patient
NLI	National Localities Index
NMDS	National Minimum Data Set
NOS	Not Otherwise Specified
PEF	Patient Election Form
QAS	Queensland Ambulance Service
QHAPDC	Queensland Hospital Admitted Patient Data Collection
QHIPS	Queensland Hospital Inpatient Processing System
Q-COMP	The Workers Compensation Regulatory Authority
RHCA	Reciprocal Health Care Agreement
SA2	Statistical Area Level 2
SCN	Special Care Nursery
SLA	Statistical Local Area
SNAP	Sub-acute and Non-acute Patient Classification
URN	Unit Record Number
WAN	Wide Area Network

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# 1 THE MANUAL: INSTRUCTIONS

## 1.1 PURPOSE

This manual describes data items that are part of the Queensland Hospital Admitted Patient Data Collection (QHAPDC). It is intended to be a reference manual for all hospital (public and private), Hospital and Health Service and Corporate Office personnel who are involved in the extraction and use of QHAPDC data.

It is important to note that data collected at the point of care must satisfy the information needs of service delivery and the care process, whilst meeting secondary purpose requirements.

For the accurate and complete collection and recording of key patient demographic details please refer to the *Client Identification Data Set Specification October 2008* at the below link.

[http://qheps.health.qld.gov.au/clinical\\_info\\_mgt/docs/cidss/gh\\_cidss\\_v201.pdf](http://qheps.health.qld.gov.au/clinical_info_mgt/docs/cidss/gh_cidss_v201.pdf)

This manual is not intended to be, or replace, the HBCIS system user manual. The latter will often be the main reference for staff at public hospitals at the time of data entry. The QHAPDC manual does not describe the screen layout used in HBCIS.



## 2 INTRODUCTION

[Appendix A](#) contains a list of recognised public hospitals. These hospitals are required to submit information to Queensland's hospital morbidity collection for admitted patients. Licensed private hospitals and day surgery units are also required to submit information for admitted patients. The data collection is called the Queensland Hospital Admitted Patient Data Collection (QHAPDC). The Strategic Policy, Funding and Intergovernmental Relations Branch, Policy, Strategy and Resourcing Division are responsible for informing the Data Collections Unit of the collection requirements related to the national reporting and funding arrangements.

QHAPDC contains data on all patients separated (an inclusive term meaning discharged, died, transferred or statistically separated) from any hospital permitted to admit patients, including public psychiatric hospitals.

Data submitted for QHAPDC should be timely, accurate and complete, and should reflect the types of patients admitted and the treatment provided.

Data are used for a number of purposes both at hospital and department levels. The common uses for data at department level are: determining the level of charges by reference to costs per unit of service; monitoring funding arrangements; negotiating additional funding for health services planning and resource allocation; and for epidemiologists to study patterns of morbidity (illness) and mortality (death). Hospitals, particularly those with a teaching and research role, access the data to educate students of medicine, nursing and allied health disciplines.

More recently, hospitals have found that the information gained through QHAPDC allows a greater understanding of the workings of the facility and assists in substantiating requests for additional resources from funding sources; and accurate, complete and timely QHAPDC data is critical for Activity Based Funding and the National Reform processes.

The system used in public hospitals is known as HBCIS (Hospital Based Corporate Information System). All patient separations and patient days (or occupied bed days) that occur in public hospitals are recorded via direct or indirect access to an operational HBCIS system. All private hospitals, and those public hospitals without direct access to a HBCIS, are referred to in this manual as paper hospitals.

This manual is directed towards both paper and HBCIS hospitals. Where there are differences related to these two types of data capture, the requirements for data submission are identified separately.

The following schema is used to distinguish between HBCIS hospitals and paper hospitals:

### Example: Paper hospitals

<b>PAPER HOSPITAL</b>
Source of referral/transfer.

**Example: HBCIS hospitals**

<b>HBCIS</b>
<i>Admission source code.</i>

It should be noted that where differences occur between HBCIS and the requirements for QHAPDC, HBCIS data are extracted and mapped or grouped to meet the QHAPDC needs. The software used to achieve compatibility is the Homer Queensland Interface (HQI). Throughout the manual, the codes that HBCIS data are mapped to appear in the HBCIS box.

**2.1 CONFIDENTIALITY AND PRIVACY**

At a broad level, confidentiality applies to information that could reasonably lead to the identification of an individual. Apart from the obvious characteristics (such as name and address), there are other data items which, if seen together, may be sufficient to allow an individual to be identified.

All persons involved in the collection, management and use of patient-related information must ensure that the uses of those data do not "compromise" the privacy of the individual to whom it relates.

All patients admitted to a public hospital must be asked for their consent to be contacted for feedback about their episode of care.

All patients admitted to a public hospital must be asked for their consent to the release of their personal, admission and health details for funding purposes. This consent is agency specific and related to the Department of Defence, Motor Accident Insurance Commission, WorkCover Queensland, other workers' compensation insurers and Department of Veterans' Affairs. Any consent given by a patient to release their details to any or all of these agencies does not include the release of any part of the medical record. The information that is released can only be used for the purposes for which it was given. Because a patient has consented to release their information, does not necessarily mean that the information will be released. Only those records with potential funding implications will be released. The patient election form is the instrument used to obtain patient consent in this instance.

**2.2 BENEFITS OF QHAPDC**

QHAPDC is the means by which admitted patient activity can be monitored, evaluated, planned for and researched, thereby allowing improved and objective decision-making.

The benefits of QHAPDC can be described as to:

- assist hospital management to:
  - track resource allocation through the provision of casemix data, and
  - monitor average lengths of stay and occupancy rates.
- assist research into diseases and health related problems by providing clinical and socio-demographic data profiles of patients over a period.
- provide information for quality assurance and utilisation review.
- improve the costing of hospital outputs by the identification of different users of various services within the hospital.
- improve the ability to maximise revenue.

## 2.3 EXAMPLES OF THE USES OF QHAPDC DATA

### 2.3.1 Manager

- Strategic planning - can identify admission trends for any of the data items collected. Health services provision is therefore more likely to meet the needs of the community.
- Resource allocation - data to enable management to examine priorities in hospital resource allocation.
- Performance measurement - managers can measure performance upon the delivery of services.
- Benchmarking - comparison with like facilities.
- Optimise Queensland Health's own source of revenue through the identification of fee-paying patients and provision of relevant treatment information to support funding claims.

### 2.3.2 Administration

- Quality assurance - professionals are assisted in the conduct of health care related quality assurance programs.
- Resource requirements - data allows for the examination of resource requirements for individual and specialty groups within a facility.
- Patient management - clinical staff are assisted to develop standard criteria for clinical management of similar groups of patients.

### 2.3.3 Research

- Epidemiology – QHAPDC collects the mix of socio-demographic data that are invaluable for epidemiologists, either from this system alone, or because data collected are used as the basis for other data collections (such as Cancer Registry and Perinatal Statistics).
- Medical research – QHAPDC gives clinical staff the information that can form the basis for research projects.
- Medical education - in hospitals which have a teaching role for any of the health professions, the data are the basis for retrieval of teaching cases and groups of similar patients for the purpose of clinical education.

### 2.3.4 Federal Government requirements

The Queensland Government is obliged to ensure that it fulfils its obligations under the National Healthcare Agreement and the National Health Reform Agreement in relation to the provision of admitted services in recognised hospitals in the state. QHAPDC data are used to substantiate the number of patient days (occupied bed days) for public and private patients in recognised public hospitals and licensed private hospitals, and other key information.

## 2.4 INFORMATION REQUIRED

A complete record is required for each separation for all admitted overnight (or longer) stay and same day patients. Records on [boarders \(see Section 4.10\)](#) are also required.

The total number of records submitted for any month should correspond with the count of separations of admitted patients (overnight [or longer] and same day) submitted to the Monthly Activity Collection (MAC).

## 2.5 AUDITS

The importance to both the Federal and State Governments of the data submitted for the QHAPDC should not be underestimated, and for this reason the potential exists for one or both levels of government to institute audits of information in recognised hospitals. Depending on the purpose and nature of the audit, they are often conducted by agencies that are external to the hospital and focus on the quality of financial, statistical and clinical data. However, audits should occur at many levels, including; at the point of coding, data entry, processing, report production and overall monitoring of the health system activity.

Audits should be random (where individual cases are selected randomly) and targeted (where it is suspected or known that errors are likely to have occurred).

Audits might involve:

- Reconciling the number of separations submitted for the QHAPDC with that submitted to the Monthly Activity Collection.
- Examining the appropriateness of the admission and classification of public and private same day and overnight (or longer) stay patients within recognised hospitals. For example:
  - Medicare Eligibility – v – Country of Birth;
  - Medicare Numbers beginning with numbers other than '4' where residential address is shown as Queensland;
  - Account class assignment of work-related injuries;
  - Account class assignment for passengers of MVA.
- Monitoring accuracy of the assignment of the Australian Refined Diagnosis Related Group (AR-DRG) based on appropriate coding of the diagnoses and procedures contained in a patient's record.
- Monitoring compliance with obtaining patient consent to release personal admission details and comparing the number of 'unable to obtain' flags against LOS and DRG details.
- Comparing costs and lengths of stay in similar patients, across and within recognised hospitals, to identify anomalies.
- Assessing the quality of the data items (socio-demographic or ICD-10-AM codes). Although the processing software contains edit checks, it is in the interests of hospitals managers, Hospital and Health Services and the Data Collections Unit to conduct random checks to compare the source data (usually the medical record) and the submitted data.

With the implementation of Activity Based Funding, such audits will also focus on the adequacy of the control environment to ensure hospital funding levels are verifiable.

## 2.6 ACTIVITY BASED FUNDING AND CASEMIX

Casemix is a health term describing a system which groups patients by predetermined factors into clinically meaningful and resource homogenous groups to describe the output of a hospital. The more generic term Activity Based Funding (ABF) is being used in Australian health care reforms and utilises casemix and health classifications as a basis for understanding, setting and negotiating prices for hospital services. The Australian Refined Diagnosis Related Groups (AR-DRGs) patient classification system is designed to classify acute admitted patient episodes from admission through to separation via grouping of ICD-10AM diagnosis codes and ACHI procedure codes. The timely and accurate coding of patient encounters from documented clinical activity is a critical factor in appropriate assignment of the DRG and the allocation of hospital funds to the type of activity performed.

Sub-acute and Non-acute admitted patients may be classified using the Australian National Sub and Non Acute Patient (AN-SNAP) system that utilises assessment scores on a range of recognised functionality measures pertinent to a particular care type, grouped into a SNAP class. Where SNAP assessments are not utilised the care type assigned (other than Acute-01) takes precedence over the DRG assignment for funding allocation.

In Activity Based Funding, other patient classifications are utilised for non-inpatient activity - e.g. Outpatients via Clinic Type and Emergency via Urgency Disposition Groups (UDG) moving to URG (Urgency Related Groups) as part of National reforms.

ABF informs Queensland Health's budget allocation to the Local Health and Hospital Networks (LHHNs) to fund health service delivery. The Activity Based Funding Model provides a platform for a more transparent and devolved funding and budgeting system. A casemix funding model was introduced from 2007-08 with a further major refinement for ABF from 2011. The funding model is subject to yearly review via a strong governance framework.

The purpose of the ABF model is to enable budgeted activity to be funded on an equitable basis. Weighted activity units are applied to patient classification systems to allocate available funds across hospitals. Whilst there are variable and fixed cost components within the model, the variable cost components relate to the counted activity on the following classifications:

- Acute Inpatients (DRG)
- Critical Care (Designated Ward)
- Mental Health Inpatients (DRG)
- Sub and Non-acute Patients (Care type and SNAP Class)
- Outpatients (Clinic Types)
- Emergency Departments (Urgency Disposition Groups moving to Urgency Related Groups with diagnosis element)

Therefore, it is imperative that data is at an optimal level of accuracy and provides complete information about each and every patient episode and service. Additionally high quality information needs to be provided in a timely manner to inform progress to budget and activity targets. Reducing delays and improving data quality will result in a more accurate view of hospital activity which will better inform funding policy.

The ABF website <http://abf.health.qld.gov.au/> contains information on mandatory policy relating to data collection and classification along with other general information on casemix and ABF.

## 3 GENERAL GUIDELINES

### 3.1 COVERAGE OF THE COLLECTION

The Queensland Hospital Admitted Patient Data Collection (QHAPDC) covers all admitted patient separations from recognised public hospitals and licensed private hospitals and day surgery units. A separation can be a formal separation (including discharge, transfer or death) or a statistical separation (episode type changes). Departing the hospital on "leave" is not a separation unless the duration of the "leave" was greater than seven days (see [Section 3.6.2](#)). Data from each independent recognised/licensed facility must be reported separately.

Specialist public psychiatric hospitals have been required to submit data to QHAPDC since 1 July 1996. Hospitals with psychiatric units and specialist private psychiatric hospitals have submitted data in the past, but are required to also submit mental health data items.

Hospitals that are permitted to admit patients must contribute data to QHAPDC for each admission. These hospitals are the recognised public hospitals, licensed private hospitals and day surgery units and public psychiatric hospitals listed in [Appendix A](#) of this manual. It is understood that whilst all the listed hospitals can admit patients, not all will do so. Some may admit exclusively on a same day basis, or admit irregularly.

Figure 3-1 (page 303) depicts patients covered by this collection. Figure 3-2 (page 304) depicts those NOT included in this collection.

### 3.2 SCOPE

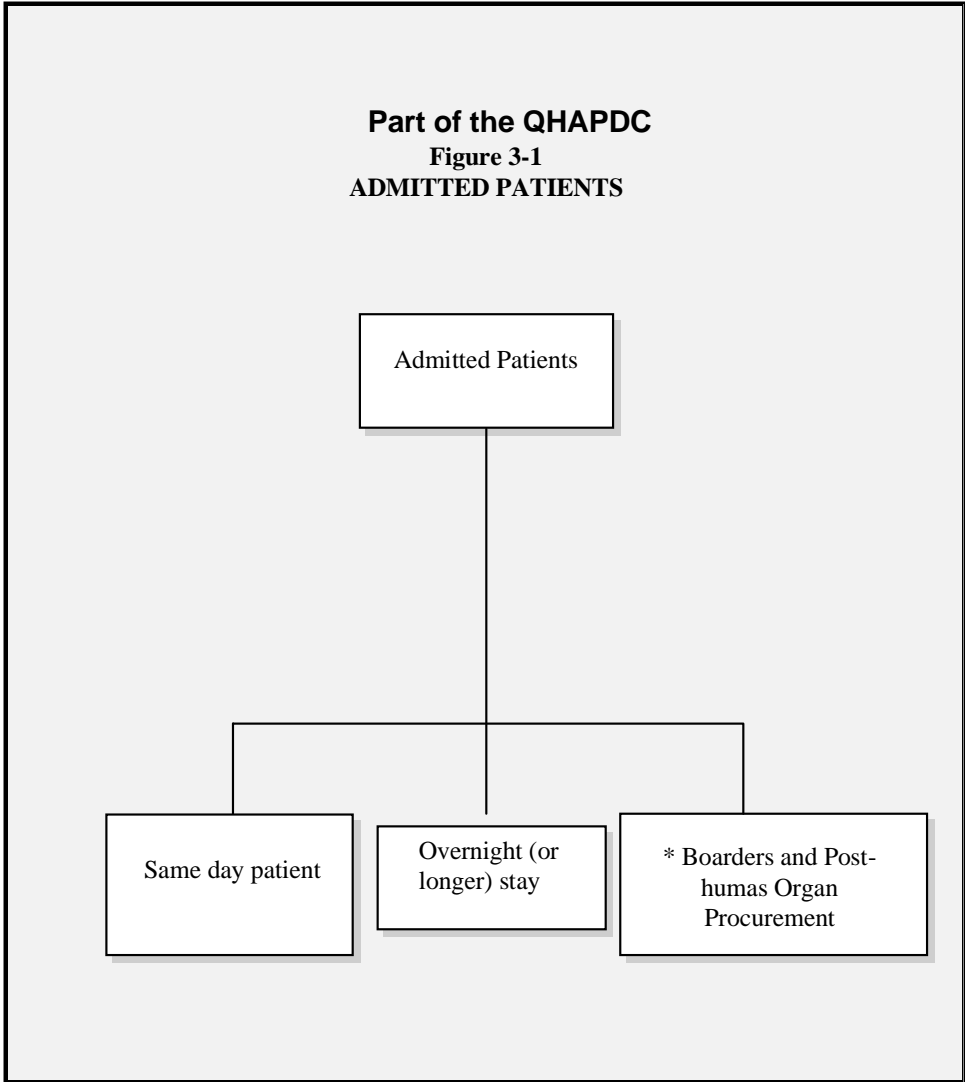
QHAPDC is a monthly collection of unit record data. Public hospitals are required to submit details through their Hospital and Health Service either by way of Identification and Diagnosis Sheets (MR056 (B) - Part One) and Patient Activity Forms (MR056 (B) - Part Two) or by electronic means using an approved file format. Private hospitals submit details directly to the Data Collections Unit, either by way of Identification and Diagnosis Sheets (PHI - Part One) and Patient Activity Forms (PHI - Part Two) or by electronic means using an approved file format. If data are being submitted using I&D Sheets then only completed months are to be forwarded.

See Appendix B for approved file formats and validation rules for both public and private hospitals and [Appendix C](#) for copies of the current paper collection forms for both public and private hospitals.

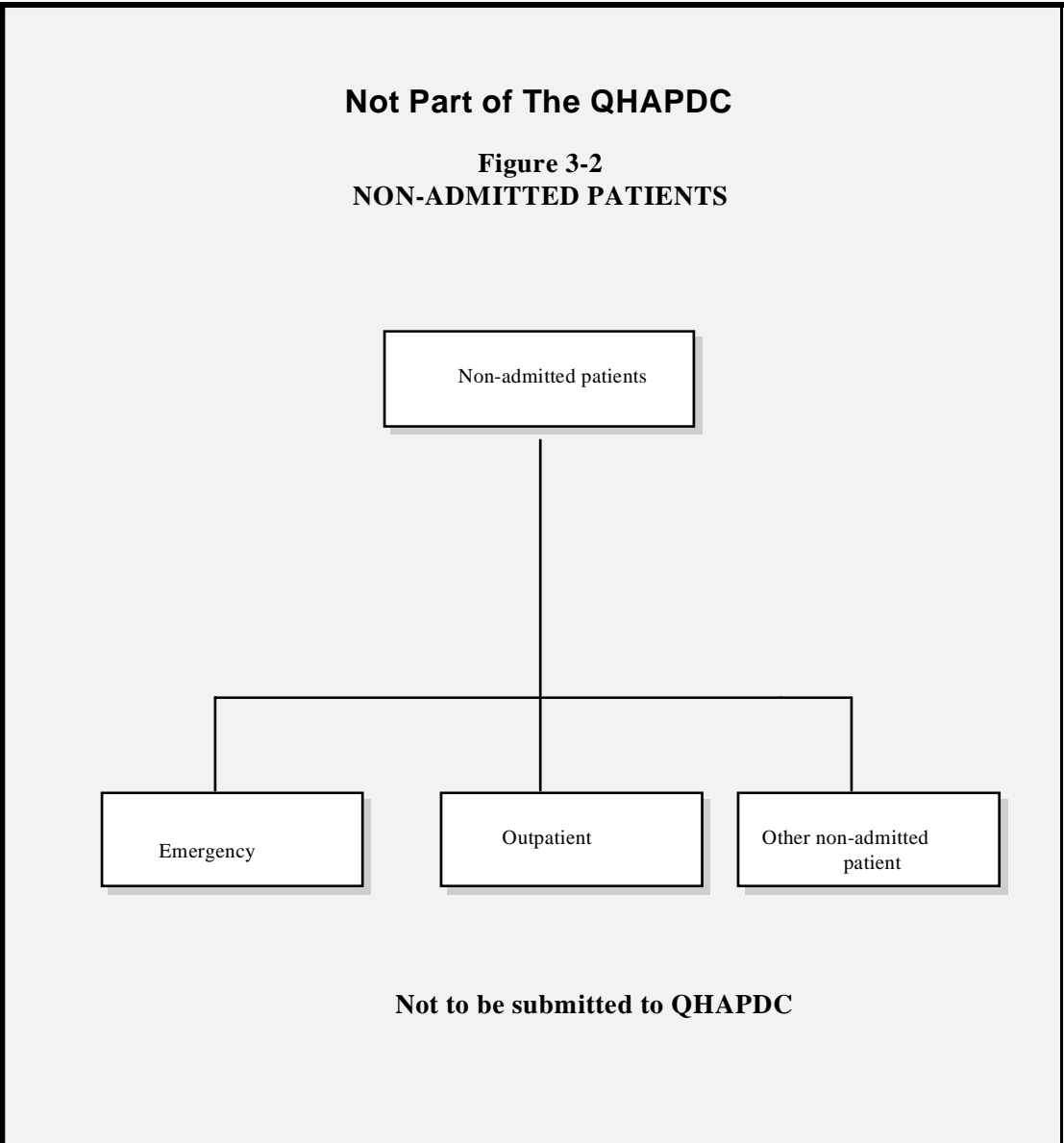
### 3.3 INSTRUCTIONS FOR THE COMPLETION OF IDENTIFICATION AND DIAGNOSIS SHEETS AND PATIENT ACTIVITY FORMS

Paper collection forms are to be typed or completed in blue or black ballpoint pen. Words and figures must be legible and within the confines of the designated field. As the forms are multi-part sets, hospitals must press firmly to obtain a clear copy. The forms have been designed using NCR (no carbon required) paper. Care should be taken to ensure that extraneous imprints are not inadvertently made on the NCR copies. The bottom copy is sent to the Data Collections Unit.

Paper collection forms have not been produced for mental health, elective surgery or SNAP requirements as all hospitals required to submit this data provide it to the Data Collections Unit electronically.



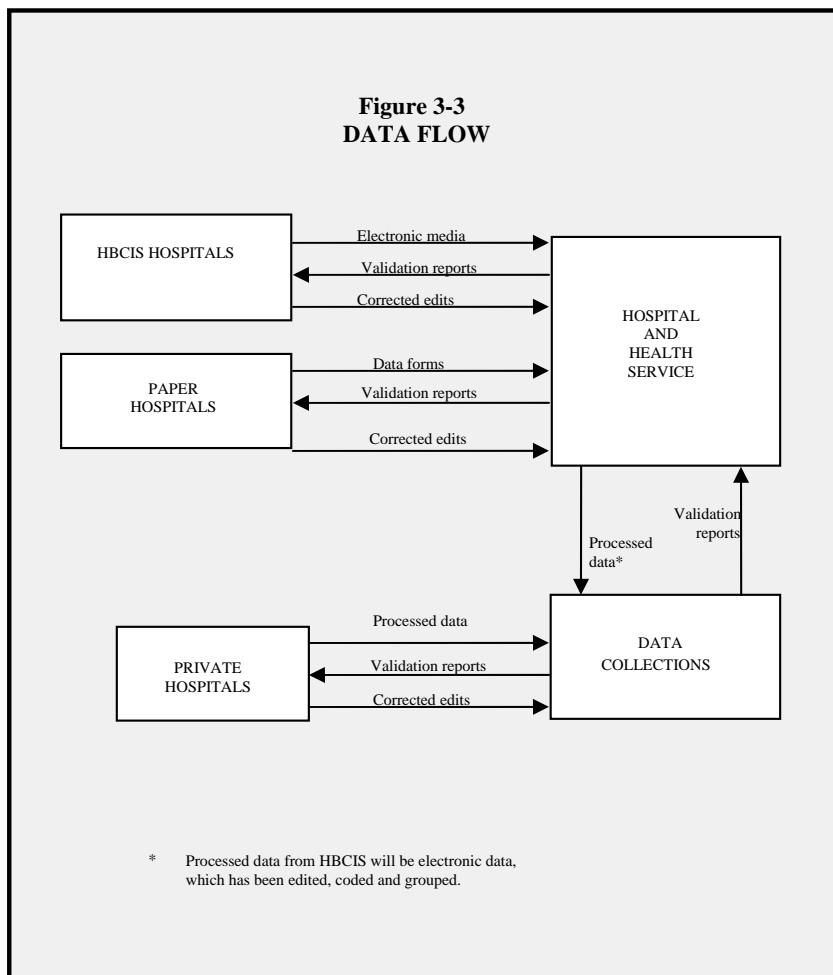
\*All boarders and organ procurement donors should be registered on hospital systems and this information provided to the Data Collections Unit.





3.4 DATA FLOW

Figure 3-3 is an illustration of the data flow between public hospitals, Hospital and Health Service, private hospitals and the Data Collections Unit.



**NB: Although the above diagram suggests that admitted patient data is forwarded to the Data Collections Unit via the Hospital and Health Service, this is not common practice. Most hospitals submit their data directly to the Data Collections Unit.**

### 3.4.1 Submission of Data

Where public hospitals submit forms, the Hospital and Health Service or a nominated hospital given the responsibility will convert the data into an electronic format suitable for submission to the Data Collections Unit. All data, whether in paper form or electronic media, will be submitted by the hospital to the Hospital and Health Service, from where it will be forwarded to the Data Collections Unit by the specified time.

Complete morbidity data are required from all hospitals on a monthly basis in the format and media mutually agreed to by the Data Collections Unit and according to the date of separation of the patient. The deadline for submission of data to the Data Collections Unit is five weeks (35 days) after the end of the reference month to which the data refers.

Hospital and Health Services have the facility to transfer data electronically between Hospital and Health Services and Corporate Office. This functionality allows Hospital and Health Service/hospital staff to submit monthly extracts to the Data Collections Unit via the Wide Area Network (WAN).

The Hospital and Health Service is responsible for ensuring that data checks have been undertaken with the intention of sending "clean" data to the Data Collections Unit and is required to endorse each hospital's monthly data set on the basis of accuracy, timeliness and completeness. Hospital and Health Services determine their own policy as to whether all data must be forwarded via them or whether it may be permitted for hospitals to send data to the Data Collections Unit with Hospital and Health Service endorsement of the quality.

Private hospitals should submit data direct to the Data Collections Unit (not via a Hospital and Health Service)

Data is to be forwarded to:

Data Collections Unit  
Health Statistics Centre  
13th Floor  
Forestry House Building  
GPO Box 48  
BRISBANE QLD 4001

### 3.4.2 Up-to-Date Records (HBCIS ONLY)

Since July 2009, when the HBCIS HQI Extract generates data on separated patients for an extract period, data will also be generated on patients admitted during, or prior to, the extract period but who have not separated in the extract period.

This process will mean that basic data (admission date, date of birth, sex, etc) will be available on patients remaining in hospital over a long period.

No validations will be carried out by Data Collections Unit on up-to-date records.

Once the patient is separated, the up-to-date record will be amended with the separation date and processed/validated in the same way as all other separated records.

### 3.4.3 Validation Reports

Validation exceptions are generated by the Data Collections Unit following a successful load of hospital data for a particular reference period.

HBCIS Hospitals are notified of their exceptions on-line through the Electronic Validation Application (EVA), where they are also displayed and actioned. Refer to [3.4.3.1](#) for more information on EVA.

Private Hospitals currently receive their validation exceptions through Validation Reports sent electronically via secure e-mail or in paper form through Australia Post mail. Paper Validation Reports that have been actioned must be returned to the Data Collections Unit with notations for amendments that are required to be made to any previously submitted records.

It is anticipated that in the near future Private Hospitals (with access to the internet) will also be able to also access their Validation exceptions on-line through the Electronic Validation Application (EVA).

The format of the hospital's Validation Report is exactly the same whether displayed and provided through the EVA, electronic file or in paper form and it is made up of several components. The date displayed on top of the report is the date the report was created by the Data Collections Unit. The report will include edits from the previous month and all other edits that have not been corrected. Therefore, the provision of a new Validation Report at the hospital makes previous Validation Reports redundant. The Patient ID is the patient's UR number supplied by the hospital.

The Unique ID is created by the Data Collections Unit (for Private Paper hospitals) or by the hospital (for HBCIS hospitals and Private electronic hospitals) and is a unique number (within each facility) for every episode of care for every patient. Private Paper hospitals have an M in front of this unique ID, with the rest of the ID made up of the year (Y), month (M), bundle number (B) and page number (P) of the form (YYMMBBBPPP). Episode ID is a hospital created episode number. The Validation Report then has the admission or episode start date, the discharge or episode end date, message type (fatal or warning), message text and message code. [Appendix L](#) will explain in more detail the error message types.

It is recommended that hospitals maintain a record of the completion and dispatch of the monthly data and responses to Validation Reports. The Validation Report should be returned to the Data Collections Unit on completion.

#### Private Paper Hospitals

Validation Reports returned to Private Paper hospitals for correction must be re-submitted to the Data Collections Unit within one week of receipt of the report with the corrections noted on the report. The Data Collections Unit will enter those corrections and subsequently re-run the Validation Report to ensure that all corrections have been made.

#### Private Electronic Hospitals

Validation Reports are provided to Private Electronic hospitals with on the return of their data disk or electronically via secure e-mail. Corrections on the Validation Report provided must be provided to the Data Collections Unit within one week of receipt of the report. The corrections listed on the returned report are made manually at the Data Collections Unit and must be finalised before the next month's data is loaded. Any errors that were not corrected from this month will appear on the next month's Validation Report.

#### Public Paper Hospitals

Corrections from Validation Reports for public Paper hospitals are done either by:

- i) the HBCIS hospital which does data entry in consultation with the originating hospital; or
- ii) made on the Validation Report by the Paper hospital and sent to the HBCIS hospital which does the corrections on HBCIS.

#### HBCIS Hospitals

Validation Reports are sent to HBCIS hospitals when that month's data submission processing has been completed. Amendments are sent to the Data Collections Unit as part of the next extract of data. It is emphasised that HBCIS sites must still forward the Validation Report with the appropriate corrections made on the report, either with the next month's data or before.

#### Additional Information or Amendments

If amendments and additional information are not available at the time of initial submission, then they must accompany data for the following month. However, it is expected that most of each month's data will be submitted, processed and corrected by the five-week deadline. If the Data Collections Unit does not have these amendments before the next month's data is loaded, the existing errors will be regenerated on the next Validation Report.

#### Authorisation Form

This form (FRM-QH-003) is used by HBCIS hospitals to authorise the Data Collections Unit to amend records. It should only be used for amendments that cannot be made by the HBCIS hospital itself. The reason for using this authorisation form should be recorded on the form. A copy of the form is available from the Data Collections Unit.

### 3.4.3.1 Electronic Validation Application

The QHAPDC Electronic Validation Application (EVA) displays on a secure QHEPS website the validation errors that are raised from the data provided by public facilities. It also provides facilities with the ability to record 'actions' that are required to rectify these validation errors. The EVA is designed to streamline and replace the paper based Validation Reports process, with additional benefits including;

- Non reliance on Australia post.
- Errors are available for actioning almost immediately after data is loaded. Once actioned DCU are able to immediately process further requests such as error mapping.
- More than one user can access and be actioning the errors at the same time.
- Errors can be filtered/sorted to only show specific validation types e.g. EAS errors.

Detailed information relating to the EVA can be found within the EVA user manual located on the Data Collections Unit Intranet site. <http://qheps.health.qld.gov.au/hic/products.htm#manuals>

### 3.4.4 Hospital-Generated Amendments at Data

It is recognised that hospitals may wish to amend data already submitted (for example, a change in ICD-10-AM codes or compensable status).

Paper hospitals can make amendments to separations within a financial year up to 21 September of the next financial year. Thus, a change to data for a patient separated on 3 May 2012 can be accepted by the Data Collections Unit up to 21 September 2012.

Changes to the HQI extract will now allow HBCIS hospitals to provide amendments to separations within a financial year up to the acceptance of their August (current financial year) extract. For example if a change is made to data for a patient separated on 3 May 2012 on HBCIS after their July data has been submitted to the Data Collections Unit, then the amendment will be included in the **August** extract. Amendments to separations for the previous financial year can not be submitted electronically by HBCIS hospitals after the August extract (current financial year) has been completed and accepted.

### 3.4.5 Ordering Forms

All private hospitals can obtain forms by contacting their QHAPDC contact in the Data Collections Unit.

All public hospitals can obtain forms by faxing orders to Corporate Express Australia Ltd (CEAL).

Orders should be faxed to CEAL on 3365 0899, See [Appendix C](#).

The forms can also be accessed through the Data Collections Unit web page:

[http://qheps.health.qld.gov.au/hic/dsu\\_collections.htm](http://qheps.health.qld.gov.au/hic/dsu_collections.htm)

### 3.5 SUGGESTED RESPONSIBILITY FOR COMPLETION OF DATA ITEMS

Items marked (\*) are not required for QHAPDC but are included for completeness.

#### 3.5.1 Administrative Data

##### ***Admitting Staff***

The admitting staff member may be a nurse, administrative officer or other staff member who is documenting the patient and admission details. The admitting staff member should complete the following administrative data items at the time of admission. For mental health details, the following information is to be collected by the admitting staff of the specialised mental health service.

- accommodation (intended) (HBCIS only)
- account and payment class (HBCIS only) (\*)
- admission date
- admission number/episode ID
- admission time
- admission unit
- admission ward
- Australian South Sea Islander
- baby admission weight (where <2500 grams or < 29 days)
- boarder
- care type
- chargeable status
- compensable status
- consents to release details (HBCIS only)
- contact for feedback indicator (HBCIS only)
- contact telephone number (HBCIS only)
- country of birth
- date not ready for care (HBCIS only)
- date of birth
- delayed assessed separation event data items (HBCIS only)
- DVA card type
- DVA file number
- elective patient status
- emergency contact name, address and telephone number (\*)
- employment status

- estimated date of birth flag
- facility name and number
- facility name and number for transfers in
- first admission for palliative care treatment
- first admission for psychiatric care
- funding source
- hospital insurance
- incident date (HBCIS only)
- Indigenous status
- Interpreter services required (HBCIS only)
- last date not ready for care (HBCIS only)
- listing date (HBCIS only)
- marital status
- Medicare eligibility and Medicare number
- nature of injury (HBCIS only)
- patient family and given names
- patient address and address usage type - if applicable
- pension status
- planned length of stay (HBCIS only)
- planned procedure date (HBCIS only)
- planned same day
- preferred language (HBCIS only)
- previous specialised non-admitted palliative care treatment
- previous specialised non-admitted psychiatric care treatment (HBCIS only)
- QAS patient Identification number
- recent discharge information (i.e. previous hospitalisation) (\*)
- religion (\*)
- sex
- site procedure indicator (HBCIS only)
- source of referral/transfer (admission source) (HBCIS only)
- standard unit code and SNAP items
- standard ward code
- type of usual accommodation
- UR number
- workers' compensation claim number (HBCIS only)

**Discharging Staff**

Discharging staff should complete administrative data items relating to separations. The following must be completed. Mental health details are expected to be completed by staff at the specialised mental health service.

- separation date
- separation time
- band
- mode of separation
- separation number (\*)
- (transferring to) facility number
- baby admission weight (if not completed on admission)
- referral to further care
- mental health legal status indicator

**3.5.2 Clinical Data****Medical Practitioner**

It is the responsibility of the medical practitioner in charge of the case to complete in writing, on the medical record, the details that allow the coder to assign ICD-10-AM diagnosis/procedure codes and data element indicators pertaining to that admission.

- principal diagnosis/condition
- secondary/other conditions (sequelae/complications)
- procedures/surgical and non-surgical
- procedure dates (collected for a range/ranges of block codes)
- external cause; place of occurrence
- morphology of neoplasm
- data element indicators
- treating doctor and signature

**Coding Staff**

Coders must code clinical details using the current version of the ICD-10-AM Australian Coding Standards (<http://qheps.health.qld.gov.au/qhcs/home.htm>).

**3.6 COUNTING RULES****3.6.1 Calculation of Length of Stay**

Every day the patient is an admitted patient is known as a patient day (sometimes referred to as an occupied bed day). The length of stay of an episode of care is the total of all the patient days accrued during a particular episode.

There are two ways of calculating the length of stay:

- Retrospective (after the patient has been discharged): separation date minus admission date minus total leave days.

**EXAMPLE**

A patient was admitted on 4 January 2007 and discharged on 11 January 2007. There was one day of leave in that time. The length of stay is  $(11 - 4) - 1 = 6$  days.

- Progressive (while still in hospital): sum of the accrued patient days at a point in time.

**EXAMPLE**

A patient was admitted on 4 January 2007. As of 8 January 2007, with no days of leave the length of stay is 4 days.

**3.6.1.1 Rules**

There are rules that allow consistent calculation of length of stay.

- (1) The sum of patient days and leave days must equal the number of days elapsed between admission date and separation date.
- (2) For any given date, either a patient day or a leave day may be counted, but not both.
- (3) Patient days are not accrued when the patient is out of hospital on leave even though a bed may be "held" for the patient during his/her absence.
- (4) For patients admitted and separated on different dates, count one patient day for day of admission; do not count a patient day for day of separation.
- (5) For patients admitted and separated on the same date, count one patient day; no leave days. The length of stay is one day.
- (6) A same day patient cannot go on overnight leave
- (7) A period of leave cannot exceed seven days.
- (8) Normally, the day of going on leave is counted as a leave day, and the day of returning from leave is counted as a patient day.
- (9) When, on the same date, a patient is admitted and goes on leave, count this day as a patient day. When, on the same date, a patient returns from leave and again goes on leave, count this day as a leave day. When, on the same date, a patient returns from leave and is separated, do not count this day as either a patient day or a leave day.
- (10) For QHAPDC, leave is reported only where the patient is away at midnight. Midnight is recorded as the start of a new day (not the end of the previous one).
- (11) If an admitted patient goes from one hospital to another to receive same day treatment (as an admitted patient) and the patient has not been placed on contract leave, he/she must be separated and re-admitted on return (if applicable).
- (12) Patients cannot be charged for "leave days" even if they had treatment and accommodation for part of that day.

**3.6.1.2 Counting rules for contract leave**

For QHAPDC, contract leave is reported by the hospital from which the patient is being contracted, whether the leave is same day or overnight. The patient is not required to be away at midnight.

**3.6.2 Calculation of leave days**

The number of leave days is calculated as the date returned from leave minus the date went on leave during a period of treatment or care. A day is measured from midnight to midnight.

The day the patient goes on leave is counted as a leave day. The day the patient returns from leave is not counted as a leave day, but as a patient day.



Therefore, a patient starting leave on Monday, 10 June, must return to the hospital on or before Monday, 17 June. No patient day charges are raised whilst the patient is on leave, nor are patient days calculated.

**3.6.2.1 Calculation Rules for Leave Days**

The calculation rules for the leave days in which the patient is out of hospital are as follows.

- (1) The sum of patient days and leave days must equal the number of days elapsed between admission date and separation date.
- (2) For any given date, either a patient day or a leave day may be counted, but not both.
- (3) Patient days are not accrued when the patient is out of hospital on leave, even though a bed may be "held" for the patient during his/her absence.
- (4) A same day patient cannot go on overnight leave.
- (5) A period of leave cannot exceed seven days.
- (6) Renal dialysis patients are not on leave between treatments; each dialysis session is a separate admission.
- (7) Normally, the day of going on leave is counted as a leave day, and the day of returning from leave is counted as a patient day.
- (8) When, on the same date, a patient is admitted and goes on leave, count this day as a patient day. When, on the same date, a patient returns from leave and again goes on leave, count this day as a leave day. When, on the same date, a patient returns from leave and is separated, do not count this day as either a patient day or a leave day.
- (9) For QHAPDC, leave is reported only where the patient is away at midnight. If an admitted patient goes from one hospital to another to receive same day treatment (as an admitted patient) and this is not on contract, they must be discharged and re-admitted on return (if applicable).
- (10) Patients cannot be charged for a "leave day" even if they had treatment and accommodation for part of that day.

**CALCULATION OF LEAVE**

The rules for calculation of leave days during which the patient is out of hospital are as follows:

The day the patient leaves the hospital is considered day one of the leave days. The day the patient returns to the hospital is not counted as a leave day, but as a day of admitted care (patient day). This patient day counts towards the 35-day qualifying period for calculation of nursing home type patients. Therefore, a patient starting leave on Monday, 10 June, must return to the hospital on or before Monday, 17 June, in order to continue the accrual of his/her qualifying period.

It is important to emphasise that a period of leave cannot exceed seven days. A patient who goes on leave but does not return within the specified seven-day limit is to be formally separated from the hospital from the date that he/she left the hospital. The mode of separation (discharge status) is to be recorded as:

<b>PAPER HOSPITAL</b>
Mode of separation: 09 Non-return from leave.

<b>HBCIS</b>
<i>Discharge status: 09 Non-return from leave</i>

If the patient subsequently returns to hospital, he/she is to be treated as a new admission. This seven day maximum leave rule also applies to psychiatric hospitals.

### 3.7 BOUNDARIES

Confusion is caused by the grey areas that exist in trying to distinguish between the classifications some patients fall into. Whilst definitions do exist and have been used as the basis for the descriptions in this QHAPDC manual, they are often broad descriptions and difficult to apply to a specific situation or hospital. This section describes these terms and clarifies the differences.

#### 3.7.1 Same day patients and overnight (or longer) stay patients

A same day patient is admitted and separated on the same date. An overnight (or longer) stay patient receives hospital treatment for a minimum of one night. In both instances, the decision to admit a patient requires a clinical determination that admission is required. A patient can be admitted to hospital if they fall into the following categories and clinical determination has been provided (that the patient is to be admitted under the treating clinician):

- Expected Overnight
- Delivery
- Newborns
- Day Only Bands 1A, 1B, 2, 3 and 4
- Anaesthetic
- Approved Same-day Program
- Type C Professional Attention Procedures
- Medical Observation and Care

More detailed information regarding these categories is available in the revised Queensland Health Admission Policy at the following link:

[http://www.health.qld.gov.au/hic/hospadmission/admission\\_policy.pdf](http://www.health.qld.gov.au/hic/hospadmission/admission_policy.pdf)

A copy is also located in [Appendix F](#) of this manual.

#### 3.7.2 Same day patients and non-admitted patients

The following factors should be considered when determining whether a patient is a same day patient or a non-admitted patient. The latter includes, for example, emergency and outpatient department attendees. It is true that a patient may meet the criteria for same day admission but the practitioner may wish to treat him/her on an outpatient basis. It is the policy of Queensland Health that all patients eligible for admission should be admitted, unless there are clear clinical reasons for treating the patient on a non-admitted basis. This allows comparisons with other hospitals within the State and across Australia.

- A same day patient meets the criteria for admission and is admitted and separated on the same day. Patients who receive a procedure which would not normally warrant admission but should the clinical determination deem that an admission is necessary, a Day Only Certification must be completed by the attending medical practitioner, for public as well as for private patients. For example, if a private patient requires admission for a plaster cast or removal of sutures, they are admitted on Band 1B with the appropriate certification. If a public patient requires the same procedure, the admission must be certified and can be banded, however, it is not necessarily a requirement for public patients to be banded.

- A non-admitted patient receives a service that is often simpler and less prolonged than that given to a same day patient. Whether the patient actually occupies a bed or how long the patient is in attendance are not relevant to classifying patients to one of these categories.
- If a patient is admitted as a day only banded patient, but the intended procedure is cancelled, the admission should also be cancelled (i.e. deleted from your system) where possible. If the admission is still clinically determined as required, then the patient should be formally admitted (refer to [Appendix F](#)).
- Patients who attend psychiatric day or partial day care programs at public hospitals (i.e. 'day program patients') should be recorded as non-admitted occasions of service patients, not as same day admissions. Use of same day admissions is only valid where patients meet the conditions as described earlier in this section.
- Patients who attend psychiatric day or partial day care programs at private hospitals can be admitted.

### 3.7.3 Acute Care Certificate and Nursing Home Type Patient

The following factors should be used when classifying a patient as a Nursing Home Type Patient (NHTP):

By definition, a NHTP is one who has been in hospital for a continuous period exceeding 35 days and does not have a current Acute Care Certificate issued by a medical officer.

The 35 day period:

- may accrue in more than one hospital (public, private or both),
  - Excludes treatment in public psychiatric hospitals.
  - Excludes leave days
  - Commences upon admission
- Any patient who remains in hospital for over 35 days and is not the subject of an Acute Care Certificate may be assigned as an NHTP. Prior to 2004 patients had to be changed to care type Maintenance to then be assigned as a NHTP. This is no longer the case.
  - The care types that a patient can NOT have when being classified as a NHTP (because this would never be applicable) are:  
'01 – Acute',  
'05 – Newborn',  
'07 – Organ procurement', and  
'08 – Boarder'
  - The 35 day period does not apply if the patient was a resident of a residential care facility immediately before admission to a public psychiatric hospital. If however the patient was a resident of a residential aged care facility and is admitted to hospital under the acute care type, remains under this care type for more than 35 day and is not covered by an Acute Care Certificate the patient must be classified as NHTP.
  - An Acute Care Certificate is required for all admitted patients where the period of hospitalisation exceeds 35 days and the patient is not classified as a NHTP. If a patient is (re) classified as a NHTP but subsequently requires acute care, the qualifying period of 35 days does not start again.

### 3.7.3.1 Nursing home residents and Nursing Home Type Patients

A nursing home resident is a person who has been classified as such and occupies a designated nursing home bed. Nursing homes now come under the general classification of Residential Aged Care Service – which also includes nursing hostels, but not independent living units.

A resident of a nursing home is not generally expected to leave the nursing home to live anywhere else, although it is possible for a nursing home resident to require treatment in an acute hospital (for example, following a fall and sustaining an injury that requires acute care). The resident is then admitted to the acute hospital for the duration of the treatment. The patient will be discharged back to his/her nursing home as a nursing home resident after treatment is complete.

### 3.7.4 Respite care patients and respite care residents in a residential aged care service.

Respite care residents (in a residential aged care service) receive residential aged care services. As such, the charges that apply to them are based on those that apply to other residents in a residential aged care service. In the case of maintenance care patients (receiving respite care) accommodated in hospitals (not a residential aged care service) with public status, no charges can be raised for the first 35 days. After that period, they are classified as NHTP and are charged as such. Respite fees may differ from NHTP fees for persons occupying places in residential care facilities. Public Hospital staff should access the Fee and Charges Register on the Statewide Own Source Revenue website.

### 3.7.5 Calculation of Nursing Home Type Patient days

A patient should be classified as a NHTP after 35 consecutive days of hospitalisation and when the treating doctor has not completed the Acute Care Certificate which determines that the patient is in need of acute care for a specified period.

A recent ruling from the Crown Solicitor has determined that third party patients should be classified as NHTP after the normal 35 day period, unless an exclusion applies. (i.e. An Acute Care Certificate has been issued or the Australian Government Minister for Health and Ageing has issued a notice declaring a certain class of people as non NHTPs).

If an ineligible person remains in hospital for an extended period and is not receiving 'acute' care, then they should be classified as one of the non-acute care types according to the care type definitions. See section 7.6 Care type. The patient will be charged the applicable rate for their care according to the fee specified in the Health Services Regulation 2002 and/or the Fees and Charges Register.

Note that the 35-day qualifying period may accrue across more than one hospital (public or private or both) and includes extended treatment facilities but excludes public psychiatric facilities.

Patients who go on leave or are separated from hospital, but return within seven days, may continue accruing the 35 days. Patients who leave hospital and do not enter another hospital for at least seven days will begin at day one towards the 35-day qualifying period on their next admission to hospital.

Note that leave days and days out of hospital do not count in accruing the 35 days.

The rules for calculation of leave days during which the patient is out of hospital are as follows:

**CALCULATION OF LEAVE**

The rules for the calculation of the leave days in which the patient is out of hospital are as follows:

The day the patient leaves the hospital is considered day one of the leave days. The day the patient returns to the hospital is not counted as a leave day, but as a day of admitted care (patient day). This patient day counts towards the 35-day qualifying period for calculation of nursing home type patients. Therefore, a patient starting leave on Monday, 10 June, must return to the hospital on or before Monday, 17 June, in order to continue the accrual of his/her qualifying period.

If a patient is no longer classified as NHT (e.g. patient broke arm and requires acute care) the 35 day qualifying period does not begin again.

**3.7.6 Multi Purpose Health Service (MPHS) and Flexible Care Patients (HBCIS Hospitals Only)**

The joint Commonwealth-State Multi Purpose Health Service (MPHS) program provides a flexible approach to the provision of health and aged care services in small rural communities. It typically involves the amalgamation of services ranging from acute hospital care to residential aged care, community health, home and community care and other health related services. This amalgamation of services is used to provide flexible care.

Although there is no legislative requirement for Aged Care Assessment Team (ACAT) assessment prior to a client being provided flexible care, it is suggested that ACAT assessment is used as a standardised and agreed approach to establishing a need for flexible care.

When the decision is made to provide flexible care to a patient currently admitted to an acute hospital:

- Discharge the patient from the acute hospital with a discharge status of **15 – Residential Aged Care Service**.
- The extended source code is the facility ID of the MPHS (Refer to [Appendix A](#)).
- Admit the patient to the MPHS with an admission type of **44 – Aged-Care resident**, an admission source of **24 – Admitted patient transferred from another hospital** and an appropriate account class code.
- The extended source code is the facility ID of the Acute Hospital (Refer to [Appendix A](#)).

If a patient of an MPHS needs to be admitted to an acute facility for treatment then;

- Discharge the patient from the MPHS with a discharge status of **16 – Hospital Transfer**
- The extended source code is the facility Id of the Acute Hospital (Refer to [Appendix A](#))
- Admit the patient to the Acute Hospital with an admission source code of **23 - Residential Aged Care Service**
- The extended source code will be the Facility ID of the MPHS (Refer to [Appendix A](#))

Responsibility for the policy aspects of the MPHS program (including the signing of the funding agreements between Queensland Health and the Commonwealth) rests with Strategic Policy, Funding and Intergovernmental Relations Branch, Policy, Strategy and Resourcing Division.

Overall statewide planning for new MPHS sites, and any associated planning, lies with the Office of Rural and Remote Health, Policy, Strategy and Resourcing Division.

Planning at the local level (including implementation, monitoring and reporting) of new and existing MPHS sites is the responsibility of the relevant Hospital and Health Services.

For further information regarding the set-up of MPHS on HBCIS, please contact InfoOperations, Information Division.

## 4 DATA DEFINITIONS

Definitions used for the QHAPDC conform largely to the requirements of the [National Online Data Dictionary \(METEOR\)](#) and the [Queensland Health Data Dictionary](#).

### 4.1 ADMITTING HOSPITAL

All recognised public hospitals and licensed private hospitals and day surgery units (listed in [Appendix A](#)) are entitled to admit patients. Public psychiatric hospitals may also admit patients and are required to supply data to the QHAPDC.

If a doctor with admitting rights at one of these hospitals believes he/she has a patient that requires or warrants admission, the patient must meet the criteria set out below. Provided it is to one of the recognised/licensed hospitals, an admitted patient is not required to occupy a bed nor is there a minimum time requirement to qualify for admission.

### 4.2 ADMISSION POLICY

Admission is the process whereby the hospital accepts responsibility for the patient's care and/or treatment. Admission follows a clinical decision, based upon specified criteria, that a patient requires same-day or overnight care or treatment. This care and/or treatment can occur in hospital and/or in the patient's home (for hospital-in-the-home patients).

In general, a patient can be admitted if one or more of the following apply:

- The patient's condition requires clinical management and/or facilities are not available in their usual residential environment.
- The patient requires observation in order to be assessed or diagnosed.
- The patient requires at least daily assessment of their medication needs.
- The patient requires a procedure(s) that cannot be performed in a stand-alone facility, such as a doctor's room, without specialised support facilities and/or expertise being available (e.g. cardiac catheterisation).
- There is a legal requirement for admission (e.g. under child protection legislation).
- The patient is aged nine days or less.

Clause 8 of Schedule 3 of the Private Health Insurance (Benefit Requirements) Rules 2011 (Type C Procedures) may be used as a guide for the medical services not normally requiring admitted hospital treatment. This clause also contains the list of Type C exclusions.

It is a requirement that all Boarders are registered and the data submitted to the Data Collections Unit. Refer to [Section 4.10 Boarders](#).

It is the policy of Queensland Health that all patients who are eligible for admission should be admitted, unless there are clear clinical reasons for treating them on a non-admitted patient basis.

More detailed information regarding Queensland Health's admission policy can be found at [Appendix F](#).

### 4.3 OVERNIGHT (OR LONGER) STAY PATIENTS

An overnight (or longer) stay patient is a patient who is admitted to and separated from the hospital on different dates. This patient:

- has been registered as a patient at the hospital;
- meets the minimum criteria for admission;
- has undergone a formal admission process;
- remains in hospital at midnight on the day of admission.

**Boarders** are excluded from this definition (see [Section 4.10 Boarders](#)).

**Note:**

- An overnight stay patient in one hospital cannot be concurrently an admitted patient in another hospital, unless they are on contract leave. If not on contract leave, a patient must be discharged from one hospital and admitted to the other hospital on each occasion of transfer.
- Treatment provided to an intended same day patient who is subsequently classified as an overnight stay patient shall be regarded as part of the overnight episode.

### 4.4 SAME DAY PATIENTS

A same day patient is a person who is admitted and separated on the same date. This patient:

- has been registered as a patient at the hospital;
- meets the minimum criteria for admission;
- has undergone a formal admission process;
- is separated prior to midnight on the day of admission.

**Boarders** are excluded from this definition (see [Section 4.10 Boarders](#))

**Note:**

- Same day patients may be either intended to be separated on the same day, or intended overnight stay patients who were separated, died or were transferred on their first day in hospital.
- Treatment provided to an intended same day patient who is subsequently classified as an overnight stay patient shall be regarded as part of the overnight episode.
- Data on same day patients are derived by a review of admission and separation dates. The data excludes patients who were to be discharged on the same day but were subsequently required to stay in hospital for one night or more.



#### 4.4.1 Day Only Procedure Patients

Day only procedure patients are a subset of same day patients. They are patients who are admitted for, and have carried out a Day Only Surgical and Diagnostic Service as specified in Band 1A, 1B, 2, 3 and 4 as listed in Part 2 of Schedule 3 of the Private Health Insurance (Benefit Requirements) Rules 2011, and have been *discharged, transferred or died* before midnight on the day of admission; or Type C exclusion patients for whom a Day Only Procedure Certificate is completed. A day only procedure patient cannot have any related episodes during a hospital stay.

The following notes may help clarify some issues regarding banding of day only procedure patients.

- Public and Private patients admitted for observation who are separated before midnight on the day of admission are not banded.
- Public and Private patients who die on the day of admission, prior to any procedure being performed, are not banded.
- Private patients who received a Type C procedure with an accompanying certificate can only be banded as Band 1B, irrespective of anaesthetic type or theatre time.
- Public patients who receive a Type C procedure with an accompanying certificate are not banded but admitted as public same day patients.

#### 4.5 NEWBORNS

Previously a newborn was recorded as being either acute or unqualified, and a change in status resulted in a statistical discharge and readmission. However, as an unqualified episode of care is not a phase of treatment a 'newborn' care type has been developed, which is clinically more meaningful and allows for a DRG allocation to a single episode.

All babies nine days old or less should be admitted as a newborn episode of care. A newborn episode of care is initiated when the patient is nine days old or less at the time of admission and continues until the care type changes or the patient is separated. At any time during their stay the newborn has a qualification status of either acute or unqualified.

##### 4.5.1 Newborns - Acute Qualification Status

A newborn can be allocated an acute qualification status if the newborn is nine days old or less and meets at least one of the following criteria:

- the newborn is the second or subsequent live born infant of a multiple birth; or
- the newborn is admitted to a special care facility in a hospital, being a facility approved by the Australian Government Health Minister for the purpose of the provision of special care (i.e. a 'special care nursery'); or
- the newborn is in hospital without its mother.

If a baby is nine days old or less and is transferred to another hospital, it is to be admitted as a newborn with an appropriate qualification status by the receiving hospital. For example,

- if it is transferred without its mother; or
- the mother is admitted as a boarder; or
- the baby is the second of subsequent live born infant of a multiple birth; or
- baby is admitted to an intensive care facility in the receiving hospital;

the baby is to be admitted as a newborn with a qualification status of acute. For newborns with an admission qualification status of acute, the parent/s or legal guardian/s must elect whether the baby is to be treated as a public or private patient. It is possible for the mother and the baby to be classified differently.

Refer to [Section 6.16 Medicare Eligibility](#) to determine the eligibility of a newborn.

All newborns remaining in hospital who still require clinical care when they turn ten days of age must have a qualification status of acute. Newborns who turn nine days of age and who do not require clinical care on day ten must be separated.

Babies who are not admitted at birth (e.g. transferred from another hospital) and aged greater than nine days are either boarders or admitted with an acute care type.

Newborns who are waiting for adoption and turn ten days of age, remain in hospital without their mother, and require no clinical care/treatment, should be formally separated and then registered as boarders (on and before nine days of age, they are classified according to the normal rules).

If a mother remains in hospital after the period in which she required care and is staying with a baby that is nine days old or less and requires care the mother should be classified as a boarder and the baby must be assigned an acute qualification status.

Only acute newborn days are eligible for health insurance benefit purposes and should be counted under the NHA. Unqualified newborn days should not be counted under the NHA and are not eligible for Health insurance benefit purposes. Stillborn babies are not admitted, but should be registered (providing this meets the Queensland Births, Deaths and Marriages Registration Act).

#### 4.5.2 Newborns - Unqualified Qualification Status

A newborn has a qualification status of unqualified, if the newborn is nine days old or less and does not meet the criteria for being admitted as a newborn with a qualification status of acute. An unqualified baby may be born in the hospital or before arrival at hospital, and or transferred after birth to another hospital with its mother. A newborn may or may not require clinical care/treatment, but where care/treatment is required and delivered outside an approved ICN/SCN facility, the qualification status of a newborn is unqualified, unless the mother is discharged. (Refer to [Section 4.5.1 Newborns](#) with an acute qualification status).

Under the NHA, Newborns with a qualification status of unqualified (classified as either public or private patients) are not eligible for health insurance benefit purposes and therefore cannot be charged.

#### 4.5.3 Changes in Qualification Status of Newborns

Sometimes a change in the condition of a newborn results in their qualification status changing between acute and unqualified: e.g. an unqualified newborn is admitted to an intensive care facility or remains in hospital without its mother. This must be recorded as a change in qualification status.

All changes in qualification status must be recorded. If more than one change of qualification status occurs on a single day, then the final qualification status for that day should be provided to the Data Collections Unit.

A baby born on 1 March and admitted to hospital prior to 11 March must be admitted with a care type of '05 – Newborn'.

A baby born on 1 March and admitted with a care type of '05 – Newborn', and remaining in hospital and still requiring clinical care when it turns 10 days old on 11 March, must have a qualification status of 'Acute' from 11 March until the day it is separated. If the qualification status needs to be changed from 'Unqualified' to 'Acute', this may be done at any time on 11 March (but no later).

### Some Examples

This section provides examples of when changes need to be made to the care type or qualification status of a Newborn. Given that the fundamental rule for getting these changes correct is that a baby becomes one day older at the start of each new day, you need to know what time signifies the start of the day.

### Paper Hospitals

For **Paper** hospitals, the start of the reporting day should be midnight (00:00), with 23:59 being the end of the reporting day. As a result, a baby born at 11.20 on 1 March is one day old at the start of 2 March, that is at 00:00 on 2 March. A baby born at 23.20 on 1 March is also one day old at the start (00:00) of 2 March.

So, any babies born from the start (00:00) to the end (23:59) of 1 March become 9 days old at the start (00:00) of 10 March and 10 days old at the start (00:00) of 11 March.

PAPER HOSPITALS										
Born	Turns 1 day old	Turns 2 days old	Turns 3 days old	Turns 4 days old	Turns 5 days old	Turns 6 days old	Turns 7 days old	Turns 8 days old	Turns 9 days old	Turns 10 days old
00:00 to 23:59 1 March	00:00 2 March	00:00 3 March	00:00 4 March	00:00 5 March	00:00 6 March	00:00 7 March	00:00 8 March	00:00 9 March	00:00 10 March	00:00 11 March

Therefore, a baby born on 1 March and admitted to hospital on 11 March is 10 days old, and must be admitted with an episode of care type of '01 - Acute'.

A baby born on 1 March and admitted to hospital prior to 11 March must be admitted with an episode of care type of '05 – Newborn'.

A baby born on 1 March and admitted to hospital with a care type of '05 – Newborn', and remains in hospital requiring clinical care, when the baby turns 10 days old on 11 March, must have a qualification status of 'Acute' from 11 March until the day it is separated. If the qualification status of the Newborn episode needs to be changed from 'Unqualified' to 'Acute', this may be done at any time on 11 March (but no later).

A baby born on 1 March and admitted to hospital with an episode care type of '05 – Newborn', **and remains in hospital** when the baby turns 10 days old on the 11 March, and does **not require clinical care** must be separated at the end of 10 March and registered as a boarder at the start of 11 March. That is, the date and time of separation from the 'Newborn' episode of care would be 10 March at 23:59, and the date and time of the registration of the 'Boarder' episode of care would be 11 March at 00:00.

### HBCIS Hospitals

On HBCIS, the start of the reporting day is 00:01, with midnight (24:00) being the end of the reporting day. As a result, a baby born at 11.20 on 1 March is one day old at the start of 2 March, that is at 00:01 on 2 March. A baby born at 23.20 on 1 March is also one day old at the start (00:01) of 2 March.

So, any babies born from the start (00:01) to the end (24:00) of 1 March become 9 days old at the start (00:01) of 10 March and 10 days old at the start (00:01) of 11 March.

<b>HBCIS HOSPITALS</b>										
<i>Born</i>	<i>Turns 1 day old</i>	<i>Turns 2 days old</i>	<i>Turns 3 days old</i>	<i>Turns 4 days old</i>	<i>Turns 5 days old</i>	<i>Turns 6 days old</i>	<i>Turns 7 days old</i>	<i>Turns 8 days old</i>	<i>Turns 9 days old</i>	<i>Turns 10 days old</i>
<i>00:01 to24:0 0 1 March</i>	<i>00:01 2 March</i>	<i>00:01 3 March</i>	<i>00:01 4 March</i>	<i>00:01 5 March</i>	<i>00:01 6 March</i>	<i>00:01 7 March</i>	<i>00:01 8 March</i>	<i>00:01 9 March</i>	<i>00:01 10 March</i>	<i>00:01 11 March</i>

Therefore, a baby born on 1 March and admitted to hospital on 11 March is 10 days old, and must be admitted with an episode of care type of '01 - Acute'.

A baby born on 1 March and admitted to hospital prior to 11 March must be admitted with an episode of care type of '05 – Newborn'.

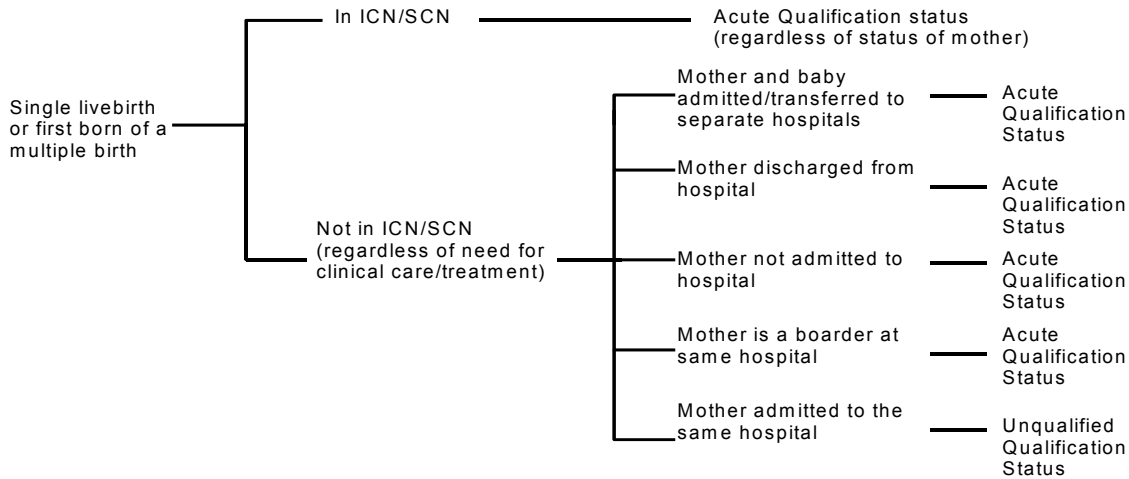
A baby born on 1 March and admitted with an episode of care type of '05 – Newborn', and remaining in hospital **and requiring clinical care** when it turns 10 days old on 11 March, must have a **qualification status** of 'Acute' from 11 March until the day it is separated. If the qualification status of the Newborn episode needs to be changed from 'Unqualified' to 'Acute', this may be done at any time on 11 March (but no later).

A baby born on 1 March and admitted with an episode of care type of '05 – Newborn', remaining in hospital and **not requiring clinical care** when it turns 10 days old on 11 March, must be separated at the end of 10 March and registered as a boarder at the start of 11 March. That is, the date and time of separation from the 'Newborn' episode of care would be 10 March at 24:00, and the date and time of the registration of the 'Boarder' episode of care would be 11 March at 00:01.

Please note that the Data Collections Unit will accept a time of 24:00 for the QHAPDC if that is when an event actually occurs. The time of 24:00 will then be converted when the record is loaded onto the Data Collections Unit's processing system.

The flowchart below summarises how to classify newborns according to the Health Insurance Act, including born before arrival at hospital, born in the hospital or transferred to another hospital.

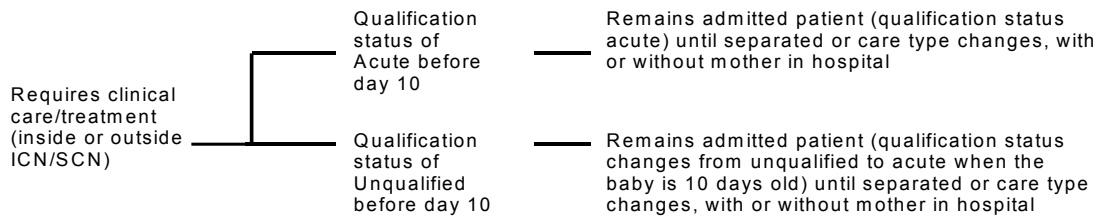
**NEWBORN 9 DAYS OF AGE OR LESS**



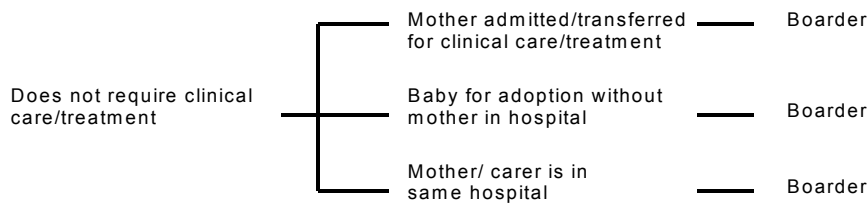
Second or subsequent livebirth of a multiple birth — Acute Qualification status (regardless of status of mother or baby)

**Note that all newborns 9 days of age or less are admitted for statistical purposes in line with the National Health Data Dictionary definitions. However, only newborns with an acute qualification status attract health insurance benefits and count towards Medicare patient days. Note that all newborns 10 days old or more who require clinical care/ treatment are classified as admitted patients.**

**NEWBORN 10 DAYS OF AGE OR MORE**



All newborns, 10 days of age or more, that require clinical care/treatment require admission. This includes new admission and care type changes.



#### 4.6 DIALYSIS, CHEMOTHERAPY AND RADIOTHERAPY

Dialysis and chemotherapy are day benefit procedures and the patients can be admitted. It is usual practice in Queensland that they should be admitted, often to a recliner chair in a recognised hospital. Radiotherapy is not a day benefit procedure, and patients coming to a facility specifically for radiotherapy would normally be treated on a non-admitted (outpatient) basis. If a patient has already been admitted to hospital and has radiotherapy, the radiotherapy session does not alter his/her admission status. A patient should be admitted and discharged for each day benefit procedure and, not be put on leave in between multiple day benefit procedures.

#### 4.7 PATIENTS IN OUTPATIENTS OR EMERGENCY DEPARTMENTS

Patients attending emergency or outpatient departments in a hospital, for a procedure that meets the criteria for admission, should be formally admitted.

#### 4.8 TIME AT HOSPITAL

The length of time a patient spends in areas such as an Outpatient or Emergency Department is no indication of the need to admit the patient. Admission is allowed only on the basis that the medical practitioner wants the patient admitted and the patient meets one of the criteria listed in the policy. The concept of "four hours" does not apply. The patient should be admitted at the time indicated by the medical practitioner, not at the time the patient arrived in the Outpatients or Emergency Department.

#### 4.9 CHANGE IN CARE TYPE

Patients changing from one care type to another, e.g. acute to maintenance within the same hospital, are to be statistically separated and re-admitted. They have a change of care type and are recorded as such by using a code 06 in the source of referral/transfer and mode of separation data items.

#### 4.10 BOARDERS

A boarder is defined as a person who is receiving food and/or accommodation but for whom the hospital does not accept responsibility for treatment and/or care. For example, a two-year-old baby who does not meet the criteria for admission, accompanying their mother who is currently admitted is considered a boarder; as is a mother accompanying her child who is admitted for a tonsillectomy or a mother accompanying a sick newborn who required admission to hospital. A baby who remains in hospital without its mother awaiting adoption and does not require clinical care/treatment should be separated when the baby is nine days of age and registered as a boarder when the baby is ten days of age.

Boarders receive no formal care or treatment and are therefore not considered admitted patients. However, boarders are within the scope of this collection and the Data Collections Unit has collected information regarding boarders since 1 July 1999. Hospitals should register such people and forward this information to the Data Collections Unit.

When a hospital registers a boarder, the boarder should be allocated with a Source of Referral/transfer = 21, a Type of episode = 08 and a Mode of separation = 14. If a boarder meets the criteria for admission they should be formally admitted, that is code 06, Care Type change for source of referral/transfer or mode of separation should not be used.

Data on boarders must be submitted to the Data Collections Unit.

#### 4.10.1 Boarder who is subsequently admitted

If a boarder has been accommodated at a hospital and a change in their condition subsequently allows them to be an admission under the minimum criteria, this cannot be recorded as a change in status. Even though the hospital has previously "registered" the person as a boarder, the patient must be admitted and treated as a first-time admission. Do not use the 06 care type change for either the source of referral/transfer or mode of separation. If the person subsequently changes circumstances again, they should be formally separated prior to being registered as a boarder once more. If an admitted patient is separated to become a boarder the '19-other' mode of separation code should be recorded.

### 4.11 ORGAN DONORS

#### 4.11.1 Live Donors

A live donor is admitted to an acute episode of care to donate organs. Live donors can not be registered as a posthumous care type.

#### 4.11.2 Posthumous Organ Procurement

Posthumous organ procurement is the procurement of human tissue for the purpose of transplantation from a donor who meets the following criteria: brain death, consent for organ procurement received and the patient is clinically eligible to donate organ/s.

Before a patient who has died can proceed to organ procurement, that patient should be formally separated (separation mode = 05) and then registered using the codes listed below (i.e. code 06 episode change for Source of referral/transfer or Mode of separation should not be used).

**Note: Public Hospitals utilising HBCIS do not have the capacity to register patients to the organ procurement care type.** The Organ Procurement Team that carries out the organ procurement will manually complete an Identification and Diagnosis sheet for that episode. This identification and diagnosis sheet will be forwarded to the Data Collections Unit where it will be coded and entered onto the Queensland Hospital Admitted Patient Data Collection for inclusion in the data for the hospital at which the procurement episode took place. **Public hospitals performing organ procurement should contact the Data Collections Unit for further information.**

EPISODE WHERE BRAIN DEATH OCCURS	ORGAN PROCUREMENT REGISTRATION
The episode of care where brain death occurs has a <i>Mode of Separation</i> code of Died in Hospital (05).	The organ procurement registration has a <i>Care Type</i> of Organ Procurement (07) and a <i>Source of Referral/Transfer</i> code of 20 – Organ Procurement and a <i>Mode of Separation</i> code of 13 - Organ Procurement.

## 4.12 COMPENSABLE PATIENT

A compensable patient is defined as a patient who may be entitled to the payment of or who has been paid compensation for damages, or other benefits (including payment in settlement of a claim for compensation, damages or other benefits) in respect to the injury or disease for which he/she is receiving care and treatment.

A compensable patient is a person who:

- is entitled to claim damages under Motor Vehicle Compulsory Third Party insurance; or
- is entitled to claim damages under the *Workers Compensation and Rehabilitation Act 2003* or under a Workers' Compensation Act other than Queensland (e.g. if an employee of the Commonwealth or if employed interstate); or
- has or may have an entitlement to claim under public liability.

Patients admitted to hospital who are victims of a criminal act should be classified as not compensable (do not classify them as Other Third Party). The Health Services Regulation 2002 Schedule 3 "compensation and damages" section (a), (i), (ii) and (iii), excludes compensation under the Criminal Offence Victims Act 1995 (part 3), Penalties and Sentences Act 1992, Section 35, or Juvenile Justice Act 1992 Section 192.

Entitled veterans and Australian Defence Forces personnel are not compensable in the strict interpretation of the word, but are patients for whom another agency (Department of Veterans' Affairs or Department of Defence respectively) has accepted responsibility for the payment of any charges relating to their episode of care.

### 4.12.1 Motor vehicle accidents

The *Motor Accident Insurance Act 1994* (MAIA) commenced on 1 September 1994. This Act established a system whereby the Queensland Motor Accident Insurance Commission (MAIC) levies Compulsory Third Party (CTP) Insurers a hospital and ambulance levy, to cover the cost of public hospital and emergency services where a CTP claim could be made. The levy for public hospital and emergency services is fixed under Schedule 3 of the *Motor Accident Insurance Regulation 2004*.

The levy does not apply to accidents that:

- occurred prior to 1 September 1994; or
- are not associated with CTP insurance (for example, accidents involving: mobile machinery or equipment such as bulldozers and forklifts; or agricultural implements); or
- involved single vehicle accidents with only the driver suffering injury; or
- only involved vehicles registered in States other than Queensland.

People admitted to hospital from motor vehicle accidents occurring after 1 September 1994, must be classified as either **Motor Vehicle (Queensland)** or **Motor Vehicle (Other)**.

- **Motor Vehicle (Queensland)** This is used where the patient admitted to hospital from a motor vehicle accident can establish negligence against an owner or driver of a Queensland registered motor vehicle.
- **Motor Vehicle (Other)**: This is used where the patient admitted to hospital from a motor vehicle accident can establish negligence against an owner or driver of a motor vehicle registered in a State or Territory other than Queensland.



People admitted to hospital from motor vehicle accidents occurring before 1 September 1994, and who: have established the right to claim, or have received settlement for a compensation claim, or intend suing under a public liability claim, must be classified as **Other Third Party**.

- **Other Third Party.** Patients who may at any time receive, or establish a right to receive, compensation or damages (not covered by MAIC or Queensland workers' compensation) for the injury, illness or disease for which they are receiving care and treatment.

To ensure that a patient's compensable status is correctly recorded, the following questions should be asked of the patient or accompanying person:

- "Was it a single or multiple vehicle collision?"
- "Were the vehicles registered in Queensland or elsewhere?"
- "When did the accident occur (date)?"
- "Did the accident occur while on your way to or from work?"

#### 4.12.2 Raising Charges for Patients in Public Hospitals

Patients classified as **Public Motor Vehicle (Queensland)** will have no individual charges raised since they are covered by the levy bulk payment. However, if a motor vehicle Queensland patient chooses to be treated as a private patient they must obtain prior approval from their CTP insurer and are classified as Other Third Party.

Patients classified as **Motor Vehicle (Other)** or **Other Third Party** are to have charges raised.

Patients from accidents which involve vehicles from both Queensland and other States, and where the liability is dubious or where there is the possibility of shared liability, are to be classified as **Other Third Party** and charges raised. They may need to be reassessed after a settlement has been reached.

It should be noted that when a person is admitted to hospital for care and treatment of an injury, illness or disease resulting from a motor vehicle accident, it is not usually known whether or not the patient is eligible to be classified as Motor vehicle..

Therefore, where it has not been identified at the initial presentation, a patient's classification should be amended where necessary when medico-legal correspondence or other evidence of claim lodgement or settlement is obtained by the hospital.

#### 4.13 CONTRACTED HOSPITAL CARE

With respect to the collection of this data item for the QHAPDC, the purchaser of hospital care services can be either a hospital (public or private) or a health authority (department or hospital and health service). Other non-hospital purchasers of hospital care services are not included. The provider of health care services must be a hospital (public or private) or a private day facility.

Where the purchaser of health care services is a health authority, the provider of health care services must be a private hospital or private day facility.

With respect to the collection of this data item for the QHAPDC, the purchaser of services is referred to as the contracting hospital or the contracting health authority, and the provider of services is referred to as the contracted hospital.

So, contracted hospital care is provided to a patient under an agreement between a contracting hospital or health authority and a contracted hospital.

From the 1 July 2012 contracted care details have been expanded to allow for the collection of the hospital facility number of the other hospital involved for each contracted episode of care (ie. Hospital B) where contract type is 2, 3, 4 or 5.

Note that these definitions do not apply to patients who receive services only as a non-admitted patient.

Accurate recording of contracted hospital care is essential because:

- funding arrangements require that the DRG assigned to a patient accurately reflects the total treatment provided, even where part of the treatment was provided under contract;
- funding arrangements requires that potential double payments are identified and avoided;
- unidentified duplication in the reporting of separations, patient days and procedures must be avoided to enable accurate analyses as required for funding, casemix, resource use and epidemiological purposes; and
- national reporting requires the details of contracted public patients attending private hospitals to be reported.

#### 4.13.1 Scope of Contracted Hospital Care

To be in scope, contracted hospital care must involve **all** of the following:

- a contracting hospital or health authority;
- a contracted hospital;
- the contracting hospital or health authority making full payment to the contracted hospital for the contracted service; and
- the patient being physically present in the contracted hospital for the provision of the contracted service.

#### 4.13.2 Procedures Performed by a Private Health Provider (Non-hospital)

Whilst not falling within the scope of contracted hospital care, to ensure consistency in the reporting of patient care, it is strongly recommended that procedures performed by a private health provider (non-hospital) (i.e. not a licensed hospital) are coded. Private health providers include those organisations that would not have a Queensland Health facility number, but deliver services such as physiotherapy, radiology and pathology.

See [Section 4.13.7.6 Recording of Procedures Performed by a Private Health Provider \(non-hospital\)](#) and [9.16 Contract Flag](#) for further details on the use of the contract flag functionality and dummy facility identifier.

#### 4.13.3 Other Purchase Care Services

The following are considered to be out of scope of contracted hospital care services:

- Hospital care services provided to a patient in a separate facility during their episode of care, for which the **patient** is directly responsible for paying.
- Pathology or other investigations performed at another location on specimens gathered at the contracting hospital.
- Hospital care services purchased from your hospital by an organisation that is not a hospital or a health authority.

Note: The ICD-10-AM *Australian Coding Standards* should be applied when coding all episodes. The allocation of diagnosis codes and procedure codes are not affected by the contract status of an episode. In particular, procedures that would not otherwise be coded should not be coded solely because they were performed at a contracted hospital.

#### 4.13.4 Location of Contracted Care Data Items on HBCIS (Public Hospitals only)

Data Item	HBCIS Screen Location	Triggered By
Contract Type	Contracted Care Screen	Leave Category = C Funding Source = 10
Contract Role	Contracted Care Screen	As above
Other Hospital Identifier	Contracted Care Screen	Contract type = 2, 3, 4, or 5 and Contract role is 'A' or 'B'
Date Transferred for Contract Service	Patient Leave Screen	Leave Category = C
Date Returned from Contract Service	Patient Leave Screen	As above
Contract Leave	Patient Leave Screen	As above
Contract Procedure Flag	Inpatient ICD Coding Screen	As above

#### 4.13.5 Contract Role

Contract role identifies whether a hospital is the contracting hospital (purchaser of hospital care) or the contracted hospital (provider of an admitted or non-admitted service).

Hospital **A** is the contracting hospital.  
Hospital **B** is the contracted hospital.

#### 4.13.6 Other Hospital Identifier

The other hospital identifier explicitly identifies the other hospital involved in the contracted care. The other hospital identifier is required where the contract type is 2, 3, 4, or 5 and the contract role is 'A' or 'B'.

#### 4.13.7 Contract Leave

Contract leave is a period spent as an admitted patient at a contracted hospital, during an episode where the patient is also admitted to the contracting hospital. A patient **cannot** be admitted to two facilities at the same time, unless they are on **contract leave**.

A patient can go on contract leave for services that are same day or overnight (or longer). If there is **no agreement** between the two facilities, then the patient must be **formally separated/transferred** if they are to be admitted to the second facility.

Contract leave days are reported only by the contracting hospital and are treated as patient days and included in the length of stay at that hospital. Patients going on contract leave are **not separated**.

See also [Section 8.6 Out on Contract Leave](#) for more information.

### 4.13.8 Contract Flag

A Contract Flag is an indicator that designates that a procedure was performed by another hospital as a contracted hospital care service. It also indicates whether the procedure performed was an admitted or non-admitted service by using a code of **1** (contracted admitted procedure) or **2** (contracted non-admitted procedure). All procedures provided as part of a contract arrangement must be flagged using the Contract Flag. Diagnosis codes should be recorded but not flagged, unless it is to indicate that a contracted service was not carried out. See [Section 9.16 Contract Flag](#) for more information.

Since 1 July 1999, HBCIS hospitals have been able to use the Contract Flag functionality without placing a patient on contract leave.

### 4.13.9 Types of Contracted Hospital Care

There are five contract types, which are described below. In these examples, the contracting hospital or health authority is termed Hospital **A**. The contracted hospital is termed Hospital **B**.

The various contract types are represented by one of the following numerical values:

- 1 = B
- 2 = ABA
- 3 = AB
- 4 = (A)B
- 5 = BA

#### 4.13.9.1 Contract Type 1 (Also referred to as contract type - B)

**Definition:**

Admission as a same day patient or overnight (or longer) stay patient to a private hospital under contract to Queensland Health or a Hospital and Health Service.

**Procedure:**

Hospital **B** records:

- Appropriate Admission Source/Source of Referral code
- Contract Type code **1** (Contract Type **B**)
- Contract Role code **B** (Hospital **B**)
- Appropriate Discharge/Separation Code

#### 4.13.9.2 Contract Type 2 (Also referred to as contract type – ABA)

**Definition:**

One hospital (**A**) contracts with another hospital (**B**) to provide an admitted or non-admitted service. The patient returns to hospital **A**.

**Note:**

Where the service is a **non-admitted** service provided at hospital **B**, **B** does **not** admit the patient.

If the patient does not return to Hospital A, see the procedure for Contract Type 3 (**AB**).

**Procedure:**

Hospital **A** records

- Appropriate Admission Source/Source of Referral
- Admission Date: actual date admitted at **A**
- Contract Type code 2 (Contract Type **ABA**)
- Contract Role code **A** (Hospital **A**)

- Contract establishment identifier (Destination/Extended Source Code) of Hospital **B**
- Date patient transferred for contract service (contract leave)
- Date patient returned from contract service (contract leave)
- Diagnosis and procedure codes. Include any additional diagnoses identified by **B** (but do not flag them unless it is to indicate that a contracted service was not carried out) , and all procedures provided by **B** (each with a contract flag of **1 or 2**)
- Discharge/Separation date: actual date the patient left A after returning from **B**
- Appropriate Discharge Status/Mode of Separation code after returning from **B**
- Other Hospital Identifier is required

If admitted by Hospital **B**, **B** records

- Admission Source/Source of Referral code **24**
- Admission date: actual date care commenced at **B**
- Contract Type code 2 (Contract Type **ABA**)
- Contract Role code B (Hospital **B**)
- Transferring from Facility (Extended Source Code) – identifier of hospital that the patient was transferred from
- Diagnosis and procedure codes: only in relation to care provided by **B**
- Discharge/Separation date: actual date separated from **B**
- Discharge Status/Mode of Separation code **16**
- Other Hospital Identifier is the identifier of Hospital A, the hospital contracting the admission. In the majority of cases this will be the same identifier as that provided for the Transferring from Facility (Extended Source Code) data item

#### 4.13.9.3 Contract Type 3 (Also referred to as contract type – AB)

**Definition:**

One hospital (**A**) contracts with another hospital (**B**) to provide an admitted or non-admitted (or outpatient) service. The patient does not return to **A** and is not placed on contract leave.

**Note:**

Where the service is a non-admitted service provided at hospital **B**, **B** does not admit the patient.

The patient is not placed on contract leave to attend hospital **B**.

**Procedure:**

Hospital **A** records (irrespective of the original intention for the patient to return or not)

- Appropriate Admission Source/Source of Referral
- Admission Date
- Contract Type code 3 (Contract Type **AB**)
- Contract Role code A (Hospital **A**)
- Contract establishment identifier (Destination/Extended Source Code) of Hospital **B**
- Diagnosis and procedure codes. Include any additional diagnoses identified by **B** (but do not flag them unless it is to indicate that a contracted service was not carried out) , and all procedures provided by **B** (each with a contract flag of **1 or 2**)
- Discharge/Separation date: actual date separated from **A**
- Discharge Status/Mode of Separation code **16**
- Other Hospital Identifier is required

If admitted by **B**, **B** records:

- Admission Source/Source of Referral code **24**
- Admission date: actual date of commencement of care at **B**
- Contract Type code 3 (Contract Type **AB**)
- Contract Role code B (Hospital **B**)
- Transferring from Facility (Extended Source Code) – identifier of hospital that the patient was transferred from
- Diagnosis and procedure codes: only in relation to care provided by **B**
- Discharge/Separation date: actual date separated from **B**
- Appropriate Discharge Status/Mode of Separation code
- Other Hospital Identifier is the identifier of Hospital A, the hospital contracting the admission. In the majority of cases this will be the same identifier as that provided for the Transferring from Facility (Extended Source Code) data item

#### 4.13.9.4 Contract Type 4 (Also referred to as contract type (A)B )

**Definition:**

Admission as a same day or overnight (or longer) stay to a hospital (**B**) under contract from another hospital (**A**).

**Note:**

Hospital **A** does not record an admission.

**Procedure:**

**B** records:

- Admission Source/Source of Referral **25**
- Admission date: date actually admitted at **B**
- Contract Type code 4 (Contract Type **(A)B**)
- Contract Role code B (Hospital **B**)
- Transferring from Facility (Extended Source Code) – identifier of hospital that referred the patient
- Diagnosis and procedure codes
- Discharge/Separation date
- Appropriate Discharge Status/Mode of Separation code
- Other Hospital Identifier is the identifier of Hospital A, the hospital contracting the admission. In the majority of cases this will be the same identifier as that provided for the Transferring from Facility (Extended Source Code) data item

#### 4.13.9.5 Contract Type 5 (Also referred to as contract type BA)

**Definition:**

**A** contracts **B** for an admitted service prior to the patient's admission to **A**.

**Procedure:**

**B** records:

- Admission Source/Source of Referral code **25**
- Admission date: actual date admitted at **B**
- Contract Type code 5 (Contract Type **BA**)
- Contract Role code B (Hospital **B**)
- Transferring from Facility (Extended Source Code) – identifier of hospital that referred the patient
- Diagnosis and procedure codes provided by **B**

- Discharge/Separation date: actual date separated from **B**
- Discharge Status/Mode of Separation code **16**
- Other Hospital Identifier is the identifier of Hospital A, the hospital contracting the admission. In the majority of cases this will be the same identifier as that provided for the Transferring to Facility (Extended Source Code) data item

**A records:**

- Admission Source/Source of Referral code **24**
- Admission date: actual date admitted at **A**. This should equal the date separated from **B**
- Contract Type code 5 (Contract Type **BA**)
- Contract Role code A (Hospital **A**)
- Contract establishment identifier (Extend Source/Extended Source Code) of Hospital **B**
- Diagnosis and procedure codes. Include any additional diagnoses identified by **B** (but do not flag them unless it is to indicate that a contracted service was not carried out) , and all procedures provided by **B** (each with a contract flag of **1 or 2**)
- Discharge/Separation date: actual date separated from **A**
- Appropriate Discharge Status/Mode of Separation code
- Other Hospital Identifier is required

#### 4.13.9.6 Recording of Procedures Performed by Private Health Providers (Non-hospital)

Private health providers who deliver services such as physiotherapy, radiology and pathology that are not licensed as a hospital, do not have a Queensland Health facility number.

Private health providers (non-hospital) do not fall within the scope of the National 'Contracted Hospital Care' data item. However, to ensure consistency in the reporting of patient care, it is strongly recommended that these types of arrangements are recorded. ACS 0029 *Coding of Contracted Procedures* states that where treatment is carried out under a contracting arrangement that exists, all procedures carried out under the contract are to be recorded and coded. This coding standard overrides ACS 0042 *Procedures Normally Not Coded* when a contracted procedure is performed.

Procedures performed by private health providers (non-hospital) should be recorded by using the 'contract flag' functionality and dummy facility identifier of 99998. Procedures performed within a hospital by a private health provider (non-hospital) should also be coded and flagged using this functionality.

## 4.14 LEAVE

A leave patient is a patient who leaves the hospital for a short period and intends to return to the hospital to continue the current course of treatment. Under current national guidelines, an admitted patient may be granted leave for up to a maximum of seven days. Same day patients are not generally placed on leave.

### 4.14.1 Contract leave

Contract leave is used to allow a patient to receive a contracted admitted or non-admitted service that is not available at the hospital where the patient is currently admitted. For more information, refer to [Section 3.6.1.2 - Counting rules for contract leave](#).

#### 4.15 PATIENTS ON LIFE SUPPORT

Patients who are on life-support are considered 'admitted patients' until they have been declared clinically dead after which time they should be formally discharged.

Patients who remain on life support after being declared clinically dead for the purposes of organ procurement must first be formally discharged from their episode of care and subsequently registered to an 'Organ procurement' care type.

#### 4.16 HOSPITAL IN THE HOME SERVICES

Hospital in the Home care is the provision of care to hospital admitted patients in their place of residence as a substitute for hospital accommodation. From 1 July 2001, there has been an Australian Government requirement to report on Hospital in the Home (HITH) Care.

Programs will need to satisfy Guidelines that have been developed with reference to a comprehensive evidence base that included existing public sector hospital in the home guidelines and public and private sector evaluation reports. Outreach services will need to demonstrate that clinical standards and high quality outcomes are being maintained and are ongoing.

The Guidelines for the Establishment and Implementation of the Private Sector Outreach Services and the application form are available from the Department of Health and Ageing at:

<http://www.health.gov.au/internet/main/publishing.nsf/Content/Healthcare+systems-1>

and

[http://www.health.gov.au/internet/main/publishing.nsf/Content/health-privatehealth-providers-circulars01-02-747\\_481.htm](http://www.health.gov.au/internet/main/publishing.nsf/Content/health-privatehealth-providers-circulars01-02-747_481.htm)

In addition to satisfying the Guidelines, any facility seeking approval as an outreach service provider must:

- Have a State or Territory licence or registration certificate, and/or
- Be declared by the Commonwealth minister for health to be either:
  - A private hospital under subsection 23E (I) of the Health Insurance Act 1973; or
  - A day hospital facility under subsection 5B (I) of the National Health Act 1953.
- Be an accredited facility with a recognised accreditation agency with no areas of high priority recommendations.

State/territory public hospitals that have been issued with a Commonwealth provider number are eligible to apply.

Any health facility providing HITH/Outreach services to privately insured patients are encouraged to apply to the Department of Health and Ageing.

##### 4.16.1 Hospital in the Home Services (Public Patients in Public hospitals only)

Hospitals in the Home (HITH) care is the provision of care to hospital admitted patients in their place of residence as a substitute for hospital accommodation.

###### 4.16.1.1 Hospital in the Home (HITH) Reporting

Only approved acute services provided by public hospitals are to be reported. Services previously introduced under the *Guidelines for the Credentialing of Hospital in the Home Services* and listed in [Appendix N](#) are considered approved.



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Hospitals developing HITH services not listed in [Appendix N](#) must follow the procedures described in the *Guidelines for Approval of Hospital in the Home services*.

**4.16.1.2 Hospital in the Home Care Type**

Patients who qualify as a HITH patient must be admitted as Acute (code 01).

**4.16.1.3 Hospital in the Home Admitting Ward**

HITH patients can be either admitted directly to a *Home* ward from the Emergency Department or Outpatients Department, or may be transferred from a hospital ward to the *Home* ward.

**4.16.1.4 Hospital in the Home Source of referral**

For patients admitted directly to a *Home* ward, the Source of Referral (field 59) on the HBCIS Patient Admission screen must be either Emergency (code 02) or Outpatient (code 03). Source of referral can be any valid corporate code when patients are transferred from another hospital ward to the *Home* ward.

**4.16.1.5 Hospital in the Home Account Class Code**

The HBCIS Account Class Code must be General Public Eligible (GPE) for the complete episode of care (i.e. the period in the hospital ward **and** the period in the *Home* ward) for all patients admitted to or transferred to a *Home* ward. Currently, Hospital in the Home does not apply to Medicare ineligible, private, maternity, compensable, third party, or nursing home type patients.

**4.16.1.6 Hospital in the Home Ward Code**

Home wards will be coded HOMEXX, where XX is optional and may be replaced by characters to identify one Home ward from another.

**4.16.1.7 Hospital in the Home Standard Ward Code**

Home wards must be assigned a 'HOME' standard ward code.

**4.16.1.8 Hospital in the Home Unit Code**

Unit codes will be entered according to current practice in order to identify the unit responsible for the patient in the *Home* ward (e.g. Unit code = SURG; Ward code = HOME).

**4.16.1.9 Hospital in the Home Allocation of beds**

The number of beds attached to a *Home* ward in the Ward Codes Reference file will be zero.

**4.16.1.10 Hospital in the Home Discharging Patients**

The separation process (HBCIS Patient Discharge Screen) for HITH patients is as per standard separation process for admitted patients.

**4.16.1.11 Hospital in the Home Acute Care Certificate**

As Hospital in the home patients can only be classified as acute, an Acute Care Certificate is required for all HITH patients where the period of hospitalisation exceeds 35 days. Days accumulated by HITH patients are included towards determining whether an Acute Care Certificate is required.

**4.16.2 Outreach (Hospital in the Home) Services for privately insured patients**

Prior to 1 April 2007, private or public hospital had to apply to the Minister of Health and Ageing for approval to provide Hospital in the Home (HITH) services to privately insured patients.

From 1 April 2007, HITH services have been included in a broader health cover product provided by private health insurance funds without needing to be approved by Government. It is up to individual funds to decide whether or not they offer outreach services as part of broader health cover. Hospitals through the Statewide Own Source Revenue Unit, Finance Branch will negotiate directly with health funds for the provision of HITH services. (For more details see Department of Health and Ageing Website – Private Sector Outreach Services – Hospital in the Home.)

Under legislation passed in 2001 (*National Health Act 1953*), hospitals seeking to provide outreach services to private patients are required to gain Australian Government Ministerial approval before providing an outreach service. Only these approved services will be covered by hospital table insurance arrangements by health funds.

Programs will need to satisfy specific guidelines. The Guidelines for the Establishment and Implementation of the Private Sector Outreach Services are available from the Australian Department of Health and Ageing.

Both public and private hospitals are eligible to apply.

#### **4.16.2.1 Hospital in the Home Care Type**

Patients receiving approved Outreach Services would normally be admitted as acute (code 01).

#### **4.16.2.2 Hospital in the Home Admitting Ward**

HITH patients can be either admitted directly to a *Home* ward from the Emergency Department or Outpatients Department, or may be transferred from a hospital ward to the *Home* ward.

#### **4.16.2.3 Hospital in the Home Source of Referral**

Source of Referral can be any valid corporate code.

#### **4.16.2.4 Hospital in the Home Ward Code**

The ward code must be provided for HITH patients. *Home* wards are to be coded HOMEXX, where XX is optional and may be replaced by characters to identify one *Home* ward from another.

#### **4.16.2.5 Hospital in the Home Unit Code**

Where a hospital maintains a system of units to describe clinical specialities, these unit codes shall be entered according to current practice in order to identify the unit responsible for the patient in the *Home* ward (e.g. Unit code = SURG; Ward code = HOME).

#### **4.16.2.6 Hospital in the Home Allocation of beds**

For public facilities providing this service please refer to [Section 4.16.1.8](#).

#### **4.16.2.7 Hospital in the Home Discharging Patients**

The separation process for HITH patients is as per standard separation process for admitted patients.

#### **4.16.2.8 Hospital in the Home Acute Care Certificate**

As Hospital in the home patients (outreach services) should normally be classified as acute, an Acute Care Certificate will be required for all HITH patients where the period of hospitalisation exceeds 35 days. Days accumulated by HITH patients are included towards determining whether an Acute Care Certificate is required. If an Acute Care Certificate is not completed then the patient will start accruing NHT days.

#### 4.17 ACUTE CARE CERTIFICATES

The Acute Care Certificate was originally developed at a time when only two categories of care type were defined – Acute and Nursing Home Type. However, a number of additional sub and non-acute care types have now been defined, to better describe the various types of care being provided to admitted patients. The care type of Nursing Home Type no longer exists, as patients receiving any of the new sub and non-acute care types can accrue Nursing Home Type days (except those patients categorised as receiving Newborn, Organ Procurement or Boarder 'care').

Given this, the Acute Care Certificate can be thought of as a “non Nursing Home Type Patient” certificate. That is, any patient who has been in hospital for a continuous period exceeding 35 days must be the subject of an Acute Care Certificate, or they are to be classified as accruing Nursing Home Type days – that is, they become a Nursing Home Type Patient.

Acute Care Certificates were previously available from the Australian Government Department of Health and Ageing. A revised version is now currently available through the Queensland Health Statewide Own Source Revenue Unit website or through Sales and Distribution Services (Stock Item No QHACC 06/2009) Ph 31186900.

#### 4.18 NURSING HOME TYPE PATIENTS (ACUTE CARE CERTIFICATES)

A patient is a NHTP if they have been in hospital for a continuous period exceeding 35 days and are not the subject of a current Acute Care Certificate.

The previous practice for the Queensland Hospital Admitted Patient Data Collection (QHAPDC) was that for a patient to be classified as a Nursing Home Type Patient (NHTP) they must have a care type of Maintenance.

The result was that any patient with a care type other than Maintenance who had a length of stay over 35 days and who was not the subject of an Acute Care Certificate had to have their care type changed to Maintenance before they could be classified as a NHTP.

It is now recognised that sub and non-acute care other than Maintenance care can be provided to a patients who remain in hospital for over 35 days and are not the subject of an Acute Care Certificate.

As a result of this, since 1 September 2004 any sub and non-acute patient who has a length of stay over 35 days and who is not the subject of an Acute Care Certificate can be classified as a NHTP without changing their sub and non-acute care type. This modification means that the patient's care type should only need to be changed (via a statistical separation and admission) as a result of a clinical assessment of the treatment they are receiving, rather than as a result of the administrative process required to classify them as a NHTP.

The care types that a patient can NOT have when being classified as a NHTP (because this would never be applicable) are:

'01 – Acute',  
'05 – Newborn',  
'07 – Organ procurement', and  
'08 – Boarder'

For the QHAPDC, a patient is identified as a NHTP by providing the dates that patient commenced and ceased being a NHTP.

- For public hospitals that use I&D Sheets to 'batch' information to a central hospital for data entry onto HBCIS, and for private hospitals using I&D sheets, the dates the patient began and ceased being a NHTP need to be completed on the Patient Activity Form. These date

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fields are located under the heading 'Nursing Home Type Patient' towards the bottom of the form. The Patient Activity Form needs to be forwarded with the patient's I&D Sheet.

- For public hospitals using HBCIS the dates the patient began and ceased being a NHTP are recorded by changing the patient's account class to one of the 'long stay' account class codes on the date the patient becomes a NHTP. These account class codes incorporate an 'LS' in the code. For example 'GSLs – General Shared Long Stay'.

### **Public Hospitals**

As a result of the above changes, any patient who has a length of stay over 35 days and who is not the subject of an Acute Care Certificate can have a fee raised without changing their sub and non-acute care type.

The fee raised by changing the patient's account class code to an appropriate 'long stay' account class code. This change in account class code will still designate the patient as a NHTP for the purposes of the QHAPDC. This policy modification means that the patient's care type should only need to be changed (via a statistical separation and admission) as a result of a clinical assessment of the treatment they are receiving, rather than as a result of the administrative process required to raise a fee.

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## 5 FACILITY DETAILS

### 5.1 FACILITY NUMBER

The facility number is a numerical code that uniquely identifies each Queensland health care facility. Health care facilities are public and private hospitals (which includes: acute hospitals, hospital outposts, day surgery units, outpatient centres and psychiatric hospitals) and residential aged care services (which includes public and private nursing homes and hostels – but not independent living units). The facility numbers that you may require to fulfil the requirements of the QHAPDC are listed at [Appendix A](#).

Paper hospitals must zero-fill this field for their hospital; HBCIS hospitals allocate their facility number automatically when data is extracted using HQI.

Only public acute hospitals, public psychiatric hospitals, licensed private hospitals, and licensed day surgery units are required to submit data for the QHAPDC. All these hospitals are able to admit patients, although not all actually do so. Patients moving between hospitals are counted as separate admissions and separations.

Residential aged care service residents moving to a bed at another facility should be admitted as a patient from the date they occupy the bed at that facility. Their stay in the residential aged care service is not part of the QHAPDC.

This is not to be confused with a person's status as a nursing home type patient in one of the facilities that provides data for the QHAPDC. Refer to [Section 3.7 \(Boundaries\)](#) for a detailed description of the differences.

## 6 PATIENT DETAILS

To assist public hospitals to accurately record key patient demographic details they should refer to the Client Identification Data Set Specification October 2008.

[http://qheps.health.qld.gov.au/clinical\\_info\\_mgt/docs/cidss/qh\\_cidss\\_v201.pdf](http://qheps.health.qld.gov.au/clinical_info_mgt/docs/cidss/qh_cidss_v201.pdf)

### 6.1 UR NUMBER

The unit record (UR) number is a unique number allocated to each patient by the hospital. Allocation of a UR number might be done manually or computer generated. The number is used for each admission to identify the patient. The unit record number may be numeric or alphanumeric.

#### PAPER HOSPITAL

All spaces in the field should be filled, using leading zeros where necessary.

For example:

- UR A6841602

A	6	8	4	1	6	0	2
---	---	---	---	---	---	---	---

- UR 68259

0	0	0	6	8	2	5	9
---	---	---	---	---	---	---	---

#### HBCIS

*In some hospitals, the number is allocated automatically, in others it is obtained from a manual UR register and entered manually. If the patient already has a number, search the patient master index and select the correct number. If the number is known, record the exact number. No leading zeros or filler digits are required as these will be inserted automatically when data are extracted using HQL.*

### 6.2 PATIENT FAMILY NAME

The patient's full family name should be recorded.

If family name is not known or cannot be established, record UNKNOWN.

Some people do not have a family name and a given name. They have only one name by which they are known. If the patient has only one name, record it as the family name.

Registering an unnamed newborn baby.

When registering a newborn, use the mother's family name as the baby's family name unless instructed otherwise by the mother.

**Baby for adoption**

The word 'adoption' should not be used as the family name, given name or alias for a newborn baby. A newborn baby that is for adoption should be registered in the same way that other newborn babies are registered. However, if a baby born in the hospital is subsequently adopted, and is admitted for treatment as a child, the baby is registered under their adopted (current) name with a new UR number, and the record should not be linked to the birth record. This should be the current practice. Any old references to adoption in patient registers (for names) should also be changed to UNKNOWN. Refer to the [QH Clinical Records – Adoption Policy](#) and [Adoption Record Instruction](#) for further information.

**6.3 GIVEN NAMES**

A patient may have more than one given name.

A patient's full given name(s) should be recorded. Where applicable it is essential that the given names are recorded for the first 3-recorded given names of a patient and desirable for the fourth and subsequent given names.

If given name is not known or cannot be established, record UNKNOWN.

Some people do not have a family name and a given name and they have only one name by which they are known. If the patient has only one name, record it as the family name.

**Registering an unnamed newborn baby**

An unnamed (newborn) baby is to be registered using the mother's given name in conjunction with the prefix 'B/O'. For example, if the given name of the baby's mother is FIONA, then record 'B/O FIONA' in the given name field for the baby. 'B/O' maps to 'Baby of' in the national standards.

**Baby for adoption**

The word 'adoption' should not be used as the family name, given name or alias for a newborn baby. A newborn baby that is for adoption should be registered in the same way that other newborn babies are registered. However, if a baby born in the hospital is subsequently adopted, and is admitted for treatment as a child, the baby is registered under their adopted (current) name with a new UR Number, and the record should not be linked to the birth record. This should be the current practice. Any old references to adoption in patient registers (for names) should also be changed to UNKNOWN. Refer to the [QH Clinical Records – Adoption Policy](#) and [Adoption Record Instruction](#) for further information.

**6.4 DATE OF BIRTH**

Record the date of birth of the patient using the full date (i.e. ddmmyyyy) and leading zeros where necessary.

**EXAMPLE**

For 5 September 1959, record

0	5	0	9	1	9	5	9
---	---	---	---	---	---	---	---

**Paper**

- If the day of birth is unknown, use 15.
- If the month of birth is unknown, use 06.
- If the year of birth is unknown, estimate the year from the age of the patient.

- The age of the patient is unknown and it is not possible to estimate an age and hence a year of birth (e.g. for unconscious patients, use the year 1900).

**EXAMPLE**

If a patient is admitted in 2007 and does not know his/her exact date of birth but knows that he/she is 91 years of age, record the date of birth as follows:

1	5	0	6	1	9	1	6
---	---	---	---	---	---	---	---

Although provision is made for recording an unknown date of birth (using 15/06/1900), every effort should be made during the course of the admission to determine (and record) the patient's actual date of birth. The patient's date of birth is an important requirement for the correct identification of the individual and the accurate assignment of a Diagnosis Related Group (DRG) at a later date.

**HBCIS**

- If the day of birth is unknown, use \*\*.
- If the month of birth is unknown, use \*\*.
- If the year of birth is unknown, estimate the year from the age of the patient.
- If the age of the patient is unknown and it is not possible to estimate an age and hence a year of birth (e.g. for unconscious patients, use the year 1900).

**EXAMPLE**

If a patient is admitted in 2007 does not know his/her exact date of birth but knows that he/she is 91 years of age, record the date of birth as follows:

*	*	*	*	1	9	1	6
---	---	---	---	---	---	---	---

Although provision is made for recording an unknown date of birth (using \*\*/\*\*/1900), every effort should be made during the course of the admission to determine (and record) the patient's actual date of birth. The patient's date of birth is an important requirement for the correct identification of the individual and the accurate assignment of a Diagnosis Related Group (DRG) at a later date.

**6.5 ESTIMATED DATE OF BIRTH FLAG**

The Estimated Date of Birth Flag indicates whether the patient's date of birth has been estimated.

If an asterisk has been used in place of either the day or the month, then a Date of Birth Flag of '1 – Estimated' will be allocated when data is submitted to the Data Collections Unit.



## 6.6 SEX

Record the code for the sex of the patient using one of the following codes:

PAPER HOSPITAL	
<i>Code</i>	<i>Description</i>
1	Male
2	Female
3	Indeterminate/Intersex

HBCIS			
<i>Code</i>	<i>Description</i>	<i>Extracted and mapped by HQI as</i>	
<i>M</i>	<i>Male</i>	<i>1</i>	<i>Male</i>
<i>F</i>	<i>Female</i>	<i>2</i>	<i>Female</i>
<i>I</i>	<i>Indeterminate/Intersex</i>	<i>3</i>	<i>Indeterminate/Intersex</i>

A patient's sex may change during their lifetime as a result of procedures known alternatively as sex change, gender reassignment, transsexual surgery, transgender reassignment or sexual reassignment. Throughout this process, which may be over a considerable period of time, the patient's sex could be recorded as either Male or Female.

Code 3 Intersex or indeterminate, refers to a patient, who because of a genetic condition, was born with reproductive organs or sex chromosomes that are not exclusively male or female or whose sex has not yet been determined for whatever reason. Note that Indeterminate will generally only be used for neonatal patients where the sex has not been determined.

Code 3 Intersex or indeterminate, should be confirmed if reported for people aged 90 days or greater

## 6.7 COUNTRY OF BIRTH

Record the country of birth of the patient using the numerical codes found in [Appendix E](#). For example:

- if the patient was born in Australia, use code 1101;
- if the patient was born in New Zealand, use code 1201.

PAPER HOSPITAL
Record the country of birth and the code.

HBCIS
Record the code.

**HBCIS**

Record the language most preferred by the patient for communicating when receiving health care services.

**6.8 MARITAL STATUS**

Record the current marital status of the patient using one of the following codes:

**PAPER HOSPITAL**

Code	Description
1	Never Married
2	Married/de facto
3	Widowed
4	Divorced
5	Separated
9	Not stated/unknown

**HBCIS**

Code	Description	Extracted and mapped by HQI as
A	Separated	5 Separated
D	Divorced	4 Divorced
F	De facto	2 Married/de facto
M	Married	2 Married/de facto
N	Not stated	9 Not stated/unknown
NM	Never Married	1 Never Married
W	Widowed	3 Widowed

Separated means those people who are legally separated or socially separated, but not persons who are temporarily living apart (e.g. construction workers living in hostels or camps).

**6.9 RELIGION**

This information is not reported to the Data Collections Unit for QHAPDC; it is for hospital use only. The list of codes for HBCIS appears in [Appendix H](#).

**HBCIS**

Record the numerical code number of the religion.

**6.10 INDIGENOUS STATUS**

Improving the health of Queensland's Aboriginal and Torres Strait Islander populations is a priority for Queensland Health. The accurate identification of Aboriginal and Torres Strait Islander patients in Queensland Health data collections assures the complete measurement of both Indigenous health status and the effectiveness of intervention programs. Indigenous status can also be used to determine some aspects of facility funding and be used to facilitate contact with Indigenous Liaison Officers if requested or required.

Indigenous status must only be assigned on the basis of self-identification or the identification by their next of kin, close family member, carer, guardian, or power of attorney. It should also be noted that identification for individuals can be changed for each admission, therefore the patient or their representative should be given the opportunity to identify each time they present.

The Indigenous status of a newborn should be ascertained according to the wishes of the mother. It is not sufficient to automatically assign a newborn the Indigenous status of the mother, for example, where the mother is non-Indigenous and the father is Indigenous, the parents may wish to identify the baby as being of Indigenous origin.

Those people who have not already completed their details on the admission form must be asked if they identify as being of Australian Aboriginal or Torres Strait Islander origin: "Are you of Aboriginal and Torres Strait Islander origin?" The responses of those people answering "Yes" should be clarified to determine if they identify as being of Aboriginal origin only, Torres Strait Islander origin only or both. Where the patient is unable to provide this information, their next of kin, close family member, carer, guardian or power of attorney must be asked if the patient is of Australian Aboriginal or Torres Strait Islander origin.

Data providers must record the Indigenous status of the patient using one of the following codes:

PAPER HOSPITAL	
Code	Description
1	Aboriginal but not Torres Strait Islander origin
2	Torres Strait Islander but not Aboriginal origin
3	Both Aboriginal & Torres Strait Islander origin
4	Neither Aboriginal nor Torres Strait Islander origin
9	Not stated (This code should only be used in the event when a patient, or next of kin cannot answer the question)

HBCIS		
Code	Description	Extracted and mapped by HQI as
11	Aboriginal but not Torres Strait Islander origin	1 Aboriginal but not Torres Strait Islander origin
12	Torres Strait Islander but not Aboriginal origin	2 Torres Strait Islander but not Aboriginal origin
13	Both Aboriginal & Torres Strait Islander origin	3 Both Aboriginal & Torres Strait Islander origin
14	Not Aboriginal nor Torres Strait Islander origin	4 Neither Aboriginal nor Torres Strait Islander origin
19	Not Stated	9 Not Stated

Data providers should be aware that:

- (1) Patients born outside of Australia are unlikely to be of Aboriginal or Torres Strait Islander origin; and
- (2) A person's Indigenous status cannot (and should not) be determined by observation.

All Queensland hospitals should regard improving the quality of Indigenous status data as a priority. For more information, please contact the Indigenous Information Strategy Team, Health Statistics Centre on 3234 1359.

## 6.11 AUSTRALIAN SOUTH SEA ISLANDER STATUS

The Queensland Government recognised Australian South Sea Islanders as a distinct cultural group in September 2000. Australian South Sea Islanders are the Australian born descendants of predominantly Melanesian people who were bought to Queensland between 1863 and 1904 from eighty Pacific Islands, but primarily Vanuatu and Solomon Islands. The government gave a commitment to recognise Australian South Sea Islanders in government service provision.

The accurate identification of Australian South Sea Islander patients in Queensland Health data collections is also crucial to measuring their health status and the effectiveness of intervention programs.

All persons admitted to hospitals should be asked the following question: "Are you of Australian South Sea Islander ancestry?" This question must be asked of all admitted patients. Where the patient is unable to provide this information, for example, when a baby or child is admitted to hospital, the parent or guardian should be asked whether the child is of Australian South Sea Islander ancestry.

Data providers must record the Australian South Sea Islander status of the patient using the following codes:

PAPER HOSPITAL	
Code	Description
1	Yes
2	No
9	Not Stated/Unknown

HBCIS		
Code	Description	Extracted and mapped by HQI as
Y	Yes	1 Yes
N	No	2 No
U	Not stated/Unknown	3 Not stated/Unknown

Data providers should be aware that:

- (1) Patients born outside of Australia are highly unlikely to be of Australian South Sea Islander status. There may be the rare instance of the child of an Australian South Sea Islander being born overseas;
- (2) Patients born in Samoa, Tonga, or Fiji (sometimes referred to as Pacific Islanders) or their Australian born descendants are not to be recorded as having Australian South Sea Islander status;
- (3) Patients born in countries such as Vanuatu or the Solomon Islands are not Australian South Sea Islanders (even though these are the major islands from which the original South Sea Islanders came). Only descendants of the original South Sea Islanders qualify;
- (4) Some patients will have indigenous as well as Australian South Sea Islander ancestry. They may identify as either or both;
- (5) A person's Australian South Sea Islander status cannot (and should not) be determined by observation. For data accuracy, the patient, their carer, or next of kin must be asked the question directly.

## 6.12 ADDRESS OF USUAL RESIDENCE

### 6.12.1 Number and street of usual residence

The collection of the address details of a patient is critical for patient follow up and as a means of reporting information about the geographic location of the residence of a patient. A patient may have one address or many addresses. Each address should be recorded and the associated Address Type applied.

It is encouraged that the following set of rules be applied for the capture of addresses on two address lines:

Address line 1 - All the elements of the address before the street number, for example:

- a house, complex, building or property name
- a flat or unit number

Address line 2 - The street number, street name and street type or postal delivery details

If the address line is not known or cannot be established, record UNKNOWN.

Although provision is made for recording an unknown address every effort should be made during the course of the admission to determine (and record) a patient's address details.

#### **Baby for adoption**

The Department of Communities, Child Safety and Disability Services (DCCSDS) or the foster carer will advise the relevant QH facility with regard to the correct address details for correspondence from QH during the transitional period. This will usually be either the foster carer or the DCCSDS.

### 6.12.2 Address of usual residence

'Address of usual residence' is required to be reported as part of the QHAPDC. 'Address of usual residence' is derived from two data elements, the Address line and the Address Type, where the address type is 'Accommodation – Permanent'. The combination of these two data elements are used to indicate a patient's usual residential address.

#### **HBCIS**

*HBCIS hospitals have the option to record three types of addresses:*

- **Permanent:** (Accommodation – permanent) this code is used to indicate a patient's usual residential home address. The usual residential address is the place where the patient permanently lives or as per the electoral roll.
- **Temporary:** (Accommodation – temporary) this code is used to indicate where the patient is resident for a temporary period. If the patient is temporarily residing with relatives, in a hotel or place other than their home, where the patient might be staying temporarily before or after a period of hospitalisation or for a patient who usually resides overseas.
- **Mailing:** (Mailing or Postal) an address that is for correspondence purposes only, for example PO Box numbers.

### 6.12.3 Locality

The locality name may be a town, city, suburb or commonly used location name such as a large agricultural property or Aboriginal community.

This data item may be used to describe the location of a patient. It can be a component of a street or postal address.

#### **Interstate and overseas patients**

It is particularly important to record the correct addresses for patients who live interstate or overseas. This is for patient follow up and to support funds that may be transferred between state health departments for patients who are treated outside their state of usual residence.

If the patient lives interstate, the locality for both permanent and temporary addresses should be recorded.

Attention should be taken to ask the patient if the address provided is their permanent address.

#### **Unknown locality**

If the locality is unknown (e.g. an unconscious patient is unable to provide the information), record UNKNOWN. Do not leave the field blank.

Although provision is made for recording an unknown locality every effort should be made during the course of the admission to determine (and record) a patient's locality details.

#### **Baby for adoption**

The Department of Communities, Child Safety and Disability Services (DCCSDS) or the foster carer will advise the relevant QH facility with regard to the correct address details for correspondence from QH during the transitional period. This will usually be either the foster carer or the DCCSDS.

#### **No fixed address**

Record no fixed address.

#### **At sea**

Record at sea.

### 6.12.4 Location of usual residence

'Location of usual residence' is required to be reported as part of the QHAPDC. 'Location of usual residence' is derived from two data elements, the Locality and the Address Type, where the address type is 'Accommodation – Permanent'. The combination of these two data elements are used to indicate a patient's usual residential address.

### 6.12.5 Postcode

Record the postcode of the address of the patient.

If the patient is not a resident of Australia, or has no fixed address, use one of the following supplementary codes:

<b>Code</b>	<b>Description</b>
9301	Papua New Guinea
9302	New Zealand
9399	Overseas other (not PNG or NZ)
9799	At sea
9989	No fixed address
0989	Not stated or unknown

Please note that it is particularly important to record the country of residence accurately for patients from Papua New Guinea and New Zealand.

For Australian External Territory addresses, the postcode and State ID is to be used. Australian External Territories include the following: Christmas Island, Cocos (Keeling) Islands, Jervis Bay and Norfolk Island.

#### **Unknown postcode**

If a postcode is unknown (e.g. an unconscious patient is unable to provide the information), record code **0989 Not stated or unknown**. Do not leave the field blank.

Although provision is made for recording an unknown or not stated postcode (using code 0989), every effort should be made during the course of the admission to determine (and record) a patient's postcode.

#### **Baby for adoption**

The Department of Communities, Child Safety and Disability Services (DCCSDS) or the foster carer will advise the relevant QH facility with regard to the correct address details for correspondence from QH during the transitional period. This will usually be either the foster carer or the DCCSDS.

### **6.12.6 Postcode of usual residence**

'Postcode of usual residence' is required to be reported as part of the QHAPDC. 'Postcode of usual residence' is derived from two data elements, the Postcode and the Address Type, where the address type is 'Accommodation – Permanent'. The combination of these two data elements are used to indicate a patient's usual residential address.

<b>HBCIS</b>
<i>Should automatically assign the postcode once the user enters the locality.</i>

### **6.12.7 Australian state/territory of usual residence**

This item is required because the first number of a postcode is not always an indication of the State of a patient's address.

Record the code that corresponds to the State/Territory of the relevant address of a patient. Note: do not rely on the postcode for this information as there are some Queensland postcodes for patients who live over the border in other States such as New South Wales.

<b>Code</b>	<b>Description</b>
0	Overseas
1	New South Wales
2	Victoria
3	Queensland
4	South Australia
5	Western Australia
6	Tasmania
7	Northern Territory
8	Australian Capital Territory
9	Not stated/unknown/no fixed address/at sea

For Australian External Territory addresses, the actual postcode and State ID is to be used rather than a supplementary postcode and State ID. Australian External Territories include the following: Christmas Island, Cocos (Keeling) Islands, Jervis Bay and Norfolk Island.

#### **Unknown state**

If the state of usual residence of the usual address is unknown (e.g. an unconscious patient is unable to provide the information or no fixed address), use code 9.

#### **Baby for adoption**

The Department of Communities, Child Safety and Disability Services (DCCSDS) or the foster carer will advise the relevant QH facility with regard to the correct address details for correspondence from QH during the transitional period. This will usually be either the foster carer or the DCCSDS.

<b>HBCIS</b>
<i>Should automatically assign the State ID once the user enters the patient's suburb/town and postcode of usual residence.</i>

### **6.12.8 Statistical local area (SLA)**

From 1 July 2012, Queensland Health will be implementing the new Australian Bureau of Statistics (ABS) geographical standard.

The Australian Statistical Geographical Standard (ASGS) has replaced the Australian Statistical Geographical Classification (ASGC) as the national geographical standard. The ASGS provides a more flexible and consistent method for defining Australia's statistical geography and has replaced Statistical Local Area (SLA) with Statistical Area Level 2 (SA2) as the general-purpose medium-sized area.

Facilities are not required to provide a SA2 code as this will be derived centrally by the Data Collections Unit.

### **6.13 PATIENT TELEPHONE NUMBERS (PUBLIC HOSPITALS ONLY)**

The collection of the telephone details of a patient is desirable for patient follow up and to facilitate the conduct of patient satisfaction surveys at a later date.

There are three fields available for each type of contact number as listed below:

#### **Home Number**

This is the patient's home telephone number.



**Business Number**

This is the patient's business telephone number.

**Mobile Number**

This is the patient's mobile phone number.

These fields are not mandatory, but it is desirable to obtain this information if possible. If any field does not apply, it should be left blank.

Record the prefix plus telephone number. The default should be the local prefix with an ability to overtype with a different prefix. For example: 08 8226 6000 or 0417 123456.

Do not record punctuation. For example, (08) 8226 6000 or 08-8226 6000 would not be correct.

For overseas patients, the country access code should be included at the beginning of the number.

**6.14 OCCUPATION**

This information is not reported to the Data Collections Unit for QHAPDC; it is for hospital use only.

**6.15 EMERGENCY CONTACT NAME/ADDRESS/TELEPHONE NUMBER**

Record the contact details of a relative or friend of the patient, who may be contacted by the hospital in an emergency.

This information is not reported to the Data Collections Unit for QHAPDC; it is for hospital use only.

**6.16 MEDICARE ELIGIBILITY**

This item records whether the patient is eligible to be treated as a Medicare patient. The majority of non-admitted and admitted patients will be eligible for Medicare. An 'eligible person' means a person who resides legally in Australia.

Patients presenting for treatment should provide evidence of Medicare eligibility. Where patients are not born in Australia and do not produce a valid Medicare card, then these patients are to be considered as ineligible until evidence of eligibility is produced. It is recommended to sight all Medicare cards. The Medicare Card must be valid and current. It is important that identification of the patient is obtained to ensure that the Medicare card does, in fact, belong to the patient.

Not all persons born in Australia are Medicare eligible. Persons who have resided overseas for any length of time may no longer be entitled to Medicare Benefits. Therefore it should not be assumed that all Australian-born persons are automatically entitled to this benefit.

Reciprocal Health Care Agreements (RHCA) are currently in place with New Zealand, the United Kingdom, the Netherlands, Kingdom of Norway, Sweden, Finland, Italy (eligibility limited to six months from the date of arrival in Australia), Malta (eligibility limited to six months) Ireland, Slovenia and Belgium. Visitors from RHCA countries, other than Italy and Malta, are eligible for the duration of their legal stay in Australia.

A person covered by a RHCA is eligible for Medicare for services for treatment that is medically necessary. Medically necessary treatment means any ill health, condition or injury which requires treatment before the patient returns home. RHCA's do not include pre-arranged or elective treatment, or treatment as a private patient in a public or private hospital. Special Medicare cards are issued to patients from reciprocal health care countries that are endorsed with a 'valid to' date and 'Visitor RCHA'.

The agreement with New Zealand (for those visitors arriving after September 1999) and Ireland are restricted to public hospital care only. They are not issued with 'Visitor RHCA' cards as they are not entitled to access out-of-hospital benefits.

With the exception of New Zealand, the Agreements provide diplomats and their families with full Medicare cover for the term of their stay, which is not restricted to immediately necessary treatment.

The Australian Government requires all visitors on student visas be registered for Overseas Student Health Cover (OSHC) as a condition of entry. Overseas students on a visa from United Kingdom, Sweden, Netherlands, Belgium, Slovenia or Italy are covered by Medicare through the reciprocal healthcare arrangements. Students from Norway, Finland and Malta are not covered by the reciprocal healthcare arrangements. For further information on overseas visitors, please view the following website - <http://www.medicareaustralia.gov.au/public/migrants/visitors/index.jsp>

Medicare cards (blue) issued with the word 'INTERIM' and a 'valid to' date are issued to persons, including visitors, who have been determined to be eligible, and eligible persons awaiting permanent residence status. There are no restrictions with the 'INTERIM' card. Persons holding these particular cards have exactly the same entitlements/access to Medicare as Australian permanent residents.

It should also be noted that some patients can be both an 'eligible person' and either personally or are third party liable for the payment of charges for hospital services received; for example:

- prisoners
- patients with Defence Force personnel entitlements
- compensable patients e.g. WorkCover Queensland or Queensland Motor Vehicle Accident Insurance Commission
- a newborn will usually take the eligibility status of the mother. However, the eligibility status of the father will be applied to the newborn if the baby is not eligible solely by virtue of the eligibility status of the mother.
- Entitled veterans (Department of Veterans' Affairs)
- Nursing Home Type Patients

#### PAPER HOSPITAL

Record the Medicare eligibility of the patient using one of the following codes:

<b>Code</b>	<b>Description</b>
1	Eligible for Medicare
2	Not eligible for Medicare
9	Not stated/unknown

<b>HBCIS</b>		
<i>This item is derived from the <b>payment class</b> item in HBCIS. Codes for payment class are:</i>		
<b>Code</b>	<b>Description</b>	<b>Extracted and mapped by HQI as</b>
CS	Correctional Services	1 Eligible
CU	Un sighted Medicare Card	1 Eligible
DD	Department of Defence	1 Eligible
DVA	Department of Veterans Affairs	1 Eligible
MC	Medicare	1 Eligible
MVQ	Motor Vehicle Queensland	1 Eligible
MVO	Motor Vehicle Other	1 Eligible
MVOI	Motor Vehicle Other Ineligible	2 Not Eligible
MVQI	Motor Vehicle Queensland Ineligible	2 Not Eligible
NE	Not Eligible	2 Not Eligible
RC	Reciprocal Country	1 Eligible
TPE	Third Party Eligible	1 Eligible
TPI	Third Party Ineligible	2 Not Eligible
WCO	Workers Compensation Other	1 Eligible
WCQ	Workers Compensation Queensland	1 Eligible
WCOI	Workers Compensation Other Ineligible	2 Not Eligible
WCQI	Workers Compensation Queensland Ineligible	2 Not Eligible

Note: Members of the Department of Defence are eligible to have a Medicare number and can claim on Medicare but are not encouraged to do so. Their medical well being is the responsibility of the Department of Defence. Department of Defence personnel that require admission require a referral number issued by the Department of Defence. If this number is unknown it can be obtained by contacting the Department of Defence. Department of Defence personnel are to be admitted as private patients, and the cost of their care is charged to the Defence Force. Public Hospital staff are now required to identify Department of Defence personnel and maintain existing charging arrangements until further advised.

Queensland Health is seeking to negotiate appropriate reimbursement for healthcare services for this group of personnel.

<b>PAPER HOSPITAL</b>	
Record the Medicare eligibility of the patient using one of the following codes:	
<b>Code</b>	<b>Description</b>
1	Eligible for Medicare
2	Not eligible for Medicare
9	Not stated/unknown

## 6.17 MEDICARE NUMBER

A Medicare Number is a personal identifier allocated by Medicare Australia to eligible persons under the Medicare Scheme.

The 11 digit Medicare Number comprises:

- a card number (8 digits);
- a check digit (1 digit);
- an issue number (1 digit); and
- a person number (1 digit).

All of these digits need to be recorded for a complete Medicare card number.

The collection of the Medicare card number is essential.

Where a patient does not have a Medicare card or the card is not available, unknown or unidentified, record 0's in the designation/number field.

#### PAPER HOSPITAL

If the patient is eligible for Medicare, record the Medicare number from the patient's Medicare card, for example:

0	5	0	9	1	9	5	9	9	9	1
---	---	---	---	---	---	---	---	---	---	---

If the patient is eligible for Medicare, but has not yet registered with Medicare, record the number **0000/00000/00**.

If the patient is not eligible for Medicare or if eligibility for Medicare is not known, leave blank.

#### HBCIS

*Enter the Medicare number. A checking algorithm is part of HBCIS and ensures that a valid Medicare number is recorded.*

*Note that Medicare Suffix will display the first three letters of patient's given name on entry of a valid Medicare number. However record*

**C-U** where Medicare Number is unknown  
**N-E** where patient is Ineligible  
**P-N** where patient is currently a prisoner  
**UNN** for unnamed neonates

### 6.18 PAYMENT CLASS (HBCIS ONLY)

The payment class in HBCIS is used to derive Medicare eligibility. Codes are as follows:

#### HBCIS

Codes for payment class are:

Code	Description	Extracted and mapped by HQI as
CS	Correctional Services	1 Eligible
CU	Un sighted Medicare Card	1 Eligible
DD	Department of Defence	1 Eligible
DVA	Department of Veterans Affairs	1 Eligible
MC	Medicare	1 Eligible
MVO	Motor Vehicle Other	1 Eligible
MVOI	Motor Vehicle Other Ineligible	2 Not Eligible
MVQ	Motor Vehicle Queensland	1 Eligible
MVQI	Motor Vehicle Queensland Ineligible	2 Not Eligible
NE	Not Eligible	2 Not Eligible
RC	Reciprocal Country	1 Eligible
TPE	Third Party Eligible	1 Eligible
TPI	Third Party Ineligible	2 Not Eligible
WCO	Workers Compensation Other	1 Eligible
WCOI	Workers Compensation Other Ineligible	2 Not Eligible
WCQ	Workers Compensation Queensland	1 Eligible
WCQI	Workers Compensation Queensland Ineligible	2 Not Eligible

### 6.19 CONTACT FOR FEEDBACK INDICATOR (HBCIS ONLY)

To help Queensland Health provide even better services, feedback from patients is important. This feedback helps Queensland Health review services, plan effectively, and identify areas that need improvement.

The feedback provided by patients is strictly confidential and is stored and reported in such a way that the patient cannot be identified.

By giving consent to be contacted for feedback, the patient is giving consent to Queensland Health to obtain details (e.g. name, address, phone number, name of hospital/facility attended and/or ward admitted to) from their patient record and to contact them for feedback on their episode of care.

The patient is also giving consent to Queensland Health to give these details to independent organisations that may be contracted to contact the patient and obtain feedback on their episode of care. The privacy and confidentiality of the patient will be maintained by confidentiality agreements between Queensland Health and these independent organisations.

Whenever a patient attends a facility, they should be requested to sign the 'Feedback Consent Form' that asks them for a 'Yes' or 'No' response to the statement 'I agree to be contacted so you can ask for my comments on the care I received'. If this form is not completed, you will need to ask the patient 'Do you consent to Queensland Health obtaining your personal details from your health care record to contact you and to ask for your feedback on the services you received at this facility?' Further information to answer questions the patient may have can be found on the consent form.

In either instance, the patient's response is to be recorded on HBCIS in the field 'Feedback Consent'.

In some instances the patient will be unable to provide the consent. This may occur in instances similar to those where they are unable to complete a 'Patient Election Form (PEF)' (e.g. they are unconscious or in a critical condition on arrival) and all admission information is collected later. If you are unable to obtain the patient's consent upon admission, please follow your facility's procedure for when admission information cannot be collected at the time of admission.

If the patient's details are recorded as 'Unknown' on the patient registration screen, you may register the consent as 'U - unable to obtain' in the 'Feedback Consent' field. However, this is not a default setting, and is not to be used for any reason other than the person can not physically or legally provide consent. Note however that 'U – unable to obtain' must be entered on reaching the 12 month expiry of consent until such time that the patient can be asked for their consent again and a new consent form signed accordingly. (It is a common user error to re-enter the existing status without the patient being asked.)

<i>HBCIS</i>	
<i>Code</i>	<i>Description</i>
<i>Y</i>	<i>Yes</i>
<i>N</i>	<i>No</i>
<i>U</i>	<i>Unable to obtain</i>

## 7 ADMISSION DETAILS

### 7.1 ADMISSION DATE

Record the full date (that is, ddmmyyyy) of admission to hospital. Use leading zeros where necessary.

**EXAMPLE**

For a patient admitted on 3 July 2007 record

0	3	0	7	2	0	0	7
---	---	---	---	---	---	---	---

### 7.2 ADMISSION TIME

Use the 24-hour clock to record the time of admission. Times are between 0000 (midnight), which is the start of the day, and 2359, which is the end of a day.

HBCIS hospitals: currently HBCIS will not accept 0000 as midnight. A system parameter setting at each site dictates if 24:00 can be a valid entry. If an actual event occurs at midnight and the parameter is set to 'Y' then record 24:00. If an actual event occurs at midnight and the parameter is set to 'N' record 23:59.

**EXAMPLE**

Admission time for a patient admitted at 3:10 a.m.

0	3	1	0
---	---	---	---

**EXAMPLE**

Admission for patient admitted at 6:05 p.m.

1	8	0	5
---	---	---	---

The admission time is the time at which a medical practitioner makes the decision that the patient should be admitted, not the time the patient arrived at the facility.

If the patient's time of admission is unknown, use an estimate. Ensure the time is before any period of leave or patient activity.

### 7.3 ADMISSION NUMBER

**PAPER HOSPITAL**

Record the admission number from the Admission Register. Use leading zeros as necessary.

**HBCIS**

*Allocated automatically by the system and it is known as the **episode number***

**7.4 CHARGEABLE STATUS**

On admission to hospital, an eligible patient must elect to be as either a public or private patient.

A public patient is a patient who:

- elects to be treated as a public patient, and so cannot choose the doctor who treats them, or
- Is receiving treatment in a private hospital under a contract arrangement with a public hospital or health authority.

A public patient who is treated in single accommodation due to clinical need is still a public patient.

A private patient is a patient who, by choosing the doctor who will treat them (provided the doctor has 'right of private practice' or is a general practitioner/specialist with admitting rights) has elected to be treated as a private patient. Their chargeable status is then 'Private shared', unless they choose to be treated in single accommodation and accept further charges, in which case their chargeable status is 'private single'.

A private patient who, is treated in single accommodation due to clinical need, rather than due to their choice, is still a private shared patient rather than a private single patient.

**PAPER HOSPITAL**

Record the chargeable status of the patient using one of the following codes:

<b>Code</b>	<b>Description</b>
1	Public
2	Private shared
3	Private single

**HBCIS**

*This data item is not entered separately as it is derived from the second digit of the **account class***

**P** in account class is Public  
**R** in account class is Private  
**S** in account class is Shared

**Ineligible for Medicare**

A patient who is ineligible for Medicare does not have access to free hospital treatment.

Queensland Public Hospitals are to provide Medicare ineligible patients with a choice to be treated as a public or private patient. Different fees apply depending on the option chosen. Refer to the Queensland Health Fees and Charges Register.

### Compensable

A patient who is compensable (that is, entitled to receive compensation for their hospital treatment) does not have access to free hospital treatment. However, they do have the right to elect to be treated either by the hospital nominated doctor (“public”) or by a doctor of their choice (“private”).

For a patient who is compensable, charges will always be raised on the patient (either directly on the patient or indirectly through bulk-funding arrangements) for their hospital care, regardless of whether their chargeable status is public or private.

If a compensable patient has elected to be treated by a private doctor, then they will be responsible for the charges if the compensation claim is rejected.

### Department of Veterans' Affairs

A patient who holds a Gold or White Repatriation Health Care Card can choose to use or not to use the benefits of their entitlement card. If they have an ineligible entitlement they can choose to be treated as a DVA patient or as a public patient.

All eligible DVA patients who elect to have a DVA patient, they will also need to decide on whether they wish to have a public or private doctor manage their treatment. It is recognised that not all hospitals have access to private doctors, hence account class codes are available that recognise a veteran's choice of doctor.

### Reciprocal Health Care Agreements

The Australian Government has signed Reciprocal Health Care Agreements (RHCA) with the governments of the United Kingdom, Republic of Ireland, New Zealand, Sweden, the Netherlands, Belgium, Finland, Norway, Slovenia, Malta and Italy which entitles the patient to free public hospital services for medically necessary treatment while visiting Australia. A patient relying on a RHCA to cover the cost of their hospital stay must elect to be a public patient.

If a patient from a country with a RHCA with Australia elects to be treated by a doctor of their choice i.e. a private patient, then they are ineligible for Medicare and do not have a right to access free hospital care.

### Newborns

A newborn with a qualification status of unqualified will generally have the same chargeable status as their mother.

The chargeable status of a newborn with a qualification status of acute will depend on the election made by their mother on its behalf.

A newborn will usually take the Medicare eligibility status of the mother. However, the Medicare eligibility status of the father will be applied to the newborn if the baby is not eligible solely by virtue of the eligibility status of the mother. For example, if the mother is an ineligible person, but the father is eligible for Medicare, then the newborn will be eligible for Medicare.



## Boarders

A boarder is not admitted, but is generally registered by the hospital. If the boarder is accompanying a patient, then their chargeable status will be the same as that patient. However, for public hospitals the policy with respect to charging these patients is at the discretion of the Hospital and Health Service. If Hospital and Health Services decide to charge, then a fee can be charged for meals and reasonable accommodation costs (fees will need to be raised in FAMMIS). With regard to accommodation costs, it is recommended that fees do not exceed the daily maintenance rates as detailed in the Queensland Health Fees and Charges Register.

## Hospital Insurance Status

The chargeable status of a patient cannot be assumed on the basis of their hospital insurance status. The funding arrangements between the Australian Government and the Queensland Government make it very clear that every eligible patient should make an informed choice to receive public hospital services as a public or private patient. The Patient Election Form documents this choice.

For example:

- A patient may have hospital insurance but elect to be treated as a public patient.
- An uninsured patient may elect to be treated as a private patient and meet the hospital and clinical charges themselves.

## 7.5 ACCOUNT CLASS (HBCIS ONLY)

The account class identifies the billing classification of the patient, i.e. it determines the patient's daily bed charge ([see also Section 7.4 Chargeable Status](#)). The most common codes used are as follows:

<b>GPE</b>	<b>General Public Eligible</b>
<b>GRE</b>	<b>General Private Eligible</b>
<b>GSE</b>	<b>General Shared Eligible</b>

A list of account class codes appears in [Appendix I](#).

NOTE: If a patient is admitted as a same day banded patient, but remains in hospital overnight or longer, then the admission account class must be updated rather than recording an account class variation. Generally, staff in the Accounts/Patient Billing area can only do this.

If a newborn changes status between unqualified and acute (also known as “qualified”), then the account class must be changed. Hospitals should use xxQ for newborns with a qualification status of acute and xxUQ for newborns with a qualification status of unqualified when assigning an account class code.

Same day banded patients cannot have an account class change. However, other patients are able to have account class changes. The account class changes forwarded to the Data Collections Unit is the last account class for that day. The account class is used to derive the compensable status of the patient see [Section 7.8](#), the band see [Section 7.6](#), the chargeable status see [Section 7.4](#) and boarder status see [Section 7.9](#).

**Ineligible Persons**

- Ineligible persons admitted to Intensive Care Unit and/or Coronary Care Units are admitted to these units using the appropriate account class code. This eliminates the need for journal adjustments to correct the daily fee.

**Prisoners**

- Prisoners have their own admission account class code. Please ensure this code is used together with the admission and discharge source codes indicating 'Correctional Facility'. The Medicare suffix must be P-N and the Funding Source is (01) (Correctional facilities do not pay Queensland Health for the treatment of prisoners).

## 7.6 SAMEDAY BANDED PROCEDURES

All day only surgical and non-operative procedures can be allocated a number as per the Commonwealth Medicare Benefits Schedule. These are called CMBS numbers. Based on CMBS numbers and other factors, procedures can be categorised into one of four different bands. For private patients, both in public and private hospitals, the bands are used as a basis to determine the level of charges. Bands are also used to determine whether patients are admitted as day only patients, or otherwise. Please refer to the Admission Policy in [Appendix F](#) for further clarification on how bands affect the admission process.

Patients who receive a procedure that would not normally warrant admission, may be admitted with a Day Only Procedure Certificate issued by the attending medical practitioner. Bands can only be determined reliably on patient separation when the procedure that was performed is known, and a CMBS number has been given. The band is only required for private patient day benefit procedure cases by the Data Collections Unit. However, hospitals may, but are not required to, supply bands for public patients.

Do not allocate a band if the procedure was performed as a day only episode within a longer hospital stay (involving statistical admission and/or separation for a change in episode type). Band is only for stand-alone day only hospital stays.

Definitions and information on each band can be found in the current version of the Private Health Insurance (Benefit Requirements) Rules.

Internet:

<http://www.comlaw.gov.au/>

Band 1A is a definitive list of procedures including gastrointestinal endoscopy, certain minor surgical items and non-surgical procedures that do not normally require anaesthetic.

Band 1B relates to professional attention that embraces all other day only admission to hospital not related to bands 2, 3 or 4. Bands 2, 3 and 4 are determined by the anaesthetic type and theatre time.

Band 2 means procedures (other than band 1) carried out under local anaesthetic with no sedation.

Band 3 means procedures (other than band 1) carried out under general or regional anaesthesia or intravenous sedation with theatre time (actual time in theatre) less than one hour.

Band 4 means procedures (other than band 1) carried out under general or regional anaesthesia or intravenous sedation with theatre time (actual time in theatre) of one hour or more.

**PAPER HOSPITAL**

The band is required only for private patient, day benefit procedure cases. You may leave the field blank if the patient is not a private patient. A band code should not be provided if the patient is not a day benefit patient.

Record the band using one of the following codes:

<b>Code</b>	<b>Description</b>
1A	Band 1A
1B	Band 1B
2	Band 2
3	Band 3
4	Band 4

**HBCIS**

*This data item is not entered separately as it is derived from the item **account class** (B1A; B1B; B2; B3; B4) and translated to 1A, 1B, 02, 03 and 04. If a patient changes from day only to overnight or longer, the admission account class must be altered, rather than recording an account class variation. Usually accounts staff can only do this.*

**7.7 QUALIFICATION STATUS**

All babies 9 days old or less should be admitted with a newborn care type. On admission the newborn will have a qualification status of either acute (qualified) or unqualified (see [Section 4.5](#) Newborns).

Record the qualification status on admission. If the qualification status of the newborn changes after admission then the change in qualification status is recorded as an activity (see [Section 8.9](#)).

**PAPER HOSPITAL**

Record the following codes to indicate the qualification status of the newborn:

<b>Code</b>	<b>Description</b>
A	Acute
U	Unqualified

**7.8 COMPENSABLE STATUS**

This item records information when the patient's hospitalisation is to be paid for by a third party, usually as a result of the patient being in an accident. Note that although this is recorded at the time of admission, in the belief that the patient will be entitled to compensation, there are times when the compensation claim fails, and the patient reverts to not compensable.

For a more detailed explanation of compensable status, refer to the definitions in [Section 4.12](#).

**PAPER HOSPITAL**

<b>Code</b>	<b>Description</b>
1	Workers' Compensation Queensland
2	Workers' Compensation (Other)
6	Motor Vehicle (Queensland)
7	Motor Vehicle (Other)
3	Other Third Party
4	Other Compensable
5	Department of Veterans' Affairs
9	Department of Defence
8	None of the above

A Patient Activity Form should be completed for all patients whose compensable status changes during an admission, and submitted with their Diagnosis Sheet.

**HBCIS**

*This data item is not entered separately as it is derived from the item **account class**  
The letters from the account class are:*

<i>TP</i>	<i>Other Third Party WC WorkCover Queensland</i>
<i>WC</i>	<i>Workers' Compensation Queensland</i>
<i>WCO</i>	<i>Workers' Compensation (Other)</i>
<i>MV</i>	<i>Motor Vehicle (Queensland)</i>
<i>MVO</i>	<i>Motor Vehicle (Other)</i>
<i>DVA</i>	<i>Department of Veterans' Affairs</i>
<i>DD</i>	<i>Department of Defence</i>

*Note: Department of Veterans' Affairs and Department of Defence patients are classified as Compensable.*

*An **activity change** is recorded automatically as a result of any changes made to the **account class**.*

**DEFINITIONS****Workers' Compensation Queensland**

A patient is entitled to claim damages under the Queensland Workers Compensation and Rehabilitation Act 2003. This includes workers injury claims managed by WorkCover Queensland and those Queensland firms who are self-insured. Q-Comp regulates these insurers.

**Workers' Compensation (Other)**

Patient is entitled to claim damages under a Workers' Compensation Act other than Queensland (e.g. if an employee of the Commonwealth or an Interstate Company or national organisation not affiliated with Q-COMP).

**Motor Vehicle (Queensland)**

This is used where the patient admitted to hospital from a motor vehicle accident can establish negligence against an owner or driver of a Queensland registered motor vehicle.

**Motor Vehicle (Other)**

This is used where the patients admitted to hospital from a motor vehicle accident can establish negligence against an owner or driver of a motor vehicle registered in a State or Territory other than Queensland.

**Other Third Party**

This is used for patients admitted to hospital for the treatment of an injury, illness or disease sustained in:

- a motor vehicle accident that occurred prior to 1 September 1994.
- accidents that are not associated with Compulsory Third Party (CTP) insurance and are not covered by workers' compensation insurance. For example, accidents involving: mobile machinery or equipment such as bulldozers and forklifts; or agricultural implements.
- motor vehicle accidents where liability is unclear, or where there is a possibility of shared liability.

It also may be used for patients seeking to claim against public liability insurance, and who do not fit into any of the other categories.

Victims of criminal acts are not considered compensable so a charge is not to be raised for their treatment.

**Other compensable**

Is used for other compensable patients.

**Department of Veterans' Affairs**

Entitled veterans whom the Department of Veterans' Affairs has accepted responsibility for the payment of any charges relating to his/her episode of care. This relates to all Gold Card holders and those White Card holders for specific illness or injury. White Card holders should not be classified as DVA patients unless they are receiving care or treatment for a recognised and accepted by DVA as a compensable condition.

**Department of Defence**

Australian Defence Force personnel whom the Department of Defence has accepted responsibility for the payment of any charges relating to his/her episode of care. This relates to permanent and part-time members. Part-time members should only be classified as Department of Defence where they seek and receive treatment for an injury or illness sustained while serving in the Defence Forces (e.g. Regular, Reserve Forces and Cadets).

**None of the above**

The patient can not be classified as compensable under any of the above categories, or their compensable status is unknown.

Note for HBCIS hospitals: Compensable and ineligible patients, who are to be admitted for a day only band procedure are charged the compensable/ineligible rate and are NOT banded. It is unnecessary, therefore, to record a band for them.

## 7.9 BOARDER STATUS

See the definition of a boarder in [Section 4.10](#). From 1 July 1999 data for boarders are required to be submitted for the QHAPDC.

Registering boarders from a reciprocal country:

<b>PAYMENT CLASS</b>	<b>RC</b>	<b>(HBCIS ONLY)</b>
<b>ACCOUNT CLASS</b>	<b>GPB</b>	<b>(HBCIS ONLY)</b>
<b>ADM SOURCE</b>	<b>21</b>	<b>BOARDER</b>
<b>ADM TYPE</b>	<b>08</b>	<b>BOARDER</b>
<b>ADM STATUS</b>	<b>3</b>	<b>NOT ASSISGNE</b>
<b>FUNDING SOURCE</b>	<b>12</b>	<b>OTHER</b>

## 7.10 INCIDENT DATE (HBCIS ONLY)

The date on which the injury, accident or illness associated with the episode of care occurred.

In the case of late onset of injury or illness, the incident date is the date that the patient was first assessed by a doctor or, where appropriate, a dentist for the injury or illness.

Incident Date is required to assist in the validation of a patient's hospital treatment against any claims they may make for compensation with WorkCover Queensland or the Motor Accident Insurance Commission.

Incident Date should be recorded when the injury or illness for which the patient is being treated appears to have been the result of either:

- working for an income; or
- a road traffic accident;

regardless of the compensable status of the patient at the time of their admission.

When a patient is being registered at a hospital for treatment, ask one of the following questions:

- Following an accident or injury, ask the patient "On what date did the accident or injury occur?"
- In the case of late onset of injury or illness, ask the patient "On what date were you first assessed by a doctor or dentist for this injury or illness?"

Record the incident date using the full date (i.e. ddmmyyy) and leading zeros where necessary.

### EXAMPLE

For 5 July 2007, record:

0	5	0	7	2	0	0	7
---	---	---	---	---	---	---	---

**HBCIS**

If the day of the incident is unknown, use \*\*.

If the month of the incident is unknown, use \*\*.

If the year of the incident is unknown, an estimate must be provided.

**EXAMPLE**

If a patient does not know the exact incident date, but knows that it was sometime in 2008 record the incident date as:

*	*	*	*	2	0	0	8
---	---	---	---	---	---	---	---

Although provision is made for recording estimates of the day and month of the incident date, every effort should be made during the course of the admission to determine (and record) the actual incident date.

**7.11 INCIDENT DATE FLAG (HBCIS ONLY)**

This data item does not appear on any HBCIS screens. It is automatically generated for extract if an '\*' is used in any of the Incident Date fields.

**7.12 SOURCE OF REFERRAL/TRANSFER (ADMISSION SOURCE)**

The source of referral/transfer indicates the referral point of a patient immediately before they are admitted either formally (hospital admission) or statistically (type of episode change). Record the source of referral/transfer using one of the following codes:

**PAPER HOSPITAL - SOURCE OF REFERRAL**

<b>Code</b>	<b>Description</b>
01	Private medical practitioner (excluding psychiatrist)
15	Private psychiatrist
02	Emergency department - this hospital
03	Outpatient department - this hospital
24	Admitted patient transferred from another hospital
23	Residential aged care service
06	Care type change
09	Born in hospital
16	Correctional facility
17	Law enforcement agency
18	Community service
19	Routine readmission - not requiring referral
14	Other health care establishment
29	Other
20	Organ procurement
21	Boarder
25	Non-admitted patient referred from other hospital

NB: The scope of the QHAPDC does not include Military Hospitals. Therefore patients requiring admission following treatment at a Military Hospital should not be coded as a transfer from another hospital.

<b>HBCIS - ADMISSION SOURCE</b>		
<b>Code</b>	<b>Description</b>	<b>Extracted and mapped by HQI as:</b>
01	Private medical practitioner (excl. psychiatrist)	0 1 Private medical practitioner (excl. psychiatrist)
15	Private psychiatrist	15 Private psychiatrist
02	A&E	02 Emergency department - this hospital
03	Outpatient department	03 Outpatient department - this hospital
24	Admitted patient transferred from another hospital	24 Admitted patient transferred from another hospital
25	Non-admitted patient referred from another hospital	25 Non-admitted patient referred from another hospital
23	Residential aged care service	23 Residential aged care service
06	Episode change	06 Episode change
08	Outborn	02 Emergency department –this hospital
09	Born in hospital	09 Born in hospital
10	Retrieval from another hospital	24 Admitted patient transferred from another hospital
16	Correctional facility	16 Correctional facility
17	Law enforcement agency	17 Law enforcement agency
18	Community service	18 Community service
19	Retrieval not from other hospital	02 Emergency department – this hospital
14	Other health care establishment	14 Other health care establishment
22	Routine readmission not requiring referral	19 Routine readmission not requiring referral
29	Other	29 Other
		20 Organ Procurement (Not available on HBCIS at this stage)
21	Boarder	21 Boarder

The following rules are to be used in the allocation of appropriate source of referral/transfer (admission source) codes.

<b>Code</b>	<b>Explanation</b>
01 Private medical practitioner (excluding psychiatrist)	Used for patients referred to the hospital admission office by a private doctor other than a psychiatrist. Such patients will generally be private shared or private single patients whose admission will have been arranged by their treating doctor or dentist.
15 Private psychiatrist	Patients referred to the hospital admission office by a psychiatrist.
02 Emergency department - this hospital	Used for patients who present to the Emergency or Casualty Department of this hospital and are subsequently admitted immediately following their emergency consultation. They will generally not be booked patients. For example, use this code for patients who are transported by the Royal Flying Doctor Service for an unplanned (not booked) admission. Paper: you may use this for babies (qualified and unqualified) born on the way to hospital.



03 Outpatient department - this hospital	Used for patients who have attended an outpatient clinic at the hospital and are subsequently referred for admitted patient treatment. They will generally be booked patients. Patients who are transported by the Royal Flying Doctor Service to attend outpatients, and are then booked for admission, use this code. For unplanned (not booked) admissions refer to code 02 <i>Emergency department - this hospital</i> .
24 Admitted patient transferred from another hospital	Used for all patients who are transferred from another hospital (including psychiatric hospitals) for continuation of their admitted patient care or treatment at this hospital. This code may also be used for patients who are transferred from hospitals interstate or overseas.
25 Non-Admitted Patient referred from other hospital	Used for all patients who are referred from another hospital (including psychiatric hospitals) for continuation of their care or treatment at this hospital.
23 Residential Aged Care Service	Used for patients who are transferred to this hospital for further care and treatment from a residential aged care service where they are usually a resident. A residential aged care service includes former public and private nursing homes and hostels – but not independent living units (refer to '14 Other health care establishment').
06 Care Type change	Used for statistical admissions where the patient has previously been admitted to an episode of care during this hospital stay, and is now changing the type of episode of care (e.g. acute to maintenance). Do not use this code for a registered boarder changing status to become an admitted patient. For public hospitals using I&D Sheets to 'batch' information to a central hospital for data entry into HBCIS, and for private hospitals using I&D sheets, a new I&D Sheet will need to be completed for the patient with a source of referral/transfer code of '06 – Episode Change' and the new care type.
09 Born in hospital	Used for babies born <u>at this hospital</u> during this episode only.
16 Correctional facility	Patients who have been referred to the hospital from a correctional facility.
17 Law enforcement agency	Patients who have been referred to the hospital from a law enforcement agency (other than a correctional facility) such as the police or courts.
18 Community service	A patient whose admission to the hospital has been arranged by a community health service.
19 (22 on HBCIS) Routine readmission	Used for patients who are not admitted through outpatients or the emergency department e.g. renal dialysis patients, chemotherapy patients directly presenting to the ward for planned treatment.
14 Other health care establishment	Used for patients who are admitted from alcohol and drug centres, or other health care establishments.
29 Other	Used for patients who are admitted under circumstances that does not fit any other category. e.g. A person who is currently a boarder at a Hospital becoming ill and is admitted. However, it is expected that this code will rarely be used.
20 (not on HBCIS) Organ Procurement	Used to register donors (who have been declared brain dead) for the purpose of procurement of human tissue.

21 Boarder	Used to register a person who is receiving food and/or accommodation but for whom the hospital does not accept responsibility for treatment and/or care.
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**Additional HBCIS-ONLY codes**

Code	Explanation
08 Outborn	For babies (qualified and unqualified) who were born on the way to hospital and have not been admitted at any other hospital. Extracted and mapped by HQI as '02 Emergency department – this hospital'.
10 Retrieval from another hospital	Used when a patient has been brought to the hospital from another hospital by a retrieval team. Extracted and mapped by HQI as '24 -Admitted patient transferred from another hospital'.
19 Retrieval not from other hospital	Used when a patient has been brought to the hospital from any place other than another hospital by a retrieval team. Extracted and mapped by HQI as '02 Emergency department – this hospital'.

**Examples**

(1) A patient attends a specialist (other than a psychiatrist) in the specialist's rooms. The specialist has admitting rights at your hospital. The patient is booked for admission and is admitted.

The source of referral is 01 Private medical practitioner (not psychiatrist).

(2) A patient is seen in the rooms of their local medical officer (general practitioner). The patient is sent to your hospital's outpatient department or emergency department for review by hospital staff and is admitted.

The source of referral is 03 Outpatient - this hospital; or 02 Emergency department - this hospital.

(3) A patient comes from their place of permanent residence in an aged care service to the outpatient department or emergency department for review by hospital staff and is admitted. The source of referral is 03 Outpatient Department - this hospital; or 02 Emergency department - this hospital.

(4) A patient comes from their place of permanent residence in a residential aged care service to the hospital ward. The source of referral is 23 Residential Aged Care Service.

**7.13 MOTHER'S PATIENT IDENTIFIER**

Record the mother's patient identifier (UR number) for those babies born in hospital. That is, this data item is must be recorded when the patient's source of referral/transfer (admission source) is '09 – Born in hospital'.

**7.14 TRANSFERRING FROM FACILITY (EXTENDED SOURCE CODE)**

The facility number must be recorded when this hospital receives a transferred patient for ongoing care or a referred patient for a contract service. That is, this item is mandatory if the patient's source of referral/transfer (admission source) is:

Code	Description
24	Admitted patient Transferred from another hospital
16	Correctional facility
23	Residential Aged Care Service
25	Non-admitted patient referred from other hospital

#### PAPER HOSPITAL

Record the facility number of the hospital, residential aged care service, or correctional facility that transferred or referred the patient to this hospital for admission.

#### HBCIS

*Record the extended source code of the hospital, residential aged care service, or correctional facility that transferred or referred the patient to this hospital for admission.*

See [Appendix A](#) for a list of facilities and their facility numbers, including the facility number to be used when a patient is transferred from a facility in another state/territory or from overseas.

### 7.15 CARE TYPE

The term Care Type refers to the nature of the treatment/care provided to a patient during an episode of care.

#### Episode of Care

An episode of care refers to a particular phase of treatment (reflected by the care type) rather than to each individual patient day. There may be more than one episode of care within the one hospital stay period. An episode of care ends when the principal clinical intent of care changes (i.e. the care type changes) or when the patient is formally separated from the hospital.

Each episode is reported to the Data Collections Unit on its completion. Episode of care changes can be identified through the use of code 06 in the source of referral/transfer and/or mode of separation data items.

Please note that a person allocated to an organ procurement episode type or boarder episode type can NOT have 06 in the source of referral/transfer or mode of separation data items.

It is necessary to link episodes within the Data Collections Unit to enable analysis of a patient's hospital stay. This can be done by firstly identifying the patient's formal separation from hospital (i.e. mode of separation is not code 06). If the source of referral/transfer is also not code 06, then the patient had only one episode for the hospital stay. The majority of patients are like this. If however the source of referral/transfer is code 06, then the patient's previous separation is found (using date of new admission = date of previous separation).

The source of referral/transfer is checked, and if necessary, this process of linking continues until the source of referral/transfer indicates a true hospital admission (i.e. code is not 06). This process of linking records makes it critical for hospital staff to ensure that for any patient who changes episode, the correct codes are used for the type of episode, source of referral/transfer, and mode of separation. It is also critical that the UR Number is the same for all episodes and that the date of separation for an episode change is the same as the date of admission for the next episode within a hospital stay.

Persons with mental illness may fall into any one of the episode of care types, and their classification is dependent upon the principal clinical intent of the care received.

### Care Type Changes

It is essential that any change in care type reflects a clear change in the type or goal of care provided. For example, a reduction in the intensity of acute care does not necessarily trigger a care type change to rehabilitation or GEM if the patient is not yet receiving that care.

#### PAPER HOSPITAL

Record the type of episode using one of the following numerical codes:

<b>Code</b>	<b>Description</b>
01	Acute
21	Rehabilitation - delivered in a designated unit
22	Rehabilitation - according to a designated program
23	Rehabilitation - principal clinical intent
31	Palliative - delivered in a designated unit
32	Palliative - according to a designated program
33	Palliative - principal clinical intent
05	Newborn
09	Geriatric Evaluation and Management
10	Psychogeriatric
11	Maintenance
06	Other care
07	Organ Procurement
08	Boarder

#### HBCIS

*This data item is entered separately.*

The following codes are entered onto the admission screen.

<b>Code</b>	<b>Description</b>
01	Acute
21	Rehabilitation - delivered in a designated unit
22	Rehabilitation - according to a designated program
23	Rehabilitation - principal clinical intent
31	Palliative - delivered in a designated unit
32	Palliative - according to a designated program
33	Palliative - principal clinical intent
05	Newborn
09	Geriatric Evaluation and Management
10	Psychogeriatric
11	Maintenance
06	Other care
07	Organ Procurement (Not available on HBCIS at this stage)
08	Boarder

Code 44 is not extracted as part of HQI as it can only be used for aged care residents.

Aged Care residents are not part of the scope of QHAPDC.

44 Aged Care Resident

Definitions of the types of episodes of care for an admitted patient are as follows:

### **(Care Type 01) Acute**

Acute care is care in which the principal clinical intent or treatment goal is one or more of the following:

- manage labour (obstetric);
- cure illness or provide definitive treatment of injury;
- perform surgery;
- relieve symptoms of illness or injury (excluding palliative care);
- reduce severity of an illness or injury;
- protect against exacerbation and/or complication of an illness and/or injury which could threaten life or normal function; and or
- perform diagnostic or therapeutic procedures.

Sub and non-acute care is a collective term for the following care types:

21	<i>Rehabilitation - delivered in a designated unit</i>
22	<i>Rehabilitation - according to a designated program</i>
23	<i>Rehabilitation - principal clinical intent</i>
31	<i>Palliative - delivered in a designated unit</i>
32	<i>Palliative - according to a designated program</i>
33	<i>Palliative - principal clinical intent</i>
09	<i>Geriatric Evaluation and Management</i>
10	<i>Psychogeriatric</i>
11	<i>Maintenance</i>

### **Rehabilitation Care**

Rehabilitation care is care in which the clinical intent or treatment goal is to improve the functional status of a patient with an impairment, disability or handicap. It is usually evidenced by a multi-disciplinary rehabilitation care plan comprising negotiated goals and indicative time frames that are evaluated by a periodic assessment using a recognised functional assessment measure. It includes care provided through the following models:

#### **(Care Type 21) Rehabilitation – delivered in a designated unit**

- Patients are under the principal clinical management of a rehabilitation physician and/or geriatrician and supported by a comprehensive specialist multi-disciplinary team.
- The unit primarily delivers rehabilitation care.
- The unit receives identified funding for rehabilitation care.
- It is a free standing designated ward/unit or a separate designated ward.

#### **(Care Type 22) Rehabilitation – according to a designated program**

This category refers to rehabilitation provided to patients not located in a designated rehabilitation unit. Patients are under the principal clinical management of a rehabilitation physician and/or geriatrician and supported by a multi-disciplinary team and the care provided meets the definition of rehabilitation care.

Note:

This may include care in a designated rehabilitation program, or in a psychiatric rehabilitation program as designated by the State health authority for public patients in a recognised hospital, for private patients in a public or private hospital as approved by a registered health benefits organisation.

### **(Care Type 23) Rehabilitation – as a principal clinical intent**

This category refers to rehabilitation provided to patients not located in a designated rehabilitation unit. The patient is primarily managed by a medical practitioner who may not necessarily be a specialist in rehabilitation care and in the opinion of the treating clinician the care provided is rehabilitation care.

Coding for rehabilitation categories should be carried out in strict numerical sequence i.e. the first appropriate category code should be used.

Exclusions for this care type:

- Patients who are unable to actively participate in a goal-based rehabilitation program.
- What is sometimes called 'slow stream rehabilitation' or 'restorative care' will not always meet the definition of rehabilitation and should be classified as GEM if the patient meets the definition of the GEM care type.

### **Palliative Care**

Palliative care is care in which the clinical intent or treatment goal is primarily quality of life for a patient with an active, progressive disease with little or no prospect of cure. It is usually evidenced by an interdisciplinary assessment and/or management of the physical, psychological, emotional and spiritual needs of the patient; and a grief and bereavement support service for the patient and their carers/family.

It includes care provided through the following models:

### **(Care Type 31) Palliative care – delivered in a designated care unit**

- Patients are under the principal clinical management of a palliative care physician and supported by a comprehensive specialist multi-disciplinary team.
- The unit receives identified funding for palliative care and primarily delivers palliative care.
- It is a free standing designated ward/unit or a separate designated ward.

### **(Care Type 32) Palliative care – according to a designated program**

Palliative care is delivered by a specialised team of staff who provide palliative care to patients in beds that are not necessarily dedicated to palliative care and meets the definitions of palliative care. The program may, or may not be funded through identified palliative care funding.

For example, care type 32 would apply to a patient, in a general ward, with a life limiting illness (i.e. malignant or non-malignant progressive and chronic illness) and is under the care of a specialised team.

**(Care Type 33) Palliative care – principal clinical intent**

Palliative care occurs when the patient is primarily managed by a medical practitioner who is a specialist in palliative care or when, in the opinion of the treating medical practitioner, the care provided is palliative care even if the doctor is not a palliative care specialist. The care provided must meet the definition of palliative care.

For example, care type 33 would apply to a patient, in a general ward, with a life limiting illness (i.e. malignant or non-malignant progressive and chronic illness) and is under the care of a medical practitioner who may not necessarily be a specialist in palliative care.

Coding for palliative care categories should be carried out in strict numerical sequence i.e. the first appropriate category code should be used.

**(Care Type 09) Geriatric Evaluation and Management (GEM)**

Geriatric evaluation and management is care in which the clinical intent or treatment goal is to maximise the health status and or optimise the living arrangements for a patient with multi-dimensional medical conditions associated with disabilities and psychosocial problems (i.e. falls, incontinence, confusion, decline in function or lack of appropriate support systems), who is usually (but not always) an older patient. This care is usually evidenced by multi-disciplinary management and regular assessments against a management plan that is working towards negotiated goals within indicative time frames.

Geriatric evaluation and management includes care provided:

- in a geriatric evaluation and management unit; or
- in a designated geriatric evaluation and management program; or
- under the principal clinical management of a geriatric evaluation and management physician; or
- in the opinion of the treating doctor, when the principal clinical intent of care is geriatric evaluation and management.

**(Care Type 10) Psychogeriatric care**

Psychogeriatric care is care in which the clinical intent or treatment goal is improvement in health, modification of symptoms, enhancement in function, behaviour and/or quality of life for a patient with an age related organic brain impairment with significant behavioural or late onset psychiatric disturbance or a physical condition accompanied by severe psychiatric or behavioural disturbance. The care is usually evidenced by multi-disciplinary management and regular assessments against a management plan that is working towards negotiated goals within indicative time frames.

Psychogeriatric care includes care provided:

- in a psychogeriatric care unit;
- in a designated psychogeriatric care program; or
- under the principal clinical management of a psychogeriatric physician; or
- in the opinion of the treating doctor, when the principal clinical intent of care is psychogeriatric care.

**(Care Type 11) Maintenance care**

Maintenance care is care in which the clinical intent or treatment goal is prevention of deterioration in the functional and current health status of a patient with a disability or severe level of functional impairment. Following assessment or treatment the patient does not require further complex assessment or stabilisation, and requires care over an indefinite period. This care includes that provided to a patient who would normally receive care in another setting (e.g. at home, or in an aged care service, or by a relative or carer), that is unavailable in the short term.

**(Care Type 05) Newborn**

Newborn care is initiated when the patient is born in hospital or is nine days old or less at the time of admission. Newborn care continues until the care type changes or the patient is separated. The following points should be noted:

- Patients who turn 10 days of age and do not require clinical care are separated and, if they remain in the hospital, are designated as boarders.
- Patients who turn 10 days of age and require clinical care continue in a newborn episode of care until separated.
- Patients aged less than 10 days and not admitted at birth (e.g. transferred from another hospital) are admitted with a newborn care type;
- Patients aged greater than 9 days not previously admitted (e.g. transferred from another hospital) are either boarders or admitted with an acute care type;
- Within a newborn episode of care, until the baby turns 10 days of age, each day is either a qualified or unqualified day.
- A newborn is qualified when it meets at least one of the criteria detailed in the newborn qualification status.
- Within a newborn episode of care, each day after the baby turns 10 days of age is counted as acute (qualified) patient day.
- Newborn qualified days are equivalent to acute days and may be denoted as such. See section 4.5 for further information on newborns.

**(Care Type 06) Other care**

Other admitted patient care is care where the principal clinical intent does not meet the criteria for any of the above.

**(Care Type 07) Organ procurement**

Organ procurement – posthumous is the procurement of human tissue for the purpose of transplantation from a donor who has been declared brain dead. See [Section 4.11.2 Posthumous Organ Procurement](#)

Diagnoses and procedures undertaken during this activity, including mechanical ventilation and tissue procurement, should be recorded in accordance with the relevant ICD-10-AM Australian Coding Standards. These patients are not admitted to the hospital but are registered by the hospital.

**(Care Type 08) Boarder**

Hospital Boarder is a person who is receiving food and/or accommodation but for whom the hospital does not accept responsibility for treatment and/or care.



Hospital boarders are not admitted to the hospital. However, a hospital may register a boarder. Boarders are 'admitted' in HBCIS using specific Boarder codes. Babies in hospital at age 9 days or less cannot be boarders. They are admitted patients with each day of stay deemed to be either qualified or unqualified.

## 7.16 ELECTIVE PATIENT STATUS

An elective admission is an admission of a patient for care or treatment which, in the opinion of the treating clinician, is necessary and which can be delayed for at least 24 hours.

Admissions for which an elective status is usually not assigned are:

- admissions for normal delivery (obstetric);
- admissions which begin with the birth of the patient, or when it was intended that the birth occur in the hospital, commence shortly after the birth of the patient;
- statistical admissions; and
- planned readmissions for the patient to receive limited care or treatment for a current condition, for example dialysis or chemotherapy.

An emergency admission is an admission of a patient for care or treatment which, in the opinion of the treating clinician, is necessary and which should occur within 24 hours.

Although the following list is not definitive an emergency patient would be:

- at risk of serious morbidity or mortality and requiring urgent assessment and/or resuscitation; or
- suffering from suspected acute organ or system failure; or
- suffering from an illness or injury where the viability or function of a body part or organ is acutely threatened; or
- suffering from a drug overdose, toxic substance or toxin effect; or
- experiencing severe psychiatric disturbance whereby the health of the patient or other people is at immediate risk; or
- suffering severe pain where the viability or function of a body part or organ is suspected to be acutely threatened; or
- suffering acute significant haemorrhage and requiring urgent assessment and treatment; or
- suffering gynaecological or obstetric complications; or
- suffering an acute condition which represents a significant threat to the patients physical or psychological wellbeing; or
- suffering a condition which represents a significant threat to public health.

**PAPER HOSPITAL**

Record the following codes to indicate the elective patient status:

<b>Code</b>	<b>Description</b>
1	Emergency admission
2	Elective admission
3	Not assigned

**HBCIS**

Record the following codes to indicate the elective patient status:

<b>Code</b>	<b>Description</b>
1	Emergency admission
2	Elective admission
3	Not assigned

**7.17 QAS PATIENT IDENTIFICATION NUMBER (EARF)**

The eARF number is a unique identifier for patient events attended by the Queensland Ambulance Service (QAS). Each QAS team has a portable tablet PC that they use to record clinical details about each patient attended. Each tablet PC is allocated a unique set of eARF numbers and when a new patient template is opened on the PC an eARF number is automatically allocated to the patient.

It should be noted that the number is only unique to a patient event NOT a person. That is, a person receives a new eARF number each time they are attended to/ transported by QAS. If more than one QAS team attend a patient, all clinical details are transferred to the PC of the team who transports the patient so each patient is allocated only one eARF number per patient event.

The eARF number is included on the form that the QAS transporting team print out and leave at the hospital when they deliver a patient.

Record the QAS Patient Identification Number if the patient was transported to the hospital by the QAS team and the patient is subsequently admitted.

**7.18 PLANNED SAME DAY**

This item is used to indicate whether it is planned for the patient to be discharged before midnight on the same day as he/she is admitted. Such patients will generally be admitted for a Day Benefit procedure. If the patient ultimately remains in hospital longer than one day, this data item remains as originally recorded. It may be used for quality assurance studies to investigate reasons for the change in plan. Note that Band 1 same day patients who subsequently stay in overnight require an Overnight Stay Certification.

**PAPER HOSPITAL**

Record the planned duration of the patient's stay using one of the following codes:

**Code Description**

Y Yes, planned to be separated from the hospital on the same day  
N No, planned to stay at least one night

This information will generally be obtained from a booking form or other details available from the treating doctor.

This item documents the intent. If the patient has been recorded as "N" dies or is discharged unexpectedly on the day he/she is admitted, the code remains the same.

**HBCIS**

Record, in the specified field, the planned duration of the patient's stay using one of the following codes:

**Code Description**

Y Yes, planned to be separated from the hospital on the same day  
N No, planned to stay at least one night

This information will generally be obtained from a booking form or other details available from the treating doctor.

This item documents the intent. If the patient has been recorded as "N" dies or is discharged unexpectedly on the day he/she is admitted, the code remains the same.

**7.19 RECENT DISCHARGE**

Has the patient been discharged from any hospital in the last seven days?

This information is not reported to the Data Collections Unit for QHAPDC; it is for hospital use only. It is useful because fees charged to the patient may depend on whether the patient has been an admitted patient in any recognised or licensed hospital within the seven days before this admission. In addition, if the patient has been admitted in any hospital, this may affect eligibility for acute care entitlements.

**HBCIS**

Record the number of days in the specified field "Days Carried Forward".

**If yes, which hospital?**

This information is not reported to the Data Collections Unit for QHAPDC; it is for hospital use only.

**HBCIS**

Record the name of the previous hospital in the specified field **other hospital**.

**Total length of stay without breaks of more than seven days in previous hospitals.**

This information is not reported to the Data Collections Unit for QHAPDC; it is for hospital use only.

<b>HBCIS</b>
<i>Calculated automatically.</i>

**7.20 TREATING DOCTOR**

This data item is collected for hospital use only it is not required by the Data Collections Unit. Record the hospital code to describe the individual doctor chiefly responsible for treating the patient.

**7.21 ADMISSION UNIT**

If the hospital maintains a system of units to describe clinical specialities, record the hospital code to indicate the unit to which the patient was admitted. A maximum of four characters is allowed.

**7.22 STANDARD UNIT CODE**

Record the standard unit code prepared by the Data Collections Unit to describe the unit to which the patient was admitted (see [Appendix J](#)). For HBCIS hospitals, the standard unit codes may be mapped from the treating doctor units. For paper hospitals, this is mapped from the treating doctor on the basis of his/her specialisation.

**7.23 ADMISSION WARD**

Record the code to indicate the specific ward to which the patient is admitted. Use the codes prepared by the hospital, as the Data Collections Unit does not have a predetermined list of codes for hospitals.

<b>PAPER HOSPITAL</b>
A maximum of six characters is allowed.

<b>HBCIS</b>
<i>A maximum of six characters is allowed.</i>

**7.24 STANDARD WARD CODE**

Reporting of standard ward codes were initially required in order to identify patients admitted or transferred to ward assigned to a designated SNAP unit in Public facilities and designated rehabilitation units in private facilities.

Public facilities required to record additional standard ward codes such as 'SNAP' use the HBCIS Ward/Bed Categories Screen and associated standard ward code reference files. Standard ward codes are assigned and maintained at the ward level. See [Appendix K](#) for a list of facilities that have designated SNAP or rehabilitation units.

The majority of standard ward codes have been developed to align with the existing Clinical Services Capability Framework (CSCF) and public hospitals should refer to their completed CSCF self assessment documentation when assigning these standard ward codes.

From 1 July 2012, public facilities must continue to record additional standard ward code information to identify any high level service capability (using the latest CSCF categories as prescribed in version 3) eg: intensive care unit - level 4.

It should also be noted that from 1 July 2012 public facilities can assign wards or beds that have been assessed and approved by the Stroke Clinical Network as designated stroke units.

A standard ward code of STKU has been added to the HBCIS standard ward code reference file to assist in identifying certain defined patients admitted or transferred to a ward or bed assigned to an assessed and appropriately approved stroke unit. The Stroke Clinical Network has agreed to take responsibility for assessing units that wish to utilise this code in order to ensure compliance with the stroke unit definition.

Record the following code to indicate the appropriate Standard Ward Code (where applicable):

<b>PAPER HOSPITAL</b>	
<b>Code</b>	<b>Explanation</b>
SNAP – Designated SNAP Unit	A ward that has been assigned to a designated SNAP Unit.

Record the following codes to indicate the Standard Ward Code:

<b>HBCIS</b>	
<b>Code</b>	<b>Explanation</b>
CCU4 - Coronary Care Unit – Level 4	Refer to the Queensland Health Clinical Services Capability Framework (CSCF) version 3. This service capability level was previously CCU Level 1 in the CSCF version 2.
CCU5 - Coronary Care Unit – Level 5	Refer to the Queensland Health Clinical Services Capability Framework (CSCF) version 3. This service capability level was previously CCU Level 2 in the CSCF version 2.
CCU6 - Coronary Care Unit – Level 6	Refer to the Queensland Health Clinical Services Capability Framework (CSCF) version 3. This service capability level was previously CCU Level 3 in the CSCF version 2.
CHEM - Chemotherapy	Used for reporting of a discrete area assigned for chemotherapy treatment.
CIC6 - Children's Intensive Care Service – Level 6	Refer to the Queensland Health Clinical Services Capability Framework (CSCF) version 3. This service capability level was previously Paediatric Intensive Care Unit (PICU) in the CSCF version 2.
DIAL - Renal Dialysis	Used for reporting of a discrete area assigned for renal dialysis treatment.
EMER - Emergency	Emergency Department (excluding Observation Ward)
HOME - Hospital in the Home	Credentialed services funded and/or provided to admitted patients in their home environment.

ICU4 - Intensive Care Unit – Level 4	Refer to the Queensland Health Clinical Services Capability Framework (CSCF) version 3. This service capability level was previously ICU Level 1 in the CSCF version 2.
ICU5 - Intensive Care Unit – Level 5	Refer to the Queensland Health Clinical Services Capability Framework (CSCF) version 3. This service capability level was previously ICU Level 2 in the CSCF version 2.
ICU6 - Intensive Care Unit – Level 6	Refer to the Queensland Health Clinical Services Capability Framework (CSCF) version 3. This service capability level was previously ICU Level 3 in the CSCF version 2.
MATY - Maternity	Refer to the Queensland Health Clinical Services Capability Framework (CSCF) version 3.
MENA - Specialised Mental Health Acute Psychiatric	A ward that has been assigned to a Specialised Mental Health Psychiatric Unit for the provision of acute psychiatric care.
MENN - Specialised Mental Health Non-Acute Psychiatric	A ward that has been assigned to a Specialised Mental Health Psychiatric Unit for the provision of non-acute psychiatric care.
MIXC - Mixed Wards – Critical Care	Hospitals that have wards with mixed critical care specialisation/s should use a standard ward code of MIXC. This will highlight that the ward has a Critical Service capability of a mixed nature.
MIXG - Mixed Wards – Non-Critical Care Service Types	Hospitals that have wards with mixed specialisation/s of a non-critical care nature should use a standard ward code of MIXG. Examples: maternity/gynaecology ward, chemotherapy/surgical, medical/general acute. General Wards that do not have any specialisation should be assigned to a 'NORM' Standard Ward Code.
NORM - General Wards	General Wards that do not have any specialisation – for HBCIS use only.
NSV4 - Neonatal Service – Level 4	Refer to the Queensland Health Clinical Services Capability Framework (CSCF) version 3. This service capability level was previously Neonatal Service Level 2 (SCN) in the CSCF version 2.
NSV5 - Neonatal Service – Level 5	Refer to the Queensland Health Clinical Services Capability Framework (CSCF) version 3. This service capability level was previously Neonatal Service Level 2 (SCN) in the CSCF version 2.
NSV6 - Neonatal Service – Level 6	Refer to the Queensland Health Clinical Services Capability Framework (CSCF) version 3. This service capability level was previously Neonatal Service Level 3 (NICU) in the CSCF version 2.
OBSV - Observation	A designated observation ward within an Emergency Department as defined by the ED Clinical Networks.
PAED - Paediatric	Refer to the Queensland Health Clinical Services Capability Framework (CSCF) version 3.
SNAP - Sub and Non-Acute Patient	A ward that has been assigned to a designated SNAP Unit.
STKU - Stroke Unit	A designated Stroke Unit which has been assessed and approved by the Stroke Clinical Network.

## 7.25 CONTRACT ROLE

A contract patient receives care that is provided under an agreement between a purchaser of services and a provider of services. For the purposes of this data item, the purchaser of services will be a public or private hospital (contracting hospital), and the provider of services will be a public or private hospital or a private day facility (contracted hospital). Admitted or non-admitted services can be provided.

The contract role data item identifies whether your hospital is the purchaser of the services being provided for the episode of care (contracting hospital) or the provider of the services being provided (contracted hospital).

Refer to [Section 4.13 Contracted Hospital Care](#) for further information on recording contracted hospital care.

PAPER HOSPITAL	
Record the following codes to indicate your hospital's role:	
Code	Description
A	Hospital A (contracting hospital)
B	Hospital B (contracted hospital)

HBCIS	
Record the following codes to indicate your hospital's role:	
Code	Description
A	Hospital A (contracting hospital)
B	Hospital B (contracted hospital)

## 7.26 CONTRACT TYPE

A contract patient receives care that is provided under an agreement between a purchaser of services and a provider of services. For the purposes of this data item, the purchaser of services can be a public or private hospital (contracting hospital) or a health authority (contracting health authority), and the provider of services can be a public or private hospital or a private day facility (contracted hospital). Admitted or non-admitted services can be provided.

There are five contract types. In each case, the contracting hospital or health authority is termed Hospital A, and the contracted hospital is termed Hospital B.

Refer to [Section 4.13 Contracted Hospital Care](#) for further information on recording contracted hospital care.

**PAPER HOSPITAL**

Record the following codes to indicate the contract type under which the patient is being treated:

<b>Code</b>	<b>Description</b>
1	B
2	ABA
3	AB
4	(A)B
5	BA

**HBCIS**

Record the following codes to indicate the contract type under which the patient is being treated:

<b>Code</b>	<b>Description</b>
1	B
2	ABA
3	AB
4	(A)B
5	BA

**7.27 OTHER HOSPITAL IDENTIFIER**

Other hospital identifier should be recorded for the other hospital involved in the contract. The other hospital identifier is required where contract type is 2, 3, 4, or 5 and the contract role is 'A' or 'B'.

Refer to [Section 4.13 Contracted Hospital Care](#) for further information on recording the other hospital involved in the contract.

**7.28 BABY ADMISSION WEIGHT**

Record the admission weight (grams) of neonates who are under 29 days or weigh less than 2500 grams at the time of admission. The admission weight is defined as the weight of the neonate on the day admitted, unless this is the day of birth, in which case the admission weight is taken as the birth weight.

In circumstances where babies have not been weighed a 'dummy' weight is currently being used by some hospitals. In order to standardise this procedure and to allow for the identification of 'dummy' weights, hospitals should enter the weight as 9000, in these cases.

Hospitals should note that this practice will produce an Error on the Validation Report (H148 - Baby is XXXX grams. This is much heavier than most babies under 1 month. Please check birth date and admission weight). The hospital can no longer provide a 'dummy weight of 9000 without providing a valid reason as to why the baby was not weighed.

**7.29 SEPARATION DATE**

At separation, record the full date (that is, ddmmYYYY), using leading zeros where necessary.



**EXAMPLE**

For a patient who was discharged on 24 July 2007, record

2	4	0	7	2	0	0	7
---	---	---	---	---	---	---	---

**7.30 SEPARATION TIME**

Use the 24-hour clock to record the time of separation. Times are between 0000 (midnight) and 2359. Note that midnight is the start of a new day, not the end of the previous one.

HBCIS hospitals: currently HBCIS will not accept 0000 as midnight. A system parameter setting at each site dictates if 24:00 can be a valid entry. If an actual event occurs at midnight and the parameter is set to 'Y' then record 24:00. If an actual event occurs at midnight and the parameter is set to 'N' record 23:59.

**EXAMPLE**

For a patient discharged at 9:10 a.m., record

0	9	1	0
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**EXAMPLE**

For a patient died at 6:05 p.m., record

1	8	0	5
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If the patient's time of separation is unknown, estimate the separation time. It must not be before the time of admission or during a time when the patient is on leave.

**7.31 MODE OF SEPARATION (DISCHARGE STATUS)**

The mode of separation (discharge status) indicates the place to which a patient is referred immediately following formal separation from hospital, or indicates whether this is a statistical separation due to a change in the type of episode of care.

**PAPER HOSPITAL - MODE OF SEPARATION**

Record the mode of separation using one of the following numerical codes:

<b>Code</b>	<b>Description</b>
01	Home/usual residence
16	Hospital Transfer
15	Residential Aged Care Service
05	Died in hospital
06	Care Type change
07	Discharged at own risk
09	Non-return from leave
12	Correctional facility
04	Other health care establishment
17	Medi-Hotel
19	Other
13	Organ Procurement
14	Boarder

**HBCIS DISCHARGE STATUS**

<b>Code</b>	<b>Description</b>	<b>Extracted/mapped by HQI as:</b>
01	Home/usual residence	01 Home/usual residence
16	Hospital Transfer	16 Transferred to another hospital
15	Residential Aged Care Service	15 Residential Aged Care Service
04	Other health care accommodation	04 Other health care accommodation
05	Died in hospital	05 Died in hospital
06	Care Type change	06 Care type change
07	Discharged at own risk	07 Discharged at own risk
09	Non-return from leave	09 Non-return from leave
12	Correctional facility	12 Correctional facility
17	Medi-Hotel	17 Medi-Hotel
19	Other	19 Other
13	Organ Procurement (Not available on HBCIS at this stage)	
14	Boarder	14 Boarder

Use the following guidelines to determine the correct mode of separation

Code	Explanation
01 Home/usual residence	Used for those patients who return to their usual residence following the current hospital stay. If the patient is usually a resident of a boarding house, commercial hostel, aged care service, independent living unit or other institution, use this category. However, if the patient is being transferred from the hospital to a residential aged care service for the first time, do not use this category; use <i>15 Residential Aged Care Service</i> .
16 Hospital Transfer	Used for patients who are transferred to another hospital for continuation of their admitted care and management. The second hospital undertakes full responsibility for the patient. Note that this code may be used for patients transferred to hospitals which are interstate or overseas.
15 Residential Aged Care Service	Used for patients who are discharged to a residential aged care service for the first time (i.e. the residential aged care service is not where they lived prior to their admission to hospital). A residential aged care service includes former public and private nursing homes and hostels – but not independent living units (refer to ' <i>01 Home/usual residence</i> ' for patients being returned to a residential aged care service).
05 Died in hospital	Used when the patient died during his/her hospitalisation.
06 Care Type change	Used for statistical separations where the patient is to continue the hospital stay, but is now changing the type of episode of care (e.g. Acute to Maintenance). Do not use this code for registered boarders changing status to become an admitted patient. For public hospitals using I&D Sheets to 'batch' information to a central hospital for data entry into HBCIS, and for private hospitals using I&D sheets, a new I&D Sheet will need to be completed for the patient with a source of referral/transfer code of '06 – Episode Change' and the new care type.
07 Discharged at own risk	Used for patients who abscond or leave hospital against medical advice.
09 Non-return from leave	Used when a patient goes on leave and does not return to the hospital within seven days. Note that the patient is to be discharged from the date that he/she left the hospital.
12 Correctional facility	Patient separated to a correctional facility.
17 Medi-hotel	Accommodation arranged and paid for by the facility that is used for accommodating patients post discharge where the patient is: awaiting transport; receiving on-going treatment/investigation as a non-admitted patient (includes minimal (low) care nursing) or receiving a course of treatment (such as chemotherapy) and requires accommodation close to the hospital between treatments.
04 Other health care accommodation	Used for patients who are transferred to alcohol and drug centres or other health care establishments.
19 Other	Used for patients who are separated under circumstances that do not fit any other category. It is expected this code will be rarely used.
13 (not on HBCIS) Organ Procurement	Used to denote the cessation of an organ procurement registration.
14 Boarder	Used to denote the completion of a boarder registration.

Particular care should be taken when entering mode of separation codes for patients being transferred to another facility. Incorrect code application may affect Queensland Health's ability to obtain funding for services provided to compensable, entitled veterans, and/or defence force personnel in relation to Queensland Ambulance Service (QAS) inter-facility transfers.

Admission and separation episodes of care are matched where patients are transferred between facilities.

### 7.32 TRANSFERRING TO FACILITY

Record the facility number (extended source code) for the hospital, residential aged care service, or correctional facility to which the patient is referred as an admitted patient. This item is mandatory if the mode of separation (discharge status) is:

<b>QHAPDC Codes</b>	<b>Description</b>
16	Hospital Transfer
12	Correctional facility
15	Residential Aged Care Service

#### PAPER HOSPITAL

Record the facility number of the hospital, residential aged care service, or correctional facility to which the patient is being transferred for admission.

#### HBCIS

Record the extended source code of the hospital, residential aged care service, or correctional facility to which the patient is being transferred for admission.

See [Appendix A](#) for list of facilities and their facility numbers including the facility number for be used when a patient is transferred to another hospital.

#### EXAMPLE

For a baby weighing 980 grams at admission, record

0	9	8	0
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### 7.33 SEPARATION NUMBER

This information is not reported to the Data Collections Unit for QHAPDC; it is for hospital use only.

**PAPER HOSPITAL**

Record the separation number as recorded in the discharge register.

**HBCIS**

*Not recorded.*

**7.34 HOSPITAL INSURANCE STATUS**

This data item is used to record whether patients have hospital level health insurance, irrespective of their chargeable status for this admission. That is, they may not elect to be admitted as private patients on this occasion, but the fact that they have hospital insurance should be recorded.

For example:

- A patient may have hospital insurance, but elects to be admitted as a public patient on this occasion.
- An uninsured patient may elect to be treated privately on this occasion, and meet the hospital and clinician charges himself/herself.

**PAPER HOSPITAL**

Record the insurance status of the patient using one of the codes below.

**Code      Description**

7	<i>Hospital insurance</i>
8	<i>No hospital insurance</i>
9	<i>Not stated/unknown</i>

**Definitions**

<b>7</b>	<b><i>Hospital insurance</i></b> Used when the patient has health insurance that covers accommodation charges.
<b>8</b>	<b><i>No hospital insurance</i></b> Used when the patient does not have health insurance that covers hospital accommodation charges.
<b>9</b>	<b><i>Not stated/unknown</i></b> Used when the health insurance status is not known (e.g. an unconscious patient is unable to provide the information).

<b>HBCIS</b>	
	<i>HBCIS via the extracting process of HQI will derive from the insurance fund item as either:</i>
<b>Y</b>	<b>7 Hospital insurance</b> <i>Used when the patient has health insurance that covers accommodation charges.</i>
<b>N</b>	<b>8 No hospital insurance</b> <i>Used when the patient does not have health insurance that covers him/her for hospital accommodation charges.</i>
<b>U</b>	<b>9 Not stated/unknown</b> <i>Used when the patient is unable to identify level of insurance held.</i>

### 7.35 HEALTH FUND (HBCIS ONLY)

At the time of admission to a facility, it is important to correctly identify and capture a patient's 'Hospital Insurance - Status' (Y/N) and where applicable their associated 'Hospital Insurance - Health Fund' information'. A dedicated field for the capture of a patient's 'Hospital Insurance - Health Fund' information' currently exists in HBCIS.

It should be noted that the 'Hospital Insurance - Health Fund' information should only be provided where a patient has hospital level insurance with their health fund.

Capture of 'Hospital Insurance - Health Fund' information is done by selecting the relevant code from corporate standardised list of health insurance fund codes in HBCIS (where the patient is currently insured for their hospital accommodation as a private patient).

If the Health Fund code is supplied, then the Health Fund Cover corporate set of codes must be reviewed to select the correct identifier for the patients Hospital Insurance.

The entered Health Fund codes are validated against the data item Hospital Insurance (Y/N/U). Depending on the selection from the "Health Fund Cover" code set the Hospital Insurance will be validated against the Y, N or U as follows:

- If a Health Fund code is supplied, the patient has valid Hospital Insurance – Hospital Insurance and/or Hospital Insurance plus Extras – Status must be 'Y'.
- If no Health Fund is supplied, the patient does not have Hospital Insurance – Hospital Insurance – Status must be 'N'.
- If a Health Fund code is supplied, the patient has Hospital Insurance, but has Exclusions or Extras Only – Status must be 'N'.
- If a Health Fund code is supplied, the patient has valid Hospital Insurance, but is on a waiting period – Status must be 'U'. Where 'U' is identified, the waiting period will need to be checked.

Historically health funds over time have merged with other funds, changed their trading name/s, become subsidiaries of larger funds or ceased to exist.

To ensure that the corporate standardised list of health insurance fund codes in HBCIS is current, the Statewide Own Source Revenue Unit are maintaining an updated list of fund mergers, acquisitions, cessations and change of trading names for quarterly HBCIS uploads.

The list of private health funds contained in [Appendix P](#) are revised annually by the Statewide Own Source Revenue Unit.

### 7.36 FUNDING SOURCE

The Funding Source is the expected principal source of funding for accommodation charges for the episode. The major funding source should be recorded if there is more than one source of funding, (e.g. Nursing Home Type Patients).

If there is an expected funding source followed by a finalised active funding source (for example, in relation to compensation claims), then the actual funding source known by the end of the reporting period should be recorded.

#### PAPER HOSPITAL

Record the following codes to indicate the principal source of funds for the episode:

Code	Description
01	Health service budget (not covered elsewhere)
02	Private health insurance
03	Self-funded
04	Worker's compensation
05	Motor vehicle third party personal claim
06	Other compensation (incl: Public liability, common law and medical negligence)
07	Department of Veterans' Affairs
08	Department of Defence
09	Correctional facility
10	Other hospital or public authority (contracted care)
11	Health service budget (due to eligibility for Reciprocal Health Care)
12	Other
13	Health service budget (no charge raised due to hospital decision)
99	Not known

#### HBCIS

Record the following codes to indicate the principal source of funds for the episode:

Code	Description
01	Health service budget (not covered elsewhere)
02	Private health insurance
03	Self-funded
04	Worker's compensation
05	Motor vehicle third party personal claim
06	Other compensation (incl: Public liability, common law and medical negligence)
07	Department of Veterans' Affairs
08	Department of Defence
10	Other hospital or public authority (contracted care)
11	Health service budget (due to eligibility for Reciprocal Health Care)
12	Other funding source
13	Health service budget (no charge raised due to hospital decision)
99	Not known

- Medicare eligible patients who elect to be treated as public patients should have a funding source of '01' – Health Service Budget (not covered elsewhere) (Public patients – not contracted or not covered by reciprocal health care agreements),
- Organ Procurement registrations should have a funding source of '12' – Other.

- Patients receiving an admitted contracted service should have a funding source of '10' – 'Other hospital or public authority (contracted service)' recorded by the contracted hospital (hospital B) – see [Section 4.13](#).
- Self funded includes episodes funded by the patient, by the patient's family or friends, or by other benefactors.
- HBCIS only: Correctional Facility (09) should not be used for prisoners at this stage. All prisoners should be recorded as (01) Health Service Budget (not covered elsewhere).
- Department of Veterans' Affairs should be used when Department of Veterans' Affairs patients have made an election to use their entitlements under their Repatriation Health Card (Gold or White). See [Section 13](#).
- Compensable patients should be recorded as Workers' Compensation, Motor Vehicle Third Party personal claim or Other compensation, as appropriate.
- Overseas visitors for whom travel insurance is the major funding source should be recorded as 'Other'.
- Overseas visitors who are covered by a reciprocal health care agreement and elect to be treated as a public patient should be recorded as 'Reciprocal Health Care Agreements (other countries)'.
- Overseas visitors who are covered by a reciprocal health care agreement and elect to be treated as a private patient are not eligible to be funded under the reciprocal health care agreement. The applicable funding source should be recorded.
- Boarders should be recorded as 'Other'.
- Unqualified newborns (unqualified status for the entire episode of care) should be assigned the same funding source as the mother. However, the Medicare eligibility status of the father will be applied to the newborn if the baby is not eligible solely by virtue of the eligibility status of the mother. For example, if the mother is an ineligible person, but the father is eligible for Medicare, then the newborn will be eligible for Medicare.
- In Queensland public hospitals, admitted patients who are Medicare ineligible and have fulfilled the asylum seeker status, follow the process as documented in the Financial Management Practices Manual (FMPM).
- For private hospitals, the Health Service Budget (no charge raised due to hospital decision) category should also include patients who receive private hospital services for whom no accommodation or facility charge is raised (for example, when the only charges are for medical services bulk-billed to Medicare) and patients for whom a charge is raised but is subsequently waived.

### 7.37 CONSENT TO RELEASE PATIENT DETAILS (HBCIS ONLY)

From time to time Queensland Health may need to release patient details to certain funding agencies to ensure that, where appropriate, the patient's treatment is funded by these agencies. Current legislation does not permit Queensland Health to release a patient's details without the patient's specific consent to release the details for a specific purpose.

The consent to release patient details data items indicate whether or not the patient consents to the release of personal, admission, and health details to the funding agencies listed on the Patient Election Form (PEF). This does not include any documents in the patient's medical record or copies of any documents in the patient's medical record.



The status of each of the consent data items will apply to all episodes of care within a particular hospital stay, unless otherwise indicated by the patient. If a patient wishes to change the status of any or all of their consents, a new Patient Election Form is required.

The funding agencies to which details could be released are:

- Department of Veterans Affairs (DVA)
- Queensland workers' compensation insurers including WorkCover Queensland and Queensland self-insurers
- Department of Defence
- Motor Accident Insurance Commission (MAIC)

The personal details that could be released include:

- Name
- Address
- Date of Birth/Age

The admission details that could be released include:

- Admission date
- Discharge Date
- Episode Type
- Account Class
- Incident Date

The health details that could be released include:

- Diagnosis Related Group (DRG)
- Nature of Injury

When a patient presents for admission to a public hospital, they can elect to be treated as a public or private patient. They make their election by signing the appropriate section of the PEF. At the time of making this election, they should also indicate whether or not they consent to the release of their personal, admission, and health details to the funding agencies listed on the PEF.

In some instances the patient will be unable complete a PEF (e.g. they are unconscious or in a critical condition on arrival) and all admission information is collected later. If the patient is unable to complete a PEF upon admission, please follow your facility's procedure for when admission information cannot be collected at the time of admission.

If the patient's details are recorded as 'Unknown' on the patient registration screen, you may code 'Unable to obtain' against each of the consent data items. However, 'Unable to obtain' is not a default setting, and is not to be used for any reason other than the person can not physically or legally provide their consent.

<b>HBCIS</b>	
<i>Record the following codes to indicate whether or not the patient consents to the release of details to Workers' Compensation Queensland (recorded as Q COMP), Motor Accident Insurance Commission (MAIC), Department of Veterans' Affairs (DVA) and Department of Defence (DD):</i>	
<b>Code</b>	<b>Description</b>
Y	Yes
N	No
U	Unable to obtain

### 7.38 PREFERRED LANGUAGE (PUBLIC HOSPITALS ONLY)

One of the aims of the Queensland Health Multicultural Action Plan is to improve the data collection and analysis of Multicultural data items to better inform service planning and evaluation. Two additional items, Preferred Language and Interpreter Required were included for reporting by public hospitals from 1 July 2007.

From 1 July 2011 a new classification was introduced for the recording of Preferred Language. The new language classification is a modified version of the Australian Bureau of Statistics Australian Standard Classification of Languages (ASCL), Second Edition (ABS Cat. No. 1267.0) and allows the use of synonyms and sub-languages which map to a core language category (e.g. Sardinian to Italian). This enhancement greatly improves how preferred language is recorded and facilitates better supply of interpreter services in public health care facilities. Any queries or requests to add a language should be directed to Queensland Health Multicultural Services.

The question that should be asked is "What is your preferred language for communicating when receiving health care services?"

Record the language (including sign language) most preferred by the person for communication. This may be a language other than English even where the person can speak fluent English.

<b>HBCIS</b>
<i>Record the preferred language of the patient.</i>

See [Appendix G](#) for the list of HBCIS Language codes.

### 7.39 INTERPRETER REQUIRED (PUBLIC HOSPITALS ONLY)

One of the aims of the Queensland Health Strategic Plan for Multicultural Health is to improve the data collection and analysis of Multicultural data items to better inform service planning and evaluation. Two additional items, Preferred Language and Interpreter Required were included for reporting by public hospitals from 1 July 2007.

The question that should be asked is "Do you require an interpreter?"

If a patient answers "No" as their family or friend will interpret for them, health staff (administrative staff) must inform the patient that this practice is against the Queensland Health Language Services Policy which states that family and friends should only be used for interpreting emergency cases, when a qualified interpreter or a bilingual health worker is not available.

If a patient answers “No” and the health staff member asking the question is concerned about the patient’s ability to communicate, the staff member should explain that to assist health professionals (health clinicians) to communicate health information effectively, they must be sure that this information is understood. Health staff should say “It may be easier to understand health information in the language in which you are the most comfortable” (i.e. their preferred language). The patient should also be informed that interpreter services are provided at no cost to patients

The health staff member should then ask the patient “I would like to organise an interpreter to help us communicate. Do you agree?”

If the patient agrees the data item “Need for an interpreter” should be changed to “Yes”.

In some instances a patient may indicate that they do not need an interpreter but the health professional (health clinician) trying to conduct an assessment is concerned about the patient’s ability to communicate in English. In this situation, the health professional should not assume that information has been conveyed to the patient on the Queensland Health Languages Services Policy regarding their right to an interpreter.

The health professional should state that they are concerned that they are not effectively communicating and that they are not sure that they understand what the patient is saying. The health professional should state to the patient that “Under the Queensland Health Languages Services Policy I am required to ensure that we are able to understand what we are each saying as some of the information we discuss may be complex (due to specific health vocabulary in English) and affects your health care. I would like to organise an interpreter to help us communicate. Do you agree?”

If the patient continues to disagree, the health professional should find out whether there are any specific reasons why the patient does not wish to have an interpreter. The health professional should explain that interpreters are bound by the professional Code of Conduct which includes confidentiality of patient information. If the patient is concerned about this, or the sensitive nature of the appointment (this can be an issue for smaller communities), the health professional can request that an interstate interpreter be booked via video conference or telephone. This should be noted in the patient’s file.

The HBCIS option "Unknown" should be used rarely, for example in emergencies when staff is unable to ascertain whether an interpreter is needed (i.e. patient is unconscious).

If the patient agrees, the data item “Need for an interpreter” should be changed to “Yes”.

If a patient refuses an interpreter after the explanations have been provided, staff must document the discussion and the reason for proceeding with the appointment without an interpreter in the patient’s health record.

Record whether an interpreter service is required by or for the patient.

<b>HBCIS</b>		
<b>Code</b>	<b>Description</b>	<b>Extracted/mapped by HQI as:</b>
Y	Interpreter needed	1 Interpreter needed
N	Interpreter not needed	2 Interpreter not needed
U	Unknown	9 Unknown

## 8 PATIENT ACTIVITY FOR PAPER HOSPITALS

This entire section refers to the action required by paper hospitals.

For HBCIS hospitals, activity changes are derived automatically when other key items are changed, that is, when alterations are made to account class and leave; ward/unit transfers; and contract leave. Note that HBCIS will not accept 0000 as midnight. If an actual event occurs at midnight, use 2400. Where hospitals are using 2400 as a default, please use 2359. The need for HBCIS sites to record changes in these key items is as important as the need for paper hospitals to complete the Patient Activity Form.

### 8.1 PATIENT ACTIVITY FORM

The patient Activity Form is to be completed for each occasion of activity change when the patient accrues NHT days, or when additional diagnostic codes are to be recorded. Note that the Patient Activity Form is to be submitted to the Data Collections Unit with the corresponding Identification and Diagnosis Sheet.

### 8.2 PATIENT IDENTIFICATION DATA

Complete the following patient identification details on the Patient Activity Form by transcribing the same details from the Identification and Diagnosis Sheet for this admission.

Facility number  
UR number  
Admission number  
Admission date  
Admission time  
Surname  
Given name(s)  
Sex  
Date of birth

### 8.3 ADDITIONAL DIAGNOSTIC CODES

The Identification and Diagnosis Sheet provides for the recording of up to seven diagnostic codes. If more codes need to be reported, complete the additional coding boxes on the patient activity form. If necessary, you may attach more than one patient activity form to allow recording of an unlimited number of diagnostic codes. Patient identification data must be completed for all forms used.

### 8.4 WARD/UNIT TRANSFER

A ward/unit transfer is recorded every time the patient moves from one ward or unit to another for a different level of care, within the same hospital.

For example, a patient may initially be admitted to the Intensive Care Unit and later transferred to the general medical ward. This should be recorded on the Patient Activity Form.

A ward/unit transfer must be recorded for the date of transfer.

Record the code for the relevant field (ward, unit) together with the date and time of the transfer.

#### 8.4.1 Ward

Record the code to indicate the specific ward to which the patient is transferred. Use the codes prepared by the hospital, as the Data Collections Unit does not have a predetermined list of codes for hospitals. A maximum of six characters is allowed.

#### 8.4.2 Unit

If the hospital maintains a system of units to describe clinical specialities or combinations of wards, record the hospital's code to indicate the unit to which the patient was transferred. A maximum of four characters is allowed. If submitting a change for unit, then a unit must have been recorded on admission.

#### 8.4.3 Standard unit code

Record the standard unit code prepared by the Data Collections Unit to describe the unit to which the patient was transferred. For HBCIS hospitals, this is mapped from the treating doctor units to align with the standard unit codes. For paper hospitals, this is mapped from the treating doctor on the basis of his/her specialisation.

#### 8.4.4 Standard ward code

Public facilities with a designated SNAP unit and private facilities with a designated rehabilitation unit are required to record a standard ward code of 'SNAP' if the patient has been admitted or transferred to a ward that has been assigned to a designated SNAP unit (public facilities) or a designated rehabilitation unit (private facilities)). See [Appendix K](#) for a list of facilities that have designated SNAP or rehabilitation units.

Since 1 July 2007 public facilities have been able to record additional standard ward codes via the HBCIS Ward/Bed Categories Screen and reference files. Standard ward codes can be assigned and maintained at an individual bed level or at the ward level. The additional standard ward codes have been developed to align with the existing service capability framework and hospitals should refer to their completed SCF documentation when assigning the appropriate standard ward codes.

<b>Code</b>	<b>Description</b>
CCU4	Coronary Care Unit – Level 4
CCU5	Coronary Care Unit – Level 5
CCU6	Coronary Care Unit – Level 6
CHEM	Chemotherapy
CIC6	Children’s Intensive Care Service – Level 6
DIAL	Renal Dialysis
EMER	Emergency
HOME	Hospital in the Home
ICU4	Intensive Care Unit – Level 4
ICU5	Intensive Care Unit – Level 5
ICU6	Intensive Care Unit – Level 6
MATY	Maternity
MENA	Specialised Mental Health Acute Psychiatric
MENN	Specialised Mental Health Non-Acute Psychiatric
MIXC	Mixed Wards – Critical Care
MIXG	Mixed Wards – Non-Critical Care Service Types
NORM	General Wards
NSV5	Neonatal Service – Level 5
NSV6	Neonatal Service – Level 6
OBSV	Observation
PAED	Paediatric
SNAP	Sub and Non-Acute Patient
STKU	Stroke Unit

#### 8.4.5 Date of transfer

Record the full date (that is, ddmmyyyy) on which the transfer occurred. Use leading zeros where necessary.

##### EXAMPLE

For a patient who was transferred on 24 July 2008, record

2	4	0	7	2	0	0	8
---	---	---	---	---	---	---	---

#### 8.4.6 Time of transfer

Use the 24-hour clock to record the time of transfer. Times are between 0000 (midnight) and 2359. Note that 0000 (midnight) is the start of a new day.

HBCIS hospitals: currently HBCIS will not accept 0000 as midnight. If an actual event occurs at midnight, use 2400. Where hospitals are using 2400 as a default please use 2359.

##### EXAMPLE

For a patient transferred at 6.10 p.m., record

1	8	1	0
---	---	---	---

If the patient's time of transfer is unknown, estimate the time. It should not be before the date and time of admission or after the date and time of separation.

## 8.5 OUT ON LEAVE

Leave occurs when the patient leaves the hospital between treatments in hospital for a period of not more than seven days, and intends to return for the hospital to continue the current course of treatment. No patient day charges are raised whilst the patient is on leave nor are the days on leave counted as patient days. See calculation of leave days in [Section 4.14](#).

If a patient who goes on leave fails to return within the seven-day limit, a separation should be recorded on the relevant admission form, to take effect from the date the patient left the hospital to go on leave.

If the patient subsequently returns to the hospital, a new admission is to be recorded. Any leave details are to be deleted in this instance.

Hospitals may report 'leave' for boarders if administrative practices at the hospital require boarders who are temporarily away from the hospital to be put on leave.

If the number of leave episodes exceeds four, and cannot be recorded on the Patient Activity Form (as there is only space to record four leave episodes) use a second Patient Activity Form and complete patient identification data on all forms used.

Only report the leave to the Data Collections Unit if the patient is absent at midnight.

### 8.5.1 Date of starting leave

Record the full date (that is, ddmmyyy) on which the patient started leave. Use leading zeros where necessary.

#### EXAMPLE

For a patient who started leave on 24 July 2008, record

2	4	0	7	2	0	0	8
---	---	---	---	---	---	---	---

### 8.5.2 Date returned from leave

Record the full date (that is, ddmmyyy) on which the patient returned from leave. Use leading zeros where necessary.

#### EXAMPLE

For a patient who returned from leave on 29 July 2008, record

2	9	0	7	2	0	0	8
---	---	---	---	---	---	---	---

## 8.6 OUT ON CONTRACT LEAVE

Contract leave occurs when a patient is referred to another hospital for an admitted or non-admitted service under a contract agreement. It is intended that the patient return to the first hospital. Patients who do not return to the first hospital must have their contract leave cancelled and be formally discharged.

If no contract agreement exists between two facilities for the service/s required, the patient must either be:

- transferred to the second facility if they are to receive an admitted service; or
- placed on 'normal' leave if they are to receive a non-admitted service.

See [Section 4.13](#) for further details on contracted hospital care and contract leave.

### 8.6.1 Date of starting contract service

Record the full date (that is, ddmmyyyy) on which the patient was transferred for contract service. Use leading zeros where necessary. Only to be used when the patient is to be returned to the contracting hospital after receiving contract care.

#### EXAMPLE

For a patient who was transferred for contract service on 24 July 2008 record

2	4	0	7	2	0	0	8
---	---	---	---	---	---	---	---

### 8.6.2 Facility number destination contracted to

Record the facility number for the hospital to which the patient is transferred for contract service. See [Appendix D](#) for list of facilities and facility numbers.

### 8.6.3 Date returned from contract leave

Record the full date (that is, ddmmyyyy) on which the patient returned from contract service. Use leading zeros where necessary. Used for contract type ABA. See [Section 4.13.9](#).

#### EXAMPLE

For a patient who returned from contract service on 24 July 2008 record

2	4	0	7	2	0	0	8
---	---	---	---	---	---	---	---

## 8.7 NURSING HOME TYPE PATIENTS

### 8.7.1 Nursing Home Flag

A Nursing Home type flag is recorded every time a patient is classified as a nursing home type patient (i.e. does not have an Acute Care Certificate completed. See [Section 3.7.3](#) Acute Care Certificate & NHT, [Section 4.18 Nursing Home Type Patients](#) and [Section 7.15 Care Type](#)). A flag of 'NHT' is recorded.

### 8.7.2 Date Commencement NHT Care (Start Date)

Record the full date (that is DDMMYYYY) on which the patient was classified as a Nursing Home Type patient.



**EXAMPLE**

For a patient who was classified as a NHT patient on 20 July 2008, record

2	0	0	7	2	0	0	8
---	---	---	---	---	---	---	---

**8.7.3 Date Ceased NHT Care (End Date)**

Record the full date (that is DDMMYYYY) on which the patient ceased being classified as a Nursing Home Type patient.

**EXAMPLE**

For a patient who ceased being classified as a NHT patient on 23 August 2008, record

2	3	0	8	2	0	0	8
---	---	---	---	---	---	---	---

## 8.8 ACTIVITY TABLE CHANGES

### 8.8.1 Chargeable status change

Record the new (amended) chargeable status of the patient using one of the following codes:

<i>Code</i>	<i>Description</i>
1	Public
2	Private shared
3	Private single

### 8.8.2 Date of (chargeable status) change

Record the full date (that is, ddmmyyyy) on which the patient changed chargeable status. Use leading zeros where necessary.

<b>EXAMPLE</b>							
For a patient who changed chargeable status on 24 July 2008, record							
2	4	0	7	2	0	0	8

### 8.8.3 Compensable status change

Record the new (amended) compensable status of the patient using one of the following codes:

<b>Code</b>	<b>Description</b>
1	Workers' Compensation Queensland
2	Workers' Compensation (other)
6	Motor Vehicle (Qld)
7	Motor Vehicle (Other)
3	Other Third Party
4	Other Compensable
5	Department of Veterans' Affairs
9	Department of Defence
8	None of the above

Note that compensable patients who are to be admitted for a same day band procedure are to be charged the compensable rate.

Definitions and examples

Refer to [Section 7.8 Compensable Status](#) and [Section 4.12](#) for Compensable Status definition.

**8.8.4 Date of (compensable status) change**

Record the full date (that is, ddmmyyyy) on which the patient changed compensable status. Use leading zeros where necessary.

**EXAMPLE**

For a patient who changed compensable status on 24 July 2008, record

2	4	0	7	2	0	0	8
---	---	---	---	---	---	---	---

**8.9 QUALIFICATION STATUS CHANGES**

Record the new (amended) qualification status for the newborn using one of the qualification status codes.

<b>Code</b>	<b>Description</b>
A	Acute
U	Unqualified

Record the full date (that is, ddmmyyyy) on which the qualification status change occurred. Use leading zeros where necessary.

**EXAMPLE**

For a newborn who had a change in qualification status on 24 July 2008, record

2	4	0	7	2	0	0	8
---	---	---	---	---	---	---	---

All changes of qualification status must be provided. If more than one change of qualification status occurs on a single day, then the final qualification status for that day should be provided to the Data Collections Unit.

For further information on newborns and Qualification Status refer to [Sections 4.5](#) newborns and [7.7 Qualification Status](#).

**HBCIS HOSPITALS**

*The qualification status of newborn is derived from the account class code in HBCIS to submit a change in qualification status, a change in account class code needs to be submitted.*

## 9 MORBIDITY DETAILS

Information regarding definitions and coding standards for morbidities (including diagnoses, external causes and procedures) can be found in the Australian Coding Standards, of The International Statistical Classification of Diseases and Related Health Problems, 10<sup>th</sup> Revision, Australian Modification (ICD-10-AM), Seventh Edition produced by the National Centre for the Classification of Diseases in Health (NCCH) and effective from 1 July 2010.

From 1 July 2010, the National Casemix and Classification Centre (NCCC) was formed following the successful bid by the University of Wollongong (UoW) to develop the Australian Refined Diagnosis Related Group (AR-DRG) Classification System.

The Australian Department of Health and Ageing (DoHA) has contracted the University of Wollongong (UoW) to refine the AR-DRG Classification System which includes: The International Statistical Classification of Diseases and Related Health Problems, 10<sup>th</sup> Revision, Australian Modification (ICD-10-AM), the Australian Classification of Health Interventions (ACHI), the Australian Coding Standards (ACS), and The Australian Refined Diagnosis Related Group (AR-DRG) classification.

Prior to July 2010, biennial amendments to ICD-10-AM have been forwarded from the National Centre for Classification in Health (NCCH) and were effective as of 1 July in the given year. Currently, it is intended that the next amendment to ICD-10-AM (Eighth Edition) will be forwarded from the NCCC and will be effective from 1 July 2013.

The clinical coding process involves the translation of diagnoses, procedures and other health problems from words into an alphanumeric code using the ICD-10-AM and ACHI. Ideally, coding is performed at the hospital by a skilled and qualified clinical coder, using the original medical record. Hospital and Health Services are responsible for ensuring that coding is carried out at the hospital, or by a designated person within the Hospital and Health Service who has been given responsibility for coding data for one or more sites.

All diagnoses (conditions), procedures and other health problems should be coded as per the Australian Coding Standards. The condition sequenced first in the string of codes should be the principal diagnosis in accordance with Australian Coding Standard (ACS) 0001 *Principal Diagnosis*. Additional diagnosis codes should be assigned in accordance with ACS 0002 *Additional diagnoses* and/or as per the Specialty Standards. Code all procedures that occurred during the episode of care according to relevant Australian Coding Standards including ACS 0016 *General Procedure Guidelines*, ACS 0042 *Procedures Normally Not Coded* and ACS 0029 *Coding of Contracted Procedures*.

Note that punctuation marks (such as: . , - or /) can be used in the recording but should NOT be used in reporting the ICD-10-AM. The only non-numeric characters that are to be used when recording diagnosis details are A to Z.

Unlimited numbers of other conditions, procedures, external cause codes and morphology codes may be submitted, however, only a defined number (50) of conditions and procedures are passed into the grouper.

The sequence of codes specified by the hospital will be retained by the HSC.

Coding guidelines require that any external cause code(s) (except Y90-Y91 and Y95-Y98) be linked to a particular diagnosis. See Section 9.6 External Cause and Morphology Sequencing for examples.

A Contract Flag is used by the contracting hospitals to indicate a procedure performed by a contracted hospital or health care providers (non-hospital). It also indicates whether the procedure was performed as an admitted or non-admitted service. See [Section 9.16](#) Contract Flag for more information regarding contract flags.

For specific queries relating to coding using ICD-10-AM, contact the Convenor of the Queensland Coding Committee (QCC), c/o the Statistical Standards Unit (SSU), Health Statistics Centre (HSC), GPO Box 48, BRISBANE 4001 or via e-mail at [QCC@health.qld.gov.au](mailto:QCC@health.qld.gov.au). A copy of a coding query form and further information regarding the QCC, can be found on the Queensland Health Intranet site <http://www.health.qld.gov.au/qcc/> or on the Queensland Health Internet site <http://www.health.qld.gov.au/qcc/>.

## 9.1 ICD-10-AM CODE IDENTIFIER

PAPER HOSPITAL	
Each morbidity code is to be prefixed by an ICD-10-AM code identifier. The codes should be left adjusted and followed by trailing blanks.	
Record the ICD-10-AM code identifier using the following codes:	
Code	Description
PD	Principal Diagnosis
OD	Other Diagnoses
EX	External Cause
M	Morphology
PR	Procedure

HBCIS		
HBCIS Code	Description	Extracted and mapped by HQI as:
P	Principal Diagnosis	PD
A	Condition Present on Admission	OD
C	Condition Not Present on Admission	OD
U	Unknown/Uncertain when the Condition arose	OD
PE	External Cause associated with the Principal Diagnosis	EX
AE	External Cause related to a Condition Present on Admission	EX
CE	External Cause associated with a Condition not Present on Admission	EX
UE	External Cause associated with a Condition where it is Unknown/Uncertain when the Condition arose	EX
PM	Morphology associated with the Principal Diagnosis	M
AM	Morphology associated with a Condition Present on Admission	M
CM	Morphology associated with a Condition not Present on Admission	M
UM	Morphology related to a Condition with a Condition where it is Unknown/Uncertain when the Condition arose	M
	Procedure	PR

## 9.2 PRINCIPAL DIAGNOSIS

The Principal Diagnosis is defined as “the diagnosis established after study to be chiefly responsible for occasioning an episode of admitted patient care, an episode of residential care or an attendance at the healthcare establishment, as represented by a code”. (National Health Data Dictionary, Version 15, AIHW, 2010) Please refer to ACS 0001 Principal Diagnosis for further information.

The phrase "after study" is the evaluation of findings to establish the condition that was chiefly responsible for occasioning the episode of care.

Findings evaluated may include information gained from the history of illness, any mental status evaluations, specialist consultations, physical examination, diagnostic tests or procedures, any surgical procedures, and any pathological or radiological examination. The condition established after study may or may not confirm the provisional diagnosis.

The principal diagnosis is to be coded using the current edition of ICD-10-AM.

Only one condition may be nominated as the principal diagnosis. If there are multiple diagnoses, any of which meet the criteria for principal diagnosis, please refer to ACS 0001 Principal Diagnosis, regarding two or more conditions equally meeting the definition for principal diagnosis.

Note that external cause, morphology and procedure codes must **not** be used as a principal diagnosis.

## 9.3 ADDITIONAL (OTHER) DIAGNOSES (SEQUELAE AND COMPLICATIONS)

Additional or other diagnoses are to be coded using the current edition of ICD-10-AM.

Additional diagnoses are often described as co-morbidities and/or complications. A co-morbid condition is “A condition or complaint either coexisting with the principal diagnosis or arising during the episode of admitted patient care, episode of residential care or attendance at a health care establishment, as represented by a code.” (National Health Data Dictionary, Version 15, AIHW, 2010).

For coding purposes, co-morbid conditions or complications should be interpreted as additional diagnoses where they fulfil the requirements of ACS 0002 Additional Diagnoses or other specialty coding standards. Those public hospitals that are piloting the two data elements, the Most Resource Intensive Condition (MRIC) Indicator and the Non Australian Coding Standard Compliant (NASCSC) Indicator, please refer to 9.13 Non Australian Coding Standard Compliant (NACSC) Indicator for other information pertaining to co-morbid conditions.

Hospitals are to code any diagnoses that were determined at another hospital through contracted exploratory/diagnostic procedures. Diagnosis codes should only be flagged as contract where there is no valid procedure code available for the contracted service or where the code is used is to indicate that a contracted service was not carried out. Please refer to Section 9.17 Contract Flag for further information.

## 9.4 MORPHOLOGY

For each neoplasm code, there should be a corresponding morphology code (M code). The M codes used in ICD-10-AM Seventh Edition are from The International Classification of Diseases for Oncology (ICD-O) Third Edition. Each morphology code consists of 5 digits; the first four identify the histology of the neoplasm and the fifth indicates its behaviour.

A morphology code must never be the principal diagnosis. A morphology code should always be assigned directly after the neoplasm(s) to which it relates. Where there are two (or more) different neoplasms with the same morphology code, the appropriate morphology code should be sequenced directly after the PD. The second (and other) site code (s) should then follow with the morphology repeated even if it is the same as the morphology related to the neoplasm codes. However, if one of the neoplasm codes is in the PD position, the morphology code should be assigned twice, immediately following the PD, then again following the second neoplasm site code in the OD position (refer example 3 below).

Morphology Code Sequencing:

**Example 1: One Neoplasm with Two Histological Terms with Different Morphology Codes**

Where there is one neoplasm with two histological terms with different morphology codes (e.g. Intraductal papillary adenocarcinoma M8503/3 and medullary carcinoma M8510/3 in a malignant neoplasm of the breast C50.2), code only the morphology code with the highest number.

EXAMPLE 1 - CODE STRING	
Code	Description
PD C50.2	Malignant neoplasm of breast upper inner quadrant of breast
M M8510/3	Medullary carcinoma

**Example 2: Two Separate Neoplasms with the Same Diagnosis Code but Different Morphology Codes**

The diagnosis code should not be repeated when two different sites have the same diagnosis code (e.g. Skin of cheek and skin of nose). All the related morphology codes should be reported, with the highest number sequenced first.

EXAMPLE 2 - CODE STRING	
Code	Description
PD C44.3	Malignant neoplasm of skin of other and unspecified parts of face
M M8090/3	Basal cell carcinoma NOS
M M8070/3	Squamous cell carcinoma NOS

**Example 3: Two (or more) Neoplasms with Different Diagnosis codes with the Same Morphology Code**

If there are two (or more) site codes with the same morphology and one of the site codes is the PD (e.g. adenocarcinoma of the main bronchus, the caecum and the breast), the appropriate morphology codes should be sequenced directly after the PD. The second site code (s) should then follow with the morphology, even if it is the same as the morphology related to the PD.

EXAMPLE 3 - CODE STRING	
Code	Description
PD C34.0	Malignant neoplasm of main bronchus
M M8140/3	Adenocarcinoma NOS
OD C18.0	Malignant neoplasm of caecum
OD C50.9	Malignant neoplasm of breast, unspecified
M M8140/3	Adenocarcinoma NOS

## 9.5 PROCEDURE

Procedures are coded using the ICD-10-AM Australian Classification of Health Interventions (ACHI). Whilst there is no limit to the number of procedures that can be recorded for an admitted patient episode of care, there are only a defined number (50) of procedures that are passed into the grouper. It is possible to have duplicate codes in this section, for example, bilateral cataract extraction requires two codes to represent the bilateral aspect of the procedure. Please refer to ACS 0020 Bilateral/Multiple Procedures for further information.

All significant procedures undertaken from the time of admission to the time of separation should be coded. Procedures performed in the hospital emergency department, or elsewhere, that precede the admission time should not be coded in the admitted patient episode. Significant procedures include diagnostic and therapeutic procedures. Also include any procedures that were performed under contract with another contracted hospital, health authority or private health provider (non-hospital) and use the contract flag to identify whether they were performed on an admitted or non-admitted basis.

The definition of a significant procedure (National Health Data Dictionary, Version 15 AIHW, 2010) is one that:

- is surgical in nature and/or;
- carries a procedural risk and/or;
- carries an anaesthetic risk and/or;
- requires special facilities or equipment or specialised training.

The order of codes should be determined using the following hierarchy:

- Procedure performed for treatment of the principal diagnosis
- Procedure performed for treatment of an additional diagnosis
- Diagnostic / exploratory procedure related to the principal diagnosis
- Diagnostic / exploratory procedure related to an additional diagnosis for the episode of care.

Please refer to ACS 0016 *General Procedure Guidelines*, ACS 0042 *Procedures Normally Not Coded* and ACS 0029 *Coding of Contracted Procedures* for further information.

## 9.6 EXTERNAL CAUSE AND MORPHOLOGY SEQUENCING

The external cause describes the precipitating event or accident leading to an injury or poisoning. External causes are coded using the current edition of the ICD-10-AM. The external cause codes are listed in the range U50-Y98.

Coding guidelines require that external cause codes(s) be linked to a particular diagnosis (except Y90-Y91 and Y95-Y98). An external cause code may be used in conjunction with any diagnosis code in ICD-10-AM but must be used with codes from S00-T98 and Z041-Z045 and for complications and abnormal reactions, which are classified outside the injury chapter (S00-T98).

The use of external cause permits the classification of environmental events and circumstances as the cause of injury, poisoning and other adverse effects. Where an external cause code is utilised, it is intended that it shall be used in addition to a code from another chapter of the Classification indicating the nature of the condition. Most often, the condition will be classifiable to Chapter 19,



Injury, poisoning and certain other consequences of external causes (S00–T98). Other conditions that may be stated to be due to external causes are classified in Chapters 1 to 18.

Categories for sequelae of external causes of morbidity and mortality are included at Y85–Y89.

To allow for data linkage, Queensland Health requires that where a diagnosis requires an external cause code, that the data is recorded and reported in the following way:

If the principal diagnosis requires an external cause code(s) the external cause code(s) should be sequenced directly after the principal diagnosis then followed by other diagnosis code(s).

An external cause code(s) that relates to other (additional) diagnosis codes should be reported following the last of the other diagnosis codes that it relates to, even if that external cause code is the same as the one that relates to the principal diagnosis.

Additionally, diagnosis codes requiring morphology codes are sequenced directly after diagnosis codes requiring external cause codes.

All other diagnosis codes that do not require an external cause code(s) or require a morphology code(s) should be sequenced after all codes that do require an external cause code(s) or require a morphology code(s).

Examples of how to sequence codes to enable the linkage to diagnoses are as follows:

#### **Example 1: External Cause Unrelated to Principal Diagnosis**

##### Scenario:

Patient presents to hospital with appendicitis. During the episode of care, the patient fell off a chair and bruised their hip.

<b>EXAMPLE 1 – CODE STRING</b>	
<b>Code</b>	<b>Description</b>
PD K37	Unspecified appendicitis
OD S70.0	Contusion of hip
EX W07.9	Fall involving unspecified chair
EX Y92.22	Health service area
EX U73.9	Unspecified activity
<b>Procedure codes as required</b>	

##### Example 1 Note:

- EX W07.9, Y92.22, U73.9 relate to the OD S70.0.

#### **Example 2: Multiple Injuries/Poisoning with Different External Cause, Place of Occurrence and Activity Codes**

##### Scenario:

Patient presents to hospital with a subcapital fracture of the femur after a fall at home. The patient has a past history of CCF. Whilst in hospital, the patient fell out of bed whilst asleep and lacerated his elbow. On day 2, the clinician carried out a biopsy upon a lesion on the patient's face. The histology came back as an SCC. On day 3, the patient became breathless and it was diagnosed that he had a recurrence of his CCF. The patient did not improve and progressed to an acute anterior wall MI.

**EXAMPLE 2 – CODE STRING**

<b>Code</b>	<b>Description</b>
PD S72.03	Fracture of subcapital section of femur
EX W19	Unspecified fall
EX Y92.09	Other and unspecified place in home
EX U73.9	Unspecified activity
OD S51.0	Open wound of elbow
EX W06.1	Fall involving special purpose bed
EX Y92.22	Health service area
EX U73.2	Injury or poisoning occurring while resting, sleeping, eating or engaging in other vital activities
OD C44.3	Malignant neoplasm of skin of other and unspecified parts of face
M M8070/3	Squamous cell carcinoma NOS
OD I21.0	Acute transmural myocardial infarction of anterior wall
OD I50.0	Congestive heart failure
<b>Procedure Codes as required</b>	

Example 2 Note:

- EX W19, Y92.09, U73.9 relate to PD S72.03;
- EX W06.1, Y92.22, U73.2 relate to OD S51.0;
- M M8070/3 is related to OD C44.3 and codes requiring Morphology codes are sequenced directly after codes requiring external cause codes;
- ODs I21.0 and I50.0 do not relate to any external cause codes and are therefore sequenced last.

**Example 3: Multiple Injuries/Poisonings with Different External Cause, Same Place of Occurrence and Activity Codes**Scenario:

A type 2 diabetic patient presents to hospital after an accidental over-dose of valium, amoxicillin and panadol. Patient has a history of hypertension and obesity. Whilst in hospital, the patient's diabetes became difficult to control and required additional monitoring. The patient also had a review of their anti-hypertensive medication and a change was made to the medication. The patient was seen by the dietician and was commenced on a weight reducing diet.

**EXAMPLE 3 – CODE STRING**

<b>Code</b>	<b>Description</b>
PD T42.4	Poisoning by benzodiazepines
EX X41	Accidental poisoning by and exposure to narcotics and psychodysleptics
EX Y92.9	Unspecified place of occurrence
EX U73.9	Unspecified activity
OD T36.0	Poisoning by penicillins
EX X44	Accidental poisoning by and exposure to other and unspecified drugs
OD T39.1	Poisoning by 4-Aminophenol derivatives
EX X40	Accidental poisoning by and exposure to nonopioid analgesics
EX Y92.9	Unspecified place of occurrence
EX U73.9	Unspecified activity
OD E11.65	Type 2 Diabetes mellitus with poor control
OD E11.72	Type 2 Diabetes mellitus with features of insulin resistance
OD I10	Essential (primary) hypertension
OD E66.9	Obesity, unspecified
<b>Procedure codes as required</b>	

Example 3 Note:

- EX X41, Y92.9, U73.9 relate to PD T42.4;
- EX X44 relates to OD T36.0;
- EX X40 relates to OD T39.1;
- EX Y92.9 and U73.9 relate to both OD T36.0 and T39.1 and therefore are placed after the T36.0, X44, T39.1 and X40;
- ODs not related to external cause – E11.65, E11.72, I10 and E66.9 are sequenced last.

**Example 4: Multiple Injuries/Poisonings with the Same External Cause, Same Place of Occurrence and Activity**Scenario:

Patient presents to hospital with a fracture of the surgical neck of humerus and a laceration to the shin after falling down the steps at home. During the episode of care, the patient's asthma was reviewed and the patient's asthma medications were changed.

**EXAMPLE 4 – CODE STRING**

Code	Description
PD S42.22	Fracture of surgical neck of humerus
EX W10.9	Fall on and from other and unspecified stairs and steps
EX Y92.09	Other and unspecified place in home
EX U73.9	Injury or poisoning occurring while engaging in unspecified activity
OD S81.88	Open wound of other parts of lower leg
EX W10.9	Fall on and from other and unspecified stairs and steps
EX Y92.09	Other and unspecified place in home
EX U73.9	Injury or poisoning occurring while engaging in unspecified activity
OD J45.9	Asthma, unspecified

**Procedure codes as required**

Example 4 Note:

- Where the PD requires a set of external cause codes these external codes are to be sequenced directly after the PD code;
- EX W10.9, Y92.09, U73.9 relate to PD S42.22;
- The same set of external cause codes must then be repeated for any ODs to which they relate;
- EX W10.9, Y92.09, U73.9 relate to OD S81.88;
- ODs not related to the external causes are sequenced last.

**Example 5: External Cause unrelated to Principal Diagnosis with a Sequelae**Scenario:

Patient presents to hospital for management of chronic airflow obstruction as a sequelae from previous tuberculosis. Whilst in hospital it was noticed that the patient was hypokalaemic. The clinician decided that this was a side effect of the patient's loop diuretics. The loop diuretic was ceased and the patient was discharged home on day 4.

**EXAMPLE 5 – CODE STRING**

Code	Description
PD J44.9	Chronic Obstructive Pulmonary Disease
OD E87.6	Hypokalaemia
EX Y54.4	Loop [high-ceiling] diuretics causing adverse effects in therapeutic use
EX Y92.22	Health service area
OD B90.9	Sequelae of respiratory and unspecified tuberculosis

**Procedure codes as required**

Example 5 Note:

- EX Y54.4, Y92.22 relate to OD E87.6
- OD B90.9 shows that J44.9 is a sequelae of respiratory and unspecified tuberculosis.

**Example 6: External Cause Unrelated to Principal Diagnosis including Morphology**Scenario:

Patient with a history of hypertension was admitted for rehabilitation after a cerebral infarction. The patient had residual hemiplegia, dysarthria and dysphasia all of which required increased clinical care and monitoring. The patient was on a regimen of bromocriptine for a benign prolactinoma. During the episode of care, the patient suffered from significant hypotension that was linked to the bromocriptine. The patient's medications were adjusted accordingly.

EXAMPLE 6 – CODE STRING	
Code	Description
PD Z50.9	Care involving use of rehabilitation procedure, unspecified
OD I95.2	Hypotension due to drugs
EX Y46.7	Antiparkinsonism drugs
EX Y92.22	Health service area
OD D35.2	Benign neoplasm, pituitary gland
M M8271/0	Prolactinoma
OD I63.9	Cerebral infarction, unspecified
OD G81.9	Hemiplegia, unspecified
OD R47.1	Dysarthria and anarthria
OD R47.0	Dysphasia and aphasia
OD I10	Essential hypertension
<b>Procedure codes as required</b>	

Example 6 Note:

- The PD has no relationship to the external causes.
- ODs that require an external cause code should be sequenced highest in the string and prior to ODs that do not require an external cause(s)
- EX Y46.7, Y92.22 relate to OD I95.2
- M M8271/0 is related to D35.2 and codes requiring morphology codes are sequenced directly after codes requiring external cause codes
- OD codes I63.9, G81.9, R47.1, R47.0 and I10 do not relate to the external cause codes and therefore should be sequenced last.

**Example 7: External Cause Unrelated to Principal Diagnosis with Companion Codes**Scenario:

Patient presents to hospital with an E. coli urinary tract infection. During the episode of care the patient fell off a chair and sustained a sub-trochanteric fracture of the femur.

EXAMPLE 7 – CODE STRING	
Code	Description
PD N39.0	Urinary tract infection, site not specified
OD S72.2	Subtrochanteric fracture
EX W07.9	Fall involving unspecified chair
EX Y92.22	Health service area
EX U73.9	Unspecified activity
OD B96.2	E. coli as cause of diseases classified to other chapters
<b>Procedure codes as required</b>	

Example 7 Note:

- EX W07.9, Y92.22 and U73.9 relate to OD S72.2
- OD B96.2 relates to PD N39.0 however, B96.2 is sequenced after the codes requiring external cause codes.

**Example 8: Additional Injury Code to Further Describe the Injury**Scenario:

Type 2 diabetic patient presents to hospital with severe abdominal pain. Patient has a history of hypertension. Patient is sent to theatre for exploratory laparotomy. During surgery, the ascending colon is inadvertently nicked. No reason for the abdominal pain is diagnosed.

**EXAMPLE 8 – CODE STRING**

Code	Description
PD R10.4	Other and unspecified abdominal pain
OD T81.2	Accidental puncture and laceration during a procedure, NEC
OD S36.51	Injury of ascending [right] colon
EX Y60.4	Unintentional cut, puncture perforation or haemorrhage during endoscopic examination
EX Y92.22	Health service area
OD E11.9	Type 2 diabetes mellitus without complication.
<b>Procedure codes as required</b>	

Example 8 Note:

- OD S36.51 is assigned to further describe OD T81.2
- EX Y60.4 and Y92.22 relate to both T81.2 and S36.51 (which is used to further describe T81.2)
- OD E11.9 does not relate to the external cause codes so is sequenced last.

**Example 9: External Cause Unrelated to a Dagger/Asterisk Principal Diagnosis**Scenario:

Patient presents to hospital for management of Alzheimer's disease. Whilst sleeping, the patient rolled out of bed and lacerated their forearm.

**EXAMPLE 9 – CODE STRING**

Code	Description
PD G30.9†	Alzheimer's disease, unspecified
OD S51.9	Open wound of forearm, part unspecified
EX W06.1	Fall involving special purpose bed
EX Y92.22	Health service area
EX U73.2	While resting, sleeping, eating or engaging in other vital activities
OD F00.9*	Dementia in Alzheimer's disease, unspecified

Example 9 Note:

- EX W06.1, Y92.22 and U73.2 relate to the OD S51.9. Since the external cause codes are required to be sequenced prior to codes that do not require external cause codes, these codes are sequenced prior to the asterisk code.
- Although OD F00.9\* is normally sequenced after PD G30.9†, in this instance, it must be sequenced after the external cause codes.

**Example 10: Post Procedural Complication as the Principal Diagnosis with an Additional Chapter Code to Fully Represent the Complication**Scenario:

Patient presented to hospital with acute cholecystitis that was subsequently defined as both the principal diagnosis for the episode and a post procedural complication relating to a previous procedure.

EXAMPLE 10 – CODE STRING	
<b>Code</b>	<b>Description</b>
PD K91.8	Other post procedural disorders of digestive system, not elsewhere classified.
EX Y83.8	Other surgical procedures
EX Y92.22	Health service area
OD K81.0	Acute cholecystitis
EX Y83.8	Other surgical procedures
EX Y92.22	Health service area

Example 10 Note:

- EX Y83.8 and Y92.22 relate to both the PD and the OD. Therefore they are coded twice

**Example 11: Post Procedural Complication as an Additional Diagnosis with an Additional Chapter Code to Fully Represent the Complication**

Scenario:

Patient presented to hospital for management of their obesity. Whilst in hospital it was identified that the patient was experiencing acute cholecystitis as a direct result of a previous procedure. The patient was commenced on antibiotics for the cholecystitis.

EXAMPLE 11 – CODE STRING	
<b>Code</b>	<b>Description</b>
PD E66.9	Obesity, unspecified
OD K91.8	Other post procedural disorders of digestive system, not elsewhere classified.
OD K81.0	Acute cholecystitis
EX Y83.8	Other surgical procedures
EX Y92.22	Health service area

Example 11 Note:

- The external cause codes Y83.8 and Y92.22 relate to both K91.8 and K81.0 and are sequenced after the two related ODs.

## 9.7 PLACE OF OCCURRENCE

A Place of Occurrence must be specified for ALL External Cause codes in the range V00–Y89, to denote the place of injury or poisoning. To indicate the Place of Occurrence, use codes from range Y92.00–Y92.9 listed in the ICD-10-AM Tabular List of Diseases, Volume 1, Seventh Edition, 1 July 2010.

The Place of Occurrence code must be sequenced following the External Cause code(s) V00–Y89.

For specific queries in relation to sequencing of place of occurrence codes, contact the Convenor of the Queensland Coding Committee at [QCC@health.qld.gov.au](mailto:QCC@health.qld.gov.au).

## 9.8 ACTIVITY

An Activity code is a separate code from range U50–U73 for use with External Cause codes V00–Y34. These codes should not be confused with, or be used instead of, the recommended place of occurrence code classifiable to Y92.\*.

When multiple Activity codes apply, assign the code appearing highest in the tabular list. For example, cases where sport is undertaken during school or as part of paid work should be assigned the activity code for sport (U50–U71).

For the code range, V00–V99 Transport accidents, where the Activity at the time of the accident is not specified as sport, leisure or working for an income, assign U73.9 Unspecified activity.

Please also refer to Section 9.7 Place of Occurrence. The Activity code is to be sequenced immediately following the Place of Occurrence code. Please refer to examples in Section 9.6 External Cause and Morphology Sequencing.

### EXAMPLE

W51	Striking against or bumped into another person
Y92.88	Other specified place of occurrence (At the park)
U72	While engaged in leisure activity, NEC (activity code)

For specific queries in relation to sequencing of Activity codes, contact the Convenor of the Queensland Coding Committee at [QCC@health.qld.gov.au](mailto:QCC@health.qld.gov.au)

## 9.9 THE CONDITION PRESENT ON ADMISSION INDICATOR

For all separations from 1 July 2006, hospitals are required to record a Condition Present on Admission (CPoA) indicator for all diagnosis codes i.e. Principal Diagnosis, Other Diagnoses, External Cause and Morphology codes. From 1 July 2008, the CPoA is reported in the Admitted Patient Care (APC) National Minimum Data Set (NMDS) (as the Condition Onset Flag).

In addition, in order to provide further analysis of this indicator in Queensland and additional value of '9' (Unknown/Uncertain) has been added to the CPoA indicator from 1 July 2008 to highlight conditions where the onset unknown/uncertain.

The various Patient Administration Systems (PAS) and paper I&D forms in use at both public and private facilities across Queensland offer differing methods of capturing the CPoA indicator.

The definitions of the CPoA indicator values are identical for all systems. They are:

### Condition Present on Admission (Indicator Value '1'):

- a condition such as the presenting problem, a co-morbidity or chronic disease (such as asthma, cancer or diabetes); or
- a condition that arises in the Emergency Department (ED) prior to the time of admission that is still present on admission; or
- a previously existing condition not diagnosed until the current episode of care; or
- a previously existing condition that is exacerbated during the current episode of care; or
- all neonatal conditions present at birth;
- The Z codes related to the outcome of delivery on the mother's record (Z37);

- The Z codes related to the place of birth on the baby's record (Z38);
- The principal diagnosis in any episode of care is always deemed "present on admission".

**Condition not Present on Admission (Indicator Value '2'):**

A condition which arises during the current episode of care and was not present on admission.

**Condition Unknown/Uncertain on Admission (Indicator Value '9'):**

A condition where the documentation does not support the assignment of '1' (Condition Present on Admission) or '2' (Condition not Present on Admission).

***ASSIGNING THE CONDITION PRESENT ON ADMISSION INDICATOR***

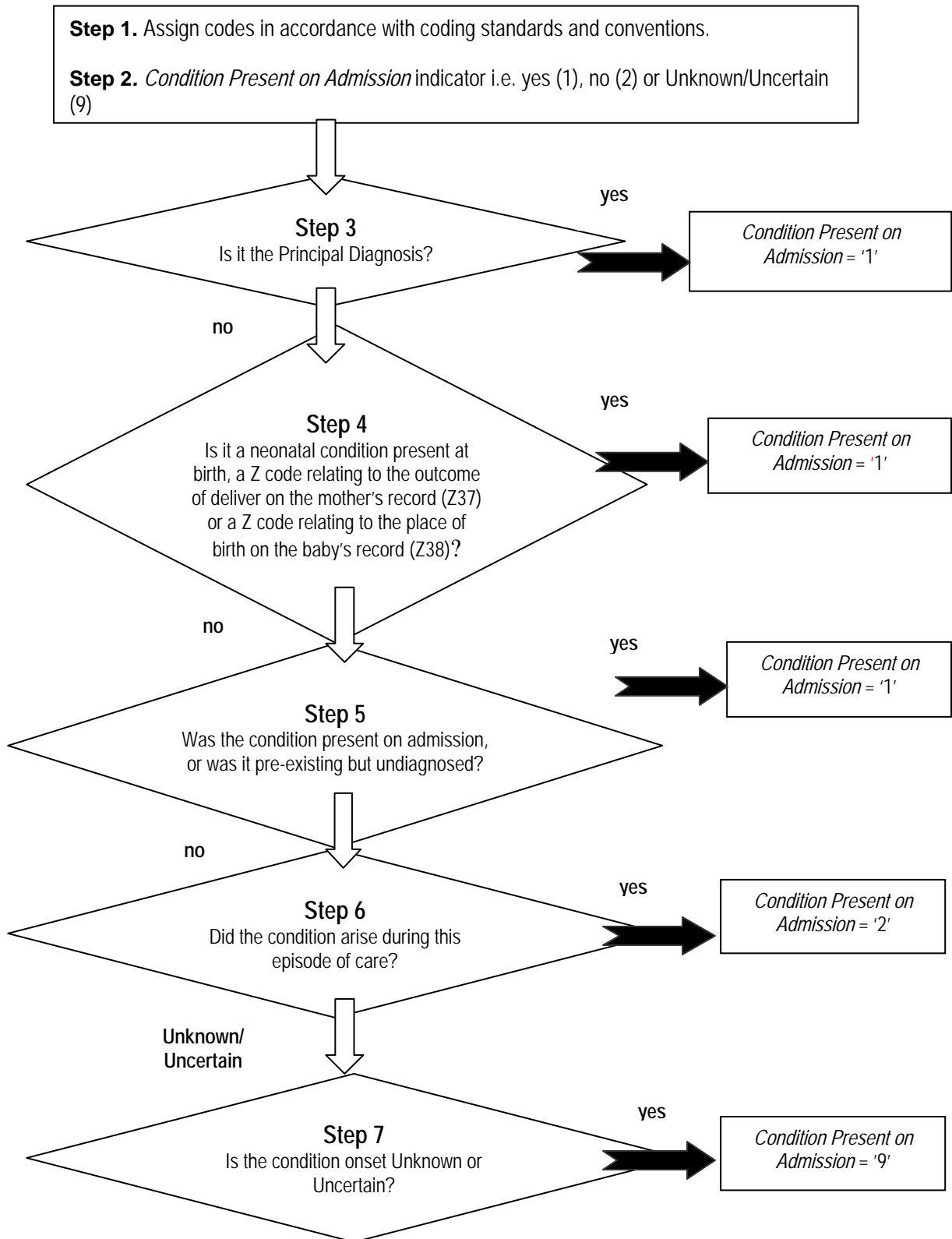
Coders should note that the introduction of the CPoA does not alter the application of existing coding conventions, practices and Australian Coding Standards (ACS) in any way. Assignment of the indicator is a secondary process that should be applied only to those conditions already selected for coding in accordance with ACS.

Coders are advised that the most straightforward method to determine the Condition Present on Admission value for each diagnosis code is to ask the question "Was the condition present on admission to the episode?":

Yes (Indicator value of '1') or  
No (Indicator value of '2') or  
Unknown/Uncertain (Indicator value of '9').



ASSIGNING THE *CONDITION PRESENT ON ADMISSION* INDICATOR FLOWCHART



Coders must record a '1' (present on admission) or a '2' (not present on admission) or a '9' (Unknown/Uncertain) value against each ICD-10-AM diagnosis code.

Dependent on which PAS or paper form a hospital uses to collect the codes, the method of assigning the '1', '2' or '9' value for Condition Present on Admission will differ. Coders should seek advice from their software or paper form supplier for instructions on the method of collecting this data item.

For example, in the HBCIS ICD Morbidity Coding Module, coders will use the code prefixing functionality to determine if a code is a '1', '2' or '9' as follows:

- A code which is prefixed by a P, PE, PM, A, AE and/or AM will indicate a '1' i.e. the condition was present on admission.
- A code prefixed by a C and/or CE will indicate a '2' i.e. the condition was not present on admission.
- A code prefixed by U and/or UE will indicate a '9' i.e. a condition where it is unknown/uncertain whether the condition arose during the admission.

**Please note:**

In accordance with the definition, the Principal Diagnosis will always have a CPoA indicator value of '1'.

**Coding Examples**

All conditions in the following examples would be considered as:

**1. Conditions Present on Admission (value of '1')**

Example 1

Patient admitted with a fractured humerus from a motorbike collision.

Example 2

Re-admission one week post discharge for post operative wound infection.

Example 3

Diabetes newly diagnosed during the current episode of care, and requiring treatment, further investigation or additional nursing care.

Example 4

Atrial fibrillation usually controlled on digoxin that becomes uncontrolled during admission requiring treatment.

Example 5

Patient admitted with a UTI. On admission, the patient was breathless, hypoxic and pyrexia. On day 1, the patient was diagnosed as having had pneumonia on admission. (Both the UTI and the pneumonia are present on admission).

Example 6

A child who is admitted for dental treatment because they were autistic, rather than being treated as a non-admitted patient. (Both the dental condition and autism meet criteria for coding in the first instance and were both present on admission.)

Example 7

During an episode of care, a patient is diagnosed with a squamous cell carcinoma (SCC) of the forearm. The SCC is removed during the same episode of care. (The SCC and its associated morphology code are deemed present on admission.)

Example 8

A neonate is born with congenital hip dysplasia (The congenital hip dysplasia is present on admission)

Example 9

A Z37 Outcome of Delivery code is allocated to a mother's record. (The Z37 code is present on admission)

Example 10

A Z38 code relating to the place of birth is allocated to a newborn's record. (The Z38 code is present on admission)

Certain conditions in the following examples would be considered as:

**2. Conditions Not Present on Admission (value of '2')**Example 1

A medical patient admitted for treatment of ischaemic heart disease and develops pneumonia during the hospital stay.

- The ischaemic heart disease is present on admission.
- The pneumonia is not present on admission.

Example 2

A dementia patient who sustains a fracture due to a fall from bed while in hospital.

- The dementia is present on admission.
- The fracture, external cause, place of occurrence and activity are all not present on admission.

Example 3

Patient experienced an accidental laceration of a blood vessel occurring during coronary artery bypass graft surgery.

- The coronary artery disease is present on admission.
- The laceration, external cause, place of occurrence and activity are all not present on admission.

Example 4

Patient experienced an adverse drug reaction occurring during an admission for asthma. The asthma is present on admission.

- The adverse effect, external cause and place of occurrence are all not present on admission.

Example 5

Patient experienced a wound infection which followed an appendicectomy in the current episode of care.

- The appendicitis is present on admission.
- The wound infection, organism, external cause and place of occurrence are all not present on admission.

Conditions in the following examples would be considered as:

### 3. Condition Unknown/Uncertain on Admission (Indicator Value '9')

#### Example 1

Stage 3 pressure ulcer noted on day 2 of admission; nursing care provided. There is no adequate documentation to reliably support the assignment of value '1' (Not present on admission) or value '2' (present on admission).

- The stage 3 pressure ulcer's onset is unknown or uncertain so the CPoA Indicator has a value of '9'.

#### Example 2

Obstetric patient noted as Group B strep carrier (antenatally) on Day 3 of admission and there is no adequate documentation to reliably support the assignment of value '1' (Present on admission) or value '2' (Not present on admission).

- The group B strep carrier onset is unknown or uncertain so the CPoA Indicator has a value of '9'.

#### Example 3

On day 3 of an episode of care, the nursing staff notice that the patient has a skin tear. The skin tear is dressed and is to be reviewed daily. There is no adequate documentation to reliably support the assignment of value '1' (Present on admission) or value '2' (Not present on admission).

- The onset of the skin tear is unknown or uncertain so the CPoA Indicator has a value of '9'.

#### **Please Note:**

Codes do not have to be sequenced in groups according to the CPoA value.

Whilst the Principal Diagnosis must be sequenced first, the sequencing of the other codes should be in accordance with the coding convention and/or ACS and the Queensland guidelines for sequencing external cause and morphology codes. Please refer to [Section 9.6](#) for External Cause and Morphology Sequencing.

## 9.10 SUBMISSION OF CONDITION PRESENT ON ADMISSION INDICATOR TO THE HEALTH STATISTICS CENTRE IN QUEENSLAND HEALTH

Dependent on which PAS or paper form a hospital will use to collect the ICD codes, the method of assigning the '1', '2' or '9' value for the Condition Present on Admission Indicator will differ. Regardless of the method of assigning the indicator, all facilities must submit the data item to Queensland Health in the same format.

The valid values for this data item are:

- 1 **Condition Present on Admission**
- 2 **Condition not Present on Admission**
- 3 **Unknown/Uncertain when the Condition arose**

**PAPER HOSPITAL**

Each diagnosis morbidity code is to be flagged by an ICD-10-AM code Condition Present on Admission indicator.

Record the Condition Present on Admission Indicator using the following values:

ICD Code		Condition Present on Admission Indicator values	Admission
Identifier	Description		
PD	Principal Diagnosis	1	
OD	Other Diagnoses	1, 2 or 9	
EX	External Cause	1, 2 or 9	
M	Morphology	1	
PR	Procedure	Null	

**HBCIS (EXTRACTED AND SUBMITTED TO HEALTH STATISTICS CENTRE VIA HQI)**

HBCIS Code	Description	Condition Present on Admission Indicator values
P	Principal Diagnosis	1
A	Condition Present on Admission	1
C	Condition not Present on Admission	2
U	Unknown/Uncertain when the condition arose	9
PE	External Cause associated with the Principal Diagnosis	1
AE	External Cause associated with a Condition Present on Admission	1
CE	External Cause associated with a Condition not Present on Admission	2
UE	External Cause associated with a condition where it is Unknown/Uncertain when the condition arose	9
PM	Morphology associated with the Principal Diagnosis	1
AM	Morphology associated with a Condition Present on Admission	1
	Procedure	Null

**9.11 MOST RESOURCE INTENSIVE CONDITION INDICATOR (MRIC) (HBCIS HOSPITALS)**

From 1 July 2008, an opt-in pilot for recording the Most Resource Intensive Condition (MRIC) was launched in public HBCIS hospitals. There will be only one code or code concept (inclusive of non-morbidity codes such as external cause codes and morphology codes) that will have the MRIC allocated in any single episode of care.

Please Note:

Only those public, HBCIS hospitals that have been approved to collect the MRIC Indicator should do so.

With the introduction of the International Statistical Classification of Diseases and Related Health Problems, Tenth Revision, Australian Modification (ICD-10-AM), the ability to identify the condition which is the most resource intensive was removed from clinical coding practice in Australia. In ICD-10, the definition of "main diagnosis" is defined as the condition diagnosed at the end of the episode of health care, primarily responsible for the patient's need for treatment or investigation. This definition is still utilised in many other countries.

In ICD-10-AM, the concept of the main diagnosis was replaced by the concept of principal diagnosis.

The Principal Diagnosis is defined as:

“The diagnosis established after study to be chiefly responsible for occasioning an episode of admitted patient care, an episode of residential care or an attendance at the health care establishment, as represented by a code.” (National Health Data Dictionary, Version 15, AIHW, 2010)

Please refer to ACS 001 Principal Diagnosis for further information.

This change has not only changed data reporting in Australia; it has decreased Australia’s ability to internationally compare data.

The implementation, and consequent identification, of the MRIC Indicator enables:

1. The identification of the condition that better explains the Length of Stay (LOS) and the resource usage in an episode of care;
2. The ability to further match with the Condition Present on Admission (CPoA) Indicator to allow for better risk assessment and management, where the Principal Diagnosis (PD) and the condition identified as the MRIC are not the same. Where the CPoA indicator of ‘2’ (i.e. not present on admission) is applied to the a co-morbidity and the condition is also identified as the MRIC; this will indicate that the condition for which the most resources were expended, was not present on admission;
3. The ability to compare the actual Diagnostic Related Group (DRG) with potential DRG where the PD and the condition identified as the MRIC are not the same. For analytical purposes, the potential DRG could be produced by replacing the MRIC with the PD in grouper calculations;
4. International data comparison;
5. Further development of the Australian Coding Standard 0001 – Principal Diagnosis.

In principle support for these new data elements has been received from the Queensland Coding Committee, the Quality Measurement and Strategy Unit, Data Collections Unit and InfoOperations.

## 9.12 ASSIGNING THE MOST RESOURCE INTENSIVE CONDITION (MRIC) INDICATOR

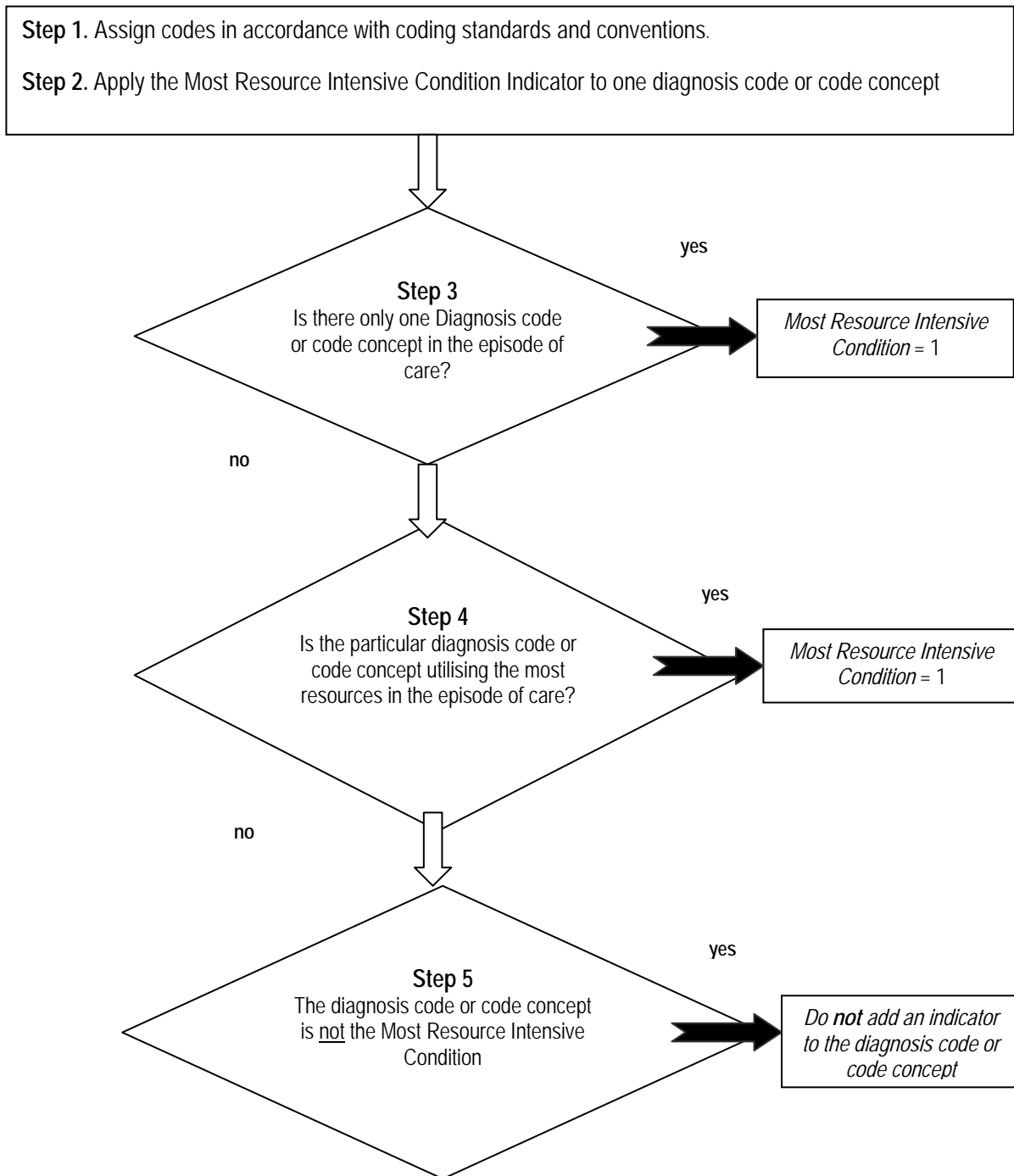
Coders should note that the application of the MRIC indicator does not alter the application of existing coding conventions, practices and the Australian Coding Standards (ACS) in any way. Assignment of the indicator is a secondary process that should be applied only to a condition that has already been selected for coding in accordance with the ACS.

The MRIC is identified by the coder from the documentation in the medical record at the end of an episode of care.

There will be only one code or code concept (inclusive of non-morbidity codes such as external cause codes and morphology codes) that will have the MRIC allocated in any single episode of care.

Where there is only a single code or code concept allocated in an episode of care, this code, or code concept, is both the Principal Diagnosis and the MRIC.

ASSIGNING THE *MOST RESOURCE INTENSIVE CONDITION* INDICATOR FLOWCHART



Where there are two or more morbidities potentially meeting the definition of MRIC in an episode of care, the clinician should be asked to indicate which morbidity best meets the definition.

If no further information is available, code the first mentioned morbidity that fulfils the criteria of the definition as the MRIC.

Coders must record a '1' (Most Resource Intensive Condition) value against one, and only one, ICD-10-AM diagnosis code or code concept per episode of care.

In the HBCIS ICD Morbidity Coding Module, a field has been added to allow for manual allocation of the MRIC indicator.

### HBCIS Example:

```

01234567890123456789012345678901234567890123456789012345678901234567890123456789
0 REC2.S165 INPATIENT ICD CODING 423 LOGON-QLDWRK
1 01 Patient No. [ ]
2 Admitted -> LOS State Average
3 D.O.B Unit Adm. Type Srce. MDC
4 Sex Ward Disc.Code Rel. Weight
5 DRG xxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
6 Page of 04 05 06
7 02 ICD Code 03 CF Description Block Prc. Date MRIC OCOI
8 [ ] [ ] [ ] [n] [n]
9 1 PC43.3 MALG MELANOMA OTHER & UNSP PARTS 1
10 2 PM8722/3 BALLOON CELL MELANOMA 1
11 3 45665-00 FULL THICKNESS WEDGE EXCISION OF 1664
12 4 30190-00 LASER TO LESION OF FACE OR NECK 1612
13 5 92514-19 GENERAL ANAESTHESIA, ASA 19 1910
14
15
16
17
18
19
20
21
22
23
07 Admission Weight (grams) [ ]
08 Hours of Mechanical Ventilation [ ]
Enter Field Number or Code Filed
0123456789012345678901234567890123456789012345678901234567890123456789
1 2 3 4 5 6 7

```

### Please Note:

In accordance with the definitions, where there is only one diagnosis code or code concept (i.e. including external cause codes and morphology codes) allocated to any episode of care, the MRIC indicator is allocated to the single diagnosis or single code concept. Where there are two or more diagnosis codes or code concepts that potentially meet the criteria for the MRIC, firstly consult the clinician. Where this is not possible, assign the MRIC to the first mentioned morbidity that potentially meets the criteria for the MRIC.

### Coding Examples

#### 1. Most Resource Intensive Condition (value of '1')

##### Example 1

Patient admitted with renal failure. No other diagnosis codes allocated.

Renal failure is the MRIC.

##### Example 2

Patient admitted for diabetic foot ulcers. On day 3, when the ulcers were nearly healed, the patient fell over and fractured their femur. Patient was sent to theatre for a hemiarthroplasty. The patient was in hospital for an additional 15 days.

Fractured femur is the MRIC (significantly increased LOS and utilised significant resource for the prosthetic).



Example 3

Patient admitted with acute on chronic renal failure. During the admission, the patient had a severe myocardial infarction. Patient stayed in hospital for 10 days.

All conditions could be the MRIC. Consult with the clinician regarding allocation of the MRIC. Where clinical consultation is not possible, allocate the MRIC indicator to the first mentioned morbidity that meets the MRIC criteria.

Example 4

Neonate develops jaundice on day three. Biliblanket applied. Baby kept in hospital for an additional 4 days due to severe jaundice.

Neonatal jaundice is the MRIC.

Example 5

Patient presents in labour, post dates. After a vaginal delivery, the patient had a large postpartum haemorrhage. Patient was rushed to theatre for control of the bleeding. The obstetricians were unable to control the bleeding and an emergency hysterectomy was performed. Patient was discharged on day 7.

Postpartum haemorrhage is the MRIC.

Example 6

Patient admitted to hospital after a motor vehicle accident. The patient was found to have a large subdural haematoma, bilateral open fractured shaft of the tibia, unilateral undisplaced fracture of the shaft of the fibula. During the episode of care, the patient went to theatre for open reduction and fixation of both tibias. The patient returned to theatre on two separate occasions for debridement of their open fracture. The haematoma resolved without intervention.

Open fracture shaft of the tibia is the MRIC.

Example 7

Patient presents to hospital with abdominal pain, jaundice, weight loss and nausea. CT indicates a large mass on the head of the pancreas. The patient proceeded to emergency exploratory laparotomy. At laparotomy, the surgeon noticed lesions on the liver and the peritoneum. Frozen section biopsies of the patient's pancreas showed adenocarcinoma. Further biopsies were taken of the liver and the peritoneum and they showed metastatic adenocarcinoma. It was decided to progress immediately to Whipple's procedure. Post-operatively, the patient developed paralytic ileus and had a nasogastric tube inserted. Patient discharged on day 11.

Pancreatic cancer is the MRIC.

Whilst the Principal Diagnosis must be sequenced first, the sequencing of the other codes should be in accordance with the ACS and/or coding convention and the Queensland guidelines for sequencing external cause and morphology codes. Please refer to Section 9.6 for External Cause and Morphology Sequencing.

The valid values for this data item are:

1 Most Resource Intensive Condition

Null.Not the Most Resource Intensive Condition (not recorded, not collected and not reported)

**PAPER HOSPITAL**

One, and only one, diagnosis morbidity code or code concept is to be flagged by a *Most Resource Intensive Condition* Indicator.

Record the Most Resource Intensive Condition Indicator using the following values:

ICD Code Identifier	Description	Most Resource Intensive Condition Indicator Values
PD	Principal Diagnosis	1 or null
OD	Other Diagnosis	1 or null
EX	External Cause	1 or null
M	Morphology	1 or null
PR	Procedure	Null

**HBCIS (EXTRACTED AND SUBMITTED TO HEALTH STATISTICS CENTRE VIA HQI)**

One, and only one, diagnosis morbidity code or code concept is to be flagged by a *Most Resource Intensive Condition* Indicator.

HBCIS Code	Description	Most Resource Intensive Condition Indicator values
P	Principal Diagnosis	1 or null
A	Condition Present on Admission	1 or null
C	Condition Not Present on Admission	1 or null
U	Unknown/Uncertain when a Condition arose	1 or null
PE	External Cause associated with the Principal Diagnosis	1 or null
AE	External Cause related to a Condition Present on Admission	1 or null
CE	External Cause associated with a Condition Not Present on Admission	1 or null
UE	External Cause associated with a Condition where it is Unknown/Uncertain when the Condition arose	1 or null
PM	Morphology associated with the Principal Diagnosis	1 or null
AM	Morphology related to Condition Present on Admission	1 or null
	Procedure	Null

**9.13 OTHER CO-MORBIDITY OF INTEREST INDICATOR (OCOI) (HBCIS HOSPITALS)**

From 1 July 2008, an opt-in pilot for recording of the 'Other Co-morbidity of interest (OCOI) indicator' was launched in public HBCIS hospitals. The OCOI as a standard is referred to as the Non Australian Coding Standard Compliant (NACSC) Indicator in the Queensland Health Data Dictionary and is referred to as such further on in this manual. The NACSC Indicator allows for collection of diagnosis codes where they do not meet the criteria for clinical coding as described by the Australian Coding Standards (ACS). Any diagnosis codes that are allocated a NACSC Indicator will not be included in grouper calculations.

Please Note:

Only those public HBCIS hospitals that have been approved to collect the NACSC Indicator should do so.

Clinical coding of additional diagnoses is guided by the standard ACS 0002 Additional Diagnoses. The Additional Diagnosis standard states that an additional diagnosis will only be coded where it fulfils the following:

“For coding purposes, additional diagnoses should be interpreted as conditions that affect patient management in terms of requiring any of the following:

- commencement, alteration or adjustment of therapeutic treatment
- diagnostic procedures
- increased clinical care and/or monitoring”

Where a clinical coder cannot find sufficient clinical documentation supporting allocation of the ICD-10-AM code, the diagnosis is not coded. Clinical documentation within the medical record can vary greatly in clarity, legibility, specificity and general clinical coder "friendliness". Due to differences in these factors, the same patient with the same co-morbidities could be coded with significant variation.

Additionally, clinicians assume that documenting a condition will result in that condition being coded. Without documented evidence of treatment or increased nursing care and/or monitoring, this may not be the case.

Currently, some hospitals are coding conditions of local importance to clinicians and others for “risk factors”, co-morbidities of interest and other research conditions potentially contravening the ACS. With no alternative functionality available, these coded conditions would be included in DRG calculations. These hospitals have indicated an interest in being able to allocate codes for these conditions of interest and have them excluded from DRG calculations.

The ability to identify Non Australian Coding Standard Compliant (NACSC) diagnosis codes through the use of this indicator would allow for:

- Enhanced ability to understand the complexity of QH patients;
- Enhanced ability to examine the frequency of certain co-morbidities;
- Enhanced refinement of the Australian Coding Standards.

The indicator will distinguish these conditions and enable their exclusion from Diagnostic Related Group (DRG) calculations. In addition, the implementation of the NACSC Indicator also provides for hospitals to fulfil their own clinical coding requirements and not breach the Coding Standards.

### **ASSIGNING THE NON AUSTRALIAN CODING STANDARD COMPLIANT (NACSC) INDICATOR**

In HBCIS and the 3M Codefinder the NACSC indicator is known as the Other Co-morbidity of Interest (OCOI) Indicator.

Coders should note that the application of the NACSC indicator does alter the application of the Australian Coding Standards (ACS), particularly the Additional Diagnosis standard (ACS 0002). A NACSC indicator is applied to a diagnosis, which is noted in the clinical documentation but the diagnosis does not fulfil the requirements for coding under the ACS.

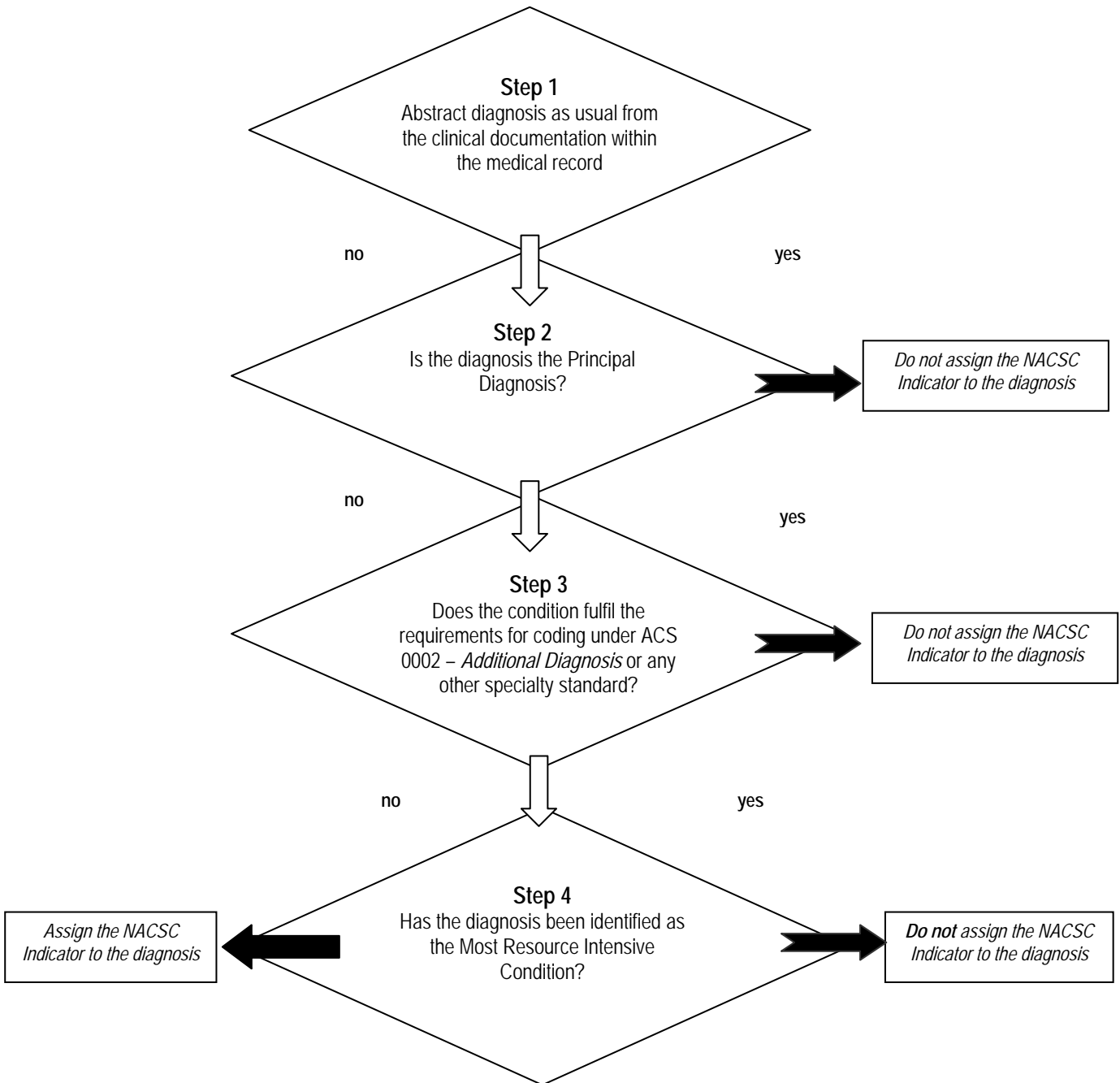
There can be none, one or many codes or code concepts (inclusive of non-morbidity codes such as external cause codes and morphology codes) that will have the NACSC Indicator allocated in a single episode of care.

A diagnosis that is identified as the Principal Diagnosis or is identified as the Most Resource Intensive Condition (MRIC) cannot also be identified as a NACSC diagnosis.

---

Where a “code also” instruction exists for a particular ICD diagnosis code that has been identified as an NACSC diagnosis, these additional diagnosis codes need not be allocated. The exception to this will be where the individual code(s) is/are also deemed to be “of interest”.

ASSIGNING THE *NON AUSTRALIAN CODING STANDARD COMPLIANT (NACSC)* INDICATOR FLOWCHART



In the HBCIS ICD Morbidity Coding Module, a field has been added to allow for manual allocation of the NACSC Indicator, called 'OCOI'.

In HBCIS and the 3M Codefinder the NACSC indicator is known as the Other Co-morbidity of Interest (OCOI) Indicator.

HBCIS Example:

```

01234567890123456789012345678901234567890123456789012345678901234567890123456789
0 REC2.S165 INPATIENT ICD CODING 423 LOGON-QLDWRK
1 01 Patient No. [ ]
2 Admitted -> LOS State Average
3 D.O.B Unit Adm. Type Srce. MDC
4 Sex Ward Disc.Code Rel. Weight
5 DRG xxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
6 Page of 04 05 06
7 02 ICD Code 03 CF Description Block Prc. Date MRIC OCOI
8 [ ] [ ] [ ] [n] [n]
9 1 PC43.3 MALG MELANOMA OTHER & UNSP PARTS 1
10 2 PM8722/3 BALLOON CELL MELANOMA 1
11 3 AE11.9 TYPE 2 DIABETES W/O COMP 1
12 4.AJ44.9 COPD, UNSPEC 1
13 3 45665-00 FULL THICKNESS WEDGE EXCISION OF 1664
14 4 30190-00 LASER TO LESION OF FACE OR NECK 1612
15 5 92514-19 GENERAL ANAESTHESIA, ASA 19 1910
16
17
18
19
20
21
22
23

07 Admission Weight (grams) [ ]
08 Hours of Mechanical Ventilation [ ]
Enter Field Number or Code Filed
01234567890123456789012345678901234567890123456789012345678901234567890123456789
1 2 3 4 5 6 7
    
```

Please note:

In line with the definition, a NACSC indicator cannot be allocated to the Principal Diagnosis or a diagnosis that has already been defined as the Most Resource Intensive Condition (MRIC).

Coding Examples:

Example 1

A patient is admitted with adenocarcinoma of the pancreas. The patient proceeds to a Whipple's procedure. In the clinical documentation, the clinician has written that the patient has Chronic Obstructive Pulmonary Disease (COPD), Atrial Fibrillation (AF), gout and chronic recurrent depression.

All conditions that meet the criteria for ACS 0001 and ACS 0002 and other specialty standards are coded.

COPD, AF, gout and chronic recurrent depression do not fulfil the requirement for coding under the ACS 0002 Additional Diagnosis or any other specialty standard; however, they are also coded and the NACSC indicator is recorded against them.

Example 2

A patient presents with uncontrolled hypertension for review. The clinical documentation shows that the patient also has had an MI four years ago, Crohn's disease and a previously removed torted appendix. The patient is not receiving on-going treatment for the old MI.

All conditions that meet the criteria for coding under ACS 0001 and ACS 0002 and other specialty standards are coded.

Old MI and Crohn's Disease do not fulfil the requirement for coding under the ACS 0002 Additional Diagnosis or any other specialty standard; however they are coded and the NACSC indicator is recorded against them.

Example 3

10 month old child is admitted to hospital with febrile convulsions. It is documented in the clinical documentation that the child has diffuse membranous glomerulonephritis and cerebral palsy. Whilst an inpatient, the renal specialist reviewed the child and changed the child's renal medications.

All conditions that meet the criteria for coding under ACS 0001 and ACS 0002 and other specialty standards are coded.

Cerebral palsy does not fulfil the requirement for coding under the ACS 0002 Additional Diagnosis or any other specialty standard; however, it is coded and a NACSC indicator is recorded against it.

**PAPER HOSPITAL**

None, one or many diagnosis morbidity codes or code concepts can be flagged by a Non Australian Coding Standard Compliant Indicator.

Record the Non Australian Coding Standards Compliant Indicator using the following values:

<b>ICD Code Identifier</b>	<b>Description</b>	<b>Non Australian Coding Standard Compliant Indicator Values</b>
PD	Principal Diagnosis	null
OD	Other Diagnosis (that meets the ACS)	null
OD	Other Diagnosis (that does not meet the ACS)	1
EX	External Cause	1 or null
M	Morphology	1 or null
PR	Procedure	null

**HBCIS (EXTRACTED AND SUBMITTED TO HEALTH STATISTICS CENTRE VIA HQI)**

None, one or many diagnosis morbidity codes or code concepts can be flagged by a Non Australian Coding Standard Compliant Indicator (known as Other Comorbidity of Interest [OCOI]) Indicator in HBCIS.

HBCIS Code	HBCIS OCOI Code	Description	OCOI Indicator values
P		Principal Diagnosis	null
A		Condition Present on Admission (that meets the ACS)	null
A	1	Condition Present on Admission (that does not meet the ACS)	1
C		Condition Not Present on Admission (that meets the ACS)	null
C	1	Condition Not Present on Admission (that does not meet ACS)	1
U		Unknown/Uncertain when the Condition arose (that meets the ACS)	null
U	1	Unknown/Uncertain when the Condition arose (that does not meet the ACS)	1
PE		External Cause associated with the Principal Diagnosis	null
AE		External Cause associated with a Condition Present on Admission (that meets the ACS)	null
AE	1	External Cause associated with a Condition Present on Admission (that does not meet the ACS)	1
CE		External Cause associated with a Condition not Present on Admission (that meets the ACS)	null
CE	1	External Cause associated with a Condition not Present on Admission (that does not meet the ACS)	1
UE		External Cause associated with a Condition where it is Unknown/Uncertain when the Condition arose (that meets the ACS)	null
UE	1	External Cause associated with a Condition where it is Unknown/Uncertain when the Condition arose (that does not meet the ACS)	1
PM		Morphology associated with the Principal Diagnosis	null
AM		Morphology associated with the Condition Present on Admission (that meets the ACS)	null
AM	1	Morphology associated with the Condition Present on Admission (that does not meet the ACS)	1
		Procedure	null

**9.14 AUSTRALIAN REFINED DIAGNOSIS RELATED GROUP (AR-DRG)**

If the hospital has the ability to group on site using the AR-DRG system:

**PAPER HOSPITAL**

Record the AR-DRG code.

**HBCIS**

The group will be assigned automatically.

Note that the DRG information supplied will be verified and problems or inconsistencies referred back to the hospital.



It is important to use the AR-DRG version compatible with the ICD-10-AM and coding standards for the current year (**DRG version for the Queensland Health Activity Based Funding Operating Manual for 2012/2013 is V6.0x**).

### 9.15 MAJOR DIAGNOSTIC CATEGORY (MDC)

If the hospital has the ability to group on site using the AR-DRG:

<b>PAPER HOSPITAL</b>
Record the MDC code.

<b>HBCIS</b>
The MDC will be assigned automatically.

Note that the MDC information supplied will be verified and problems or inconsistencies referred back to the hospital.

It is important to use the AR-DRG version compatible with the ICD-10-AM and coding standards for the current year (**DRG version for the Queensland Health public hospital Casemix Funding Model for 2012/2013 is V6.0x**).

### 9.16 CONTRACT FLAG

A Contract Flag is an indicator that designates that a procedure was performed by another hospital or **private health provider (non-hospital)** as a contracted service, either as an admitted or non-admitted service. Diagnoses identified from the contracted episode of care should be coded. However, these diagnosis codes should not be flagged as contracted, unless it is to indicate that a contracted service was not carried out or where there is no valid procedure code available for the contracted service (see [Section 4.13](#) Contracted Hospital Care).

<b>PAPER HOSPITAL</b>	
Record the following codes to flag a contract service:	
<b>Code</b>	<b>Description</b>
1	Contracted admitted procedure
2	Contracted non-admitted procedure <b><u>or a procedure performed by a private health provider (non-hospital)</u></b> . See Section 4.13.7.6 of the QHAPDC Manual Recording of Procedures Performed by Private Health Providers (non-hospital).

**HBCIS**

Record the following codes to flag a contract service:

Code	Description
1	Contracted admitted procedure
2	Contracted non-admitted procedure <u>or procedure performed by a private health provider (non-hospital)</u> . See Section 4.13.7.6 of the QHAPDC Manual Recording of Procedures Performed by Private Health Providers (non-hospital).

**9.17 DATE OF PROCEDURE**

This data element provides valuable information on the timing of the procedure in relation to the episode of care, and in particular allows accurate information on pre and post-operative lengths of stay. It also allows a measurement of time between procedures; this is of particular interest given initiatives to encourage day of admission surgery and day only procedures.

If a procedure falls within the mandatory block range as listed below, enter the date the procedure was performed. This information should be provided by the patient's attending clinician and be recorded in the patient's medical record.

Where a procedure is performed multiple times on different dates, and the coding standards direct that the procedure is to be coded once only (e.g. pharmacotherapy), the date allocated is the date when the procedure was first performed.

Block ranges requiring the recording of a procedure date:

1	to	59
67	to	559
561	to	737
739	to	1059
1062	to	1062
1064	to	1089
1091	to	1579
1602	to	1759
1828	to	1828
1886	to	1886
1890	to	1891
1906	to	1906
1909	to	1912
1920	to	1922

## 10 MENTAL HEALTH DETAILS

The scope of this section is for all admitted patients episodes where the standard unit code (either at admission to the episode or through a unit transfer during the episode) is in the range PYAA to PYZZ (Mental Health Unit). These patients should have one record completed for the episode of care. No record would be completed if there were no standard unit codes in this range in the episode recorded. Those hospitals that have specialised mental health services are listed in [Appendix K](#).

Mental health details do not have to be reported for boarders who are registered as being in a PYAA to PYZZ standard unit code.

### 10.1 TYPE OF USUAL ACCOMMODATION

The type of physical accommodation the patient lived in prior to admission to the hospital.

#### PAPER HOSPITAL

Record the following codes to indicate the type of usual accommodation:

Code	Description
1	House or flat
2	Independent unit as part of retirement village or similar
3	Hostel or hostel type accommodation
4	Psychiatric hospital
5	Acute hospital
7	Other accommodation
8	No usual residence

#### HBCIS

Record the following codes to indicate the type of usual accommodation:

Code	Description
1	House or flat
2	Independent unit as part of retirement village or similar
3	Hostel or hostel type accommodation
4	Psychiatric hospital
5	Acute hospital
7	Other accommodation
8	No usual residence

## 10.2 EMPLOYMENT STATUS

Self-reported employment status, as defined by the categories given below, immediately prior to admission to the hospital.

Note: This item refers to self reported status. As a guide, unemployed refers to someone not in paid employment and who is actively seeking paid employment. People who have retired from paid employment, whether or not they are now in receipt of any form of pension or benefit may be recorded as Other, Home duties or Student as self reported by the patient. The person's pension status is collected separately by the Pension status item. See [Section 10.3](#) Pension Status.

### PAPER HOSPITAL

Record the following codes to indicate the employment status:

Code	Description
1	Child not at school
2	Student
3	Employed
4	Unemployed
5	Home duties
6	Pensioner
8	Other

### HBCIS

Record the following codes to indicate the employment status:

Code	Description
1	Child not at school
2	Student
3	Employed
4	Unemployed
5	Home duties
6	Pensioner
8	Other

## 10.3 PENSION STATUS

The pension status of a patient refers to whether or not a patient is in receipt of a pension at the time of admission to hospital. It also details the nature of the pension held by the patient. This does not imply that the pension is necessarily the recipient's main source of income.

Please note that the broad heading of 'Pensions' encompasses a range of related pensions and allowances. For example:

- The term Invalid Pension includes the Disability Support Pension.
- The term Unemployment Benefit includes Newstart Allowance and Youth Training Allowance.
- The term Age Pension includes Mature Age Allowance and Mature Age Partner Allowance.

**PAPER HOSPITAL**

Record the following codes to indicate the pension:

<b>Code</b>	<b>Description</b>
1	Aged
2	Repatriation
3	Invalid
4	Unemployment benefit
5	Sickness benefits
7	Other
8	No pension/benefit

**HBCIS**

Record the following codes to indicate the pension status of the patient:

<b>Code</b>	<b>Description</b>
1	Aged
2	Repatriation
3	Invalid
4	Unemployment benefit
5	Sickness benefits
7	Other
8	No pension/benefit

**10.4 FIRST ADMISSION FOR PSYCHIATRIC TREATMENT**

First admission for psychiatric treatment is the status of the episode in terms of whether it is a first or subsequent admission, at any hospital for any condition, for psychiatric treatment, whether in an acute or psychiatric hospital.

**PAPER HOSPITAL**

Record the following codes to indicate the first admission for psychiatric treatment:

<b>Code</b>	<b>Description</b>
1	No previous admission for psychiatric treatment
2	Previous admission for psychiatric treatment

**HBCIS**

Record the following codes to indicate the first admission for psychiatric treatment:

<b>Code</b>	<b>Description</b>
1	No previous admission for psychiatric treatment
2	Previous admission for psychiatric treatment

### 10.5 REFERRAL TO FURTHER CARE

Referral to further care by health service agencies/facilities following discharge from the hospital (or episode of care). Many psychiatric patients have continuing needs for post-discharge care.

#### PAPER HOSPITAL

Record the following codes to indicate the place to which the patient is referred:

<b>Code</b>	<b>Description</b>
01	Not referred
02	Private psychiatrist
03	Other private medical practitioner
04	Mental health/alcohol and drug facility - admitted patient
05	Mental health/alcohol and drug facility - non-admitted patient
06	Acute hospital - admitted patient
07	Acute hospital - non-admitted patient
08	Community health program
29	Other

#### HBCIS

Record the following codes to indicate the place to which the patient is referred:

<b>Code</b>	<b>Description</b>
01	Not referred
02	Private psychiatrist
03	Other private medical practitioner
04	Mental health/alcohol and drug facility - admitted patient
05	Mental health/alcohol and drug facility - non-admitted patient
06	Acute hospital - admitted patient
07	Acute hospital - non-admitted patient
08	Community health program
29	Other

## 10.6 MENTAL HEALTH LEGAL STATUS INDICATOR

This provides an indication that a person was treated on an involuntary basis under the relevant state or territory mental health legislation, at some point during the hospital stay. Involuntary patients are persons who are detained under mental health legislation for the purpose of assessment or provision of appropriate treatment or care. This is collected at discharge from the hospital (or episode of care).

### PAPER HOSPITAL

Record the following codes to indicate the mental health legal status indicator:

Code	Description
1	Involuntary patient for any part of the episode
2	Voluntary patient for all of the episode

### HBCIS

Record the following codes to indicate the mental health legal status indicator:

Code	Description
1	Involuntary patient for any part of the episode
2	Voluntary patient for all of the episode

## 10.7 PREVIOUS SPECIALISED NON-ADMITTED TREATMENT

Previous specialised non-admitted treatment is the status of the episode in terms of whether the patient has had a previous non-admitted service contact for psychiatric treatment.

### PAPER HOSPITAL

Record the following codes:

Code	Description
1	Patient has no previous non-admitted service/contacts for psychiatric treatment
2	Patient has previous non-admitted service/contacts for psychiatric treatment

### HBCIS

Record the following codes:

Code	Description
1	Patient has no previous non-admitted service/contacts for psychiatric treatment
2	Patient has previous non-admitted service/contacts for psychiatric treatment

## 11 ELECTIVE SURGERY DETAILS (PUBLIC HOSPITALS ONLY)

Elective surgery details are collected by Public Hospitals through the Elective Admission Management (EAM). The scope of this collection includes all patients admitted to hospital for an elective procedure, for which they have been placed on a waiting list. This includes all patients separated after 1 July 1997 from a public hospital with an EAM installed. The purpose of the link between the waiting list and relevant admission episode is to provide a more complete picture of elective patient care, that is, the information collected from the time a patient was placed on a waiting list through to separation from hospital. When a patient is admitted to hospital, it is possible to link to a waiting list entry (where one exists). If a patient has a Waiting list Status in EAM of Admitted, Treated or Cancelled, the waiting list entry can be linked to the patient episode.

Not all patients will have waiting list details. Elective surgery patients should have a waiting list entry. Some emergency patients may also have a corresponding waiting list entry, for example, if a patient had been on the waiting list and his/her condition deteriorated before they were admitted for elective surgery, then they may present as an emergency patient for the same procedure. It is important to note that some patients will have more than one entry on the waiting list and in this instance it is necessary to identify which procedure or procedures the patient has undergone and select the appropriate entries for linking.

### 11.1 HQI EXTRACT AND WAITING LIST ENTRIES

The HQI extract will include EAM items only where they are linked to admission episodes. Only waiting list entries that become 'completed' (i.e. treated or cancelled) during an admission need to be linked.

Mandatory conditions for acceptance in the extract (apart from separated, coded and grouped) are that the EAM entry has been linked and that the Waiting List status is two (2) or greater, i.e. treated or cancelled. EAM entries having a Waiting List status of A - Admitted that are linked will be flagged as errors in the extract. Such entries need to have their status's updated to either treated or cancelled.

Data items in the extract will be validated against the corporate reference files by the Data Collections Unit. It is crucial therefore that reference files are up to date.

### 11.2 ELECTIVE ADMISSION DETAILS

#### 11.2.1 Entry number

Each waiting list entry has a placement number unique within the patient identifier. This number is from field 02 of the Waiting List Entry screen and is generated by HBCIS.

#### 11.2.2 NMDS speciality grouping

The NMDS specialty grouping is the area of clinical expertise held by the doctor who will perform the elective surgery. Waiting List Specialties are derived from mapping Planned Unit codes to one of the 12 NMDS Specialty Grouping codes.



<b>HBCIS</b>	
<b>Code</b>	<b>Description</b>
01	Cardio Thoracic
02	ENT Surgery
03	General Surgery
04	Gynaecology
05	Neurosurgery
06	Ophthalmology
07	Orthopaedic Surgery
08	Plastic and Reconstructive Surgery
09	Urology
10	Vascular Surgery
11	Other - Surgical
90	Non-Surgical

### 11.2.3 Reason for removal

The Reason for Removal is derived, by HBCIS, from the Waiting List Status. The Waiting List Status codes, from the corporate reference file are mapped to one of the following codes upon extract.

<b>HBCIS</b>	
<b>Code</b>	<b>Description</b>
01	Admitted and treated as an elective patient for awaited procedure in this hospital
02	Admitted and treated as an emergency patient for awaited procedure in this hospital
04	Treated elsewhere for awaited procedure
05	Surgery not required or declined
99	Not Stated/Unknown

### 11.2.4 Listing date

This is the date the patient was placed on the waiting list for elective surgery. This date is from field 03 of the Waiting Entry Screen and is input by the user.

### 11.2.5 Urgency category

The final change on any day to the clinical urgency classification in field 22. This indicates the urgency with which the patient requires elective hospital care, as determined by the treating clinician.

<b>HBCIS</b>	
<b>Code</b>	<b>Description</b>
1	Elective Surgery - Category 1
2	Elective Surgery - Category 2
3	Elective Surgery - Category 3
4	Other - Category 1
5	Other - Category 2
6	Other - Category 3

**11.2.6 Accommodation (Intended)**

The planned type of physical accommodation for the patient as at the date placed on the waiting list. This indicates whether the patient planned to be treated as a public or private patient. This intended accommodation is from field 23. This item does not relate to the patient's hospital insurance status or the actual accommodation after admission.

<b>HBCIS</b>	
<b>Code</b>	<b>Description</b>
P	Public
R	Private Single
S	Private shared

**11.2.7 Site procedure indicator**

This item is a planned procedure as at the date the patient was placed on a waiting list and is from field 25. The code must be a valid site procedure indicator code from the 305 codes in the corporate reference file. For a list of site procedure indicator codes see [Appendix M](#).

**11.2.8 National procedure indicator**

This is an indicator of the procedure planned at the date the patient was placed on the waiting list. This item is derived, by HBCIS, from the Site Procedure Indicator that is mapped to one of the 16 National Procedure Indicator codes.

<b>HBCIS</b>	
<b>Code</b>	<b>Description</b>
01	Cataract extraction
02	Cholecystectomy
03	Coronary artery bypass graft
04	Cystoscopy
05	Haemorrhoidectomy
06	Hysterectomy
07	Inguinal herniorrhaphy
08	Myringoplasty
09	Myringotomy
10	Prostatectomy
11	Septoplasty
12	Tonsillectomy
13	Total hip replacement
14	Total knee replacement
15	Varicose Veins
16	Not applicable

**11.2.9 Planned length of stay**

This is the intended length of stay of a patient awaiting an elective admission as estimated by the responsible clinician when placed on the list. This is from field 24. Please note a planned same day admission is recorded as a 'D' and is converted to zero when extracted to the Data Collections Unit.

**11.2.10 Planned procedure/operation date**

This is the most recent Planned Procedure/Operation date for the patient for their reported waiting list entries. The data is collected from field 10 'Operation/Procedure date' of the Booking Entry screen with EAM.

This field is mandatory for patients who are treated, that are '02' Waiting List Status.

**11.3 ACTIVITY RECORD DETAILS****11.3.1 Activity code**

If a patient is not ready for care for a period while they were on the waiting list or any changes occur to a patient's urgency category, then a date of change of the item is reported in the activity file, using the relevant activity code. This activity code is generated by HBCIS. If the activity code = N then the Not ready for care details are forwarded to the Data Collections Unit. If the activity code = E - Elective Surgery then the final details of any changes on the particular day will be forwarded to the Data Collections Unit.

<b>HBCIS</b>	
<b>Code</b>	<b>Description</b>
N	Not ready for care
E	Elective Surgery Items

**11.3.2 For activity code details = N (Not ready for care)****11.3.2.1 Entry number**

Each waiting list entry has a placement number unique within the patient identifier. The entry number in the activity details must match with the corresponding entry number in the Elective Admission Details file. This number is from field 02 of the Waiting List Entry screen and is generated by HBCIS.

**11.3.2.2 Date not ready for care**

Each waiting list entry may have one or more periods where the patient is not ready for care. The date not ready for care is the first date in this period that the patient will not be ready for care and is from field 05 of the Waiting List Entry Screen. Not ready for care patients are those who are not in a position to be admitted to hospital.

**11.3.2.3 Last date not ready for care**

Each waiting list entry may have one or more periods where the patient is not ready for care. The last date not ready for care is the final date in this period that the patient is not ready for care and is from field 06 of the Waiting List Entry Screen.

**11.3.3 For activity code details = E (Elective surgery items)****11.3.3.1 Entry number**

Each waiting list entry has a placement number unique within the patient identifier. The entry number in the activity details must match with the corresponding entry number in the Elective Admission Details file. This number is from field 02 of the Waiting List Entry screen and is generated by HBCIS.

**11.3.3.2 Urgency category**

The final change on any day to the clinical urgency classification from field 22 of the Waiting List Entry Screen. This indicates the urgency with which the patient requires elective hospital care, as determined by the treating clinician.

<i>HBCIS</i>	
<i>Code</i>	<i>Description</i>
1	<i>Elective Surgery - Category 1</i>
2	<i>Elective Surgery - Category 2</i>
3	<i>Elective Surgery - Category 3</i>
4	<i>Other - Category 1</i>
5	<i>Other - Category 2</i>
6	<i>Other - Category 3</i>

**11.3.3.3 Date of change**

The date of change for any elective admission data item in the Activity file will be recorded. The date of change is entered by the user upon inserting new data into fields 22 - 25 of the Waiting List Entry screen.

## 12 SUB AND NON-ACUTE PATIENT (SNAP) DETAILS – (PUBLIC AND PRIVATE HOSPITALS)

### 12.1 SUB AND NON-ACUTE PATIENT (SNAP) DETAILS (PUBLIC HOSPITALS WITH DESIGNATED SNAP UNITS ONLY)

The Australian National Sub and Non-Acute Patient (AN-SNAP) Classification System has been implemented in Queensland public hospitals to better inform service planning, purchasing, and clinical management. The scope of this collection includes all admitted patient episodes with the following care types:

Rehabilitation – delivered in a designated unit (care type = 21);

Palliative care – delivered in a designated unit (care type = 31);

Psychogeriatric care (care type = 10);

Geriatric Evaluation and Management (care type = 09);

Maintenance Care (care type = 11)

and where the ward (either at admission to the episode or through a ward transfer during the episode) is assigned to a designated SNAP unit.

For additional SNAP information to be collected sites need to ensure the ward has been setup within the HBCIS reference tables as SNAP and that the patient has been assigned a sub and non-acute care type.

### 12.2 SNAP DETAILS (PUBLIC HOSPITALS)

#### 12.2.1 SNAP Episode Number

A patient may have several SNAP episodes over a single admission. Each set of SNAP details should be assigned a unique SNAP episode number. This number will form part of each record's unique identifier when the SNAP details are forwarded to the Data Collections Unit.

#### 12.2.2 SNAP Type

The SNAP Type is a classification of a patient's care type based on their characteristics, primary treatment goal and evidence.

The codes for each SNAP Type are validated against valid HBCIS sub and non-acute episode types.

##### 12.2.2.1 Palliative Care SNAP Type

Palliative Care is provided for a person with an active, progressive, life limiting disease with little or no prospect of cure. Palliative care may include grief and bereavement support services for the family and carers.

- **PAL – Palliative Care**

The Palliative Care SNAP type can only be used in conjunction with a care type of 31, Palliative – delivered in a designated unit.

### 12.2.2.2 Rehabilitation SNAP Type

Rehabilitation care is provided for a person with an impairment, disability or handicap.

- **RAO – Assessment only**  
The person is seen on one occasion only for assessment and/or treatment and no further intervention by this service/team are planned.
- **RCD – Congenital deformities**  
Spina Bifida, Other Congenital.
- **RPU – Pulmonary**  
Chronic Obstructive Pulmonary Disease, Other Pulmonary.
- **RST – Stroke**  
Left Body Involvement - No Paresis, Right Body Involvement - Other Stroke, Bilateral Involvement.
- **RBD – Brain Dysfunction**  
Non - Traumatic, Traumatic - Unspecified, Open Injury, Closed Injury, Other Brain.
- **RNE – Neurological**  
Multiple Sclerosis, Parkinsonism, Polyneuropathy, Guillian-Barre, Cerebral Palsy, Other Neurologic.
- **RSC – Spinal Cord Dysfunction**  
Non-Traumatic Spinal Cord Dysfunction, Unspecified Paraplegia, Incomplete Paraplegia, Complete Paraplegia, Unspecified Quadriplegia, Incomplete C1-4 Quadriplegia, Incomplete C5-8 Quadriplegia, Complete C1-4 Quadriplegia, Complete C5-8 Quadriplegia, Other Non-Traumatic Spinal Cord Injury, Traumatic Spinal Cord Dysfunction, Unspecified Paraplegia, Incomplete Paraplegia, Complete Paraplegia, Unspecified Quadriplegia, Incomplete C1-4 Quadriplegia, Incomplete C5-8 Quadriplegia, Complete C1-4 Quadriplegia, Complete C5-8 Quadriplegia, Other Non-Traumatic Spinal Cord Injury.
- **RAL – Amputation of Limb**  
Single Upper Extremity Above the Elbow, Single Upper Extremity Below the Elbow, Single Lower Extremity Above the Knee, Single Lower Extremity Below the Knee, Double Lower Extremity Above the Knee, Double Lower Extremity Above/Below the Knee, Double Lower Extremity Below the Knee, Other Amputation.
- **RDE – Debility**  
Debility, Unspecified. Include only patients who are debilitated for reasons other than cardiac or pulmonary conditions.
- **RPS – Pain Syndromes**  
Neck Pain, Back Pain, Extremity Pain, Other Pain.
- **ROC – Orthopaedic Conditions**  
Status Post Hip Fracture, Status Post Femur (shaft) Fracture, Status Post Pelvis Fracture, Status Post Major Multiple Fracture, Status Post Hip Replacement, Other Orthopaedic.
- **RCA – Cardiac**  
Cardiac.

- **RMT – Major Multiple Trauma (MMT)**  
Brain + Spinal Cord Injury, Brain + Multiple Fracture/Amputation, Spinal + Multiple Fracture/Amputation, Other Multiple Trauma.
- **RBU – Burns**  
Burns.
- **ROI – Other Disabling Impairments**  
Other Disabling Impairments – cases that cannot be classified into a specific group.
- **RAR – Arthritis**  
Rheumatoid Arthritis, Osteoarthritis, Other Arthritis.
- **RDD – Developmental Disabilities**  
Developmental Disabilities.

**Rehabilitation SNAP types can only be used in conjunction with a care type of 21, Rehabilitation – delivered in a designated unit.**

### 12.2.2.3 Psychogeriatric SNAP Type

Psychogeriatric care is provided to persons with an age-related organic brain impairment with significant behavioural disturbance or late onset psychiatric disturbance or a physical condition accompanied by severe psychiatric or behavioural disturbance.

- **PSG - Psychogeriatric**

**The Psychogeriatric SNAP types can only be used in conjunction with a care type of 10, Psychogeriatric.**

### 12.2.2.4 Geriatric Evaluation and Management SNAP Type

Geriatric Evaluation and Management is provided for a person with complex multi-dimensional medical problems associated with disabilities and psychosocial problems, usually (but not always) an older person.

- GEM - Geriatric Evaluation and Management
- GAO - Geriatric Evaluation and Management - Assessment only
- GSD - Geriatric Evaluation and Management - Planned Same Day

**Geriatric Evaluation and Management SNAP types can only be used in conjunction with a care type of 09, Geriatric Evaluation and Management.**

### 12.2.2.5 Maintenance SNAP Type

Maintenance is provided for a person with a disability who, following assessment or treatment, does not require further complex assessment or stabilisation

- **MNH - Maintenance - Nursing Home Type**  
The patient has been in hospital for a continuous period exceeding 35 days, does not have a current acute care certificate and is waiting placement in a residential aged care facility.  
Note: MNH SNAP Type should not to be confused with the Nursing Home Type Patient (NHTP) class used for accounting purposes. See Section 4.18 for further information on NHTPs.

- ***MRE - Maintenance Care (Respite)***

A patient who is not waiting for residential care and the primary reason for admission is the short-term unavailability of the patient's usual care arrangements. Examples may include:

  - Admission due to carer illness or fatigue.
  - Planned respite due to carer unavailability.
  - Short term closure of care facility.
  - Short term unavailability of community services.
  
- ***MCO - Maintenance Care (Convalescent)***

Following assessment and/or treatment the patient does not require further complex assessment or stabilisation but continues to require care over an indefinite period. Under normal circumstances the patient would be discharged but due to factors in the home environment, such as access issues or lack of available community services, the patient is unable to be discharged. Examples may include:

  - Patients awaiting the completion of home modifications essential for discharge.
  - Patients awaiting the provision of specialised equipment essential for discharge.
  - Patients waiting for rehousing.
  - Patients waiting for supported accommodation such as hostel or group home bed.
  - Patients for whom community services are essential for discharge but are not yet available.
  
- ***MOT – Maintenance Care (Other Maintenance)***

Any other reason the patient may require a maintenance episode other than those already stated.

**Maintenance SNAP types can only be used in conjunction with a care type of 11, Maintenance.**



<b>HBCIS</b>	
<b>Code</b>	<b>Description</b>
RAO	Rehabilitation - Assessment only
RCD	Rehabilitation - Congenital Deformities
ROI	Rehabilitation - Other disabling impairments
RST	Rehabilitation - Stroke
RBD	Rehabilitation - Brain Dysfunction
RNE	Rehabilitation - Neurological
RSC	Rehabilitation - Spinal Cord Dysfunction
RAL	Rehabilitation - Amputation of Limb
RPS	Rehabilitation - Pain Syndromes
ROC	Rehabilitation - Orthopaedic conditions
RCA	Rehabilitation - Cardiac
RMT	Rehabilitation - Major Multiple Trauma
RPU	Rehabilitation - Pulmonary
RDE	Rehabilitation - Debility
RDD	Rehabilitation - Development Disabilities
RBV	Rehabilitation - Burns
RAR	Rehabilitation - Arthritis
GAO	Geriatric Evaluation and Management - Assessment only
GEM	Geriatric Evaluation and Management
GSD	Geriatric Evaluation and Management - Planned Same Day
MRE	Maintenance - Respite
MNH	Maintenance - Nursing Home Type
MCO	Maintenance - Convalescent Care
MOT	Maintenance - Other
PSG	Psychogeriatric
PAL	Palliative care

**12.2.3 SNAP Group Classification**

The SNAP group classification is derived from only the first set of ADL scores of each SNAP episode.

The SNAP group classification provides a summary of the various SNAP care types allocated to patients, by grouping together homogeneous SNAP care types. This then provides a means of relating the number and types of patients treated in a designated SNAP unit to the resources required by the unit. It also allows meaningful comparisons to be made of SNAP units' effectiveness and efficiency.

Each patient's SNAP group classification will be derived by the Data Collections Unit.

**12.2.4 SNAP Start Date**

The start date of each SNAP episode in a designated SNAP unit. Each SNAP episode must meet the criteria for sub and non-acute admitted patient care, as identified by the SNAP types.

**12.2.5 SNAP End Date**

The end date of each SNAP episode in a designated SNAP unit. Each SNAP episode must meet the criteria for sub and non-acute admitted patient care, as identified by the SNAP types.

**12.2.6 Multidisciplinary Care Plan (for patients with a care type of 21 or 09)**

A Multidisciplinary Care Plan refers to a series of documented and agreed initiatives/treatment (specifying program goals, actions and time frames) which has been established through multidisciplinary consultation (including the patient/carers where appropriate).

The Multidisciplinary Care Plan should be developed within 7 days of separation from the designated SNAP unit.

For all patients with a care type of '21 – Rehabilitation in a designated unit' or '09 – Geriatric evaluation and Management' delivered in a designated SNAP unit record whether a Multidisciplinary Care Plan has been developed.

<b>HBCIS</b>	
<b>Code</b>	<b>Description</b>
Y	Yes
N	No
U	Unknown

**12.2.7 Multidisciplinary Care Plan Date**

If the patient has had a Multidisciplinary Care Plan developed record the date that the latest Multidisciplinary Care Plan was documented.

**12.2.8 Proposed Principal Referral Service**

Patients with a care type of '21 – Rehabilitation in a designated unit' or '09 – Geriatric evaluation and Management' delivered in a designated SNAP unit should have the Proposed Principal Referral Service recorded on separation from the designated SNAP unit. This is the type of service that is proposed for the patient post-discharge from hospital. If there is more than one referral service proposed record the principal service.

Record the Proposed Principal Referral Service:

<b>HBCIS</b>	
<b>Code</b>	<b>Description</b>
001	<i>No service is required</i>
101	<i>Community/home based rehabilitation</i>
102	<i>Community/home based palliative</i>
103	<i>Community/home based geriatric evaluation and management</i>
111	<i>Community/home based – nursing/domiciliary</i>
104	<i>Community/home based – respite</i>
105	<i>Community/home based – psychogeriatric</i>
106	<i>Home and community care</i>
107	<i>Community aged care package, extended aged care in the home</i>
108	<i>Flexible care package</i>
109	<i>Transition care program (includes intermittent care service)</i>
110	<i>Outreach Service</i>
198	<i>Community/home based - other</i>
201	<i>Hospital based (admitted) – rehabilitation</i>
202	<i>Hospital based (admitted) – maintenance</i>
203	<i>Hospital based (admitted) – palliative</i>
204	<i>Hospital based (admitted) - geriatric evaluation and management</i>
205	<i>Hospital based (admitted) - respite</i>
206	<i>Hospital based (admitted) – psychogeriatric</i>
207	<i>Hospital based (admitted) – acute</i>
208	<i>Hospital based - non-admitted services</i>
298	<i>Hospital based - other</i>
998	<i>Other service</i>
999	<i>Not stated/unknown service</i>

### 12.3 ACTIVITY RECORD DETAILS

#### 12.3.1 SNAP Episode Number

Each set of SNAP details will be assigned a unique SNAP episode number by HBCIS. This number will form part of each record's unique identifier when the SNAP details are forwarded to the Data Collections Unit.

#### 12.3.2 Activity of Daily Living (ADL) Type

ADL tools are used to objectively measure the physical, psychosocial, vocational and cognitive functions of an individual with a disability. There are a number of ADL tools, so the type used to code the patient's functions needs to be recorded. There are different ADL tools for different SNAP Type Codes.

<b>HBCIS</b>		
<b>Code</b>	<b>Description</b>	<b>For SNAP Type Codes:</b>
<i>FIM</i>	<i>Functional Independence Measure</i>	<i>Rehabilitation and GEM</i>
<i>HON</i>	<i>Health of the Nation Outcome Scales</i>	<i>Psychogeriatric</i>
<i>RUG</i>	<i>Resource Utilisation Group</i>	<i>Palliative &amp; Maintenance</i>

#### 12.3.3 Activity of Daily Living (ADL) Sub-Type

The ADL sub-type refers to the domain that is being measured within the tool (i.e. cognitive, motor, behaviour etc).

<i>HBCIS</i>	
<b>Code</b>	<b>Description</b>
<i>BEH</i>	<i>Behaviour</i>
<i>ADL</i>	<i>Activity of daily living</i>
<i>TOT</i>	<i>Total</i>
<i>COG</i>	<i>Cognitive</i>
<i>MOT</i>	<i>Motor</i>

### 12.3.4 Activity of Daily Living (ADL) Score

The ADL score is the actual numerical rating reported for the ADL tool being used to measure the patient's functional ability.

More than one ADL score per SNAP episode can be recorded, however only one ADL score per day may be recorded. All ADL scores will be supplied to the Data Collections Unit.

The Health of the Nation Outcome Scale (HoNOS) requires the reporting of a behaviour score, an activity score and a total score.

The Functional Independence Measure (FIM) requires the reporting of both a cognition score and a motor score.

The Resource Utilisation Group (RUG) only requires a motor score to be reported.

<i>HBCIS</i>				
<i>ADL Type</i>	<i>ADL Sub-type</i>	<i>Description</i>	<i>ADL Score</i>	
			<i>Min</i>	<i>Max</i>
<i>HON</i>	<i>BEH</i>	<i>HoNOS (Behaviour)</i>	<i>0</i>	<i>4</i>
	<i>ADL</i>	<i>HoNOS (Activity of daily living)</i>	<i>0</i>	<i>4</i>
	<i>TOT</i>	<i>HoNOS (Total)</i>	<i>0</i>	<i>48</i>
<i>RUG</i>	<i>MOT</i>	<i>Resource Utilisation Group (Motor)</i>	<i>4</i>	<i>18</i>
<i>FIM</i>	<i>MOT</i>	<i>FIM (Motor)</i>	<i>13</i>	<i>91</i>
	<i>COG</i>	<i>FIM (Cognitive)</i>	<i>5</i>	<i>35</i>

### SNAP Type Codes and ADL Types

The following table contains the ADL Types that are applicable for each SNAP Type Code.

SNAP Type Code	Description	Palliative Care	ADL Type
GAO	GERIATRIC EVAL & MGMT – ASSESSMENT ONLY	N	FIM
GEM	GERIATRIC EVALUATION AND MANAGEMENT	N	FIM
GSD	GERIATRIC EVAL & MGMT PLANNED SAMEDAY	N	FIM
MCO	MAINTENANCE – CONVALESCENT	N	RUG
MNH	MAINTENANCE – NHT	N	RUG
MOT	MAINTENANCE – OTHER MAINTENANCE	N	RUG
MRE	MAINTENANCE – RESPITE	N	RUG
PAL	PALLIATIVE CARE	Y	RUG
PSG	PSYCHOGERIATRIC	N	HON
RAL	REHAB – AMPUTATION OF LIMB	N	FIM
RAO	REHABILITATION – ASSESSMENT ONLY	N	FIM
RAR	REHAB – ARTHRITIS	N	FIM
RBD	REHAB – BRAIN DYSFUNCTION	N	FIM
RBU	REHAB – BURNS	N	FIM
RCA	REHAB – CARDIAC	N	FIM
RCD	REHAB – CONGENITAL DEFORMITIES	N	FIM
RDD	REHAB – DEVELOPMENTAL DISABILITIES	N	FIM
RDE	REHAB – DEBILITY	N	FIM
RMT	REHAB – MAJOR MULTIPLE TRAUMA	N	FIM
RNE	REHAB – NEUROLOGICAL	N	FIM
ROC	REHAB – ORTHOPAEDIC CONDITIONS	N	FIM
ROI	REHAB – OTHER DISABLING IMPAIRMENTS	N	FIM
RPS	REHAB – PAIN SYNDROMES	N	FIM
RPU	REHAB – PULMONARY	N	FIM
RSC	REHAB – SPINAL CORD DYSFUNCTION	N	FIM

SNAP Type Code	Description	Palliative Care	ADL Type
RST	REHAB – STROKE	N	FIM

### 12.3.5 Further information on ADL Assessments

#### FIM – Functional Independence Measure

- The FIM ADL assessment must be undertaken within 72 hours of the commencement of the episode and prior to completion of the episode (if the length of stay is 7 or more days).
- The FIM tool requires 2 ADL scores to be recorded for each assessment (i.e. FIM Motor and FIM Cognitive).
- A code of '999' is acceptable as a SNAP score if a score cannot be provided.
- It is recognised that FIM assessments may be completed prior to admission to the designated unit. In these cases, if the assessment is completed no longer than 72 hours prior to admission (that is, in a previous episode of care or before admission), the score/s can be entered as 'admission scores'. The FIM Score Date should equal the admission date.
- Multiple FIM scores are able to be entered. For example, a patient may undergo an assessment during the middle of their stay, in addition to assessments on admission to and discharge from the designated unit. In this scenario, the episode would contain 3 sets of FIM Scores.
- Scores can be entered retrospectively, for example, an ADL assessment may be completed on day 2 of the episode, but the scores may not be available for entry into HBCIS until day 7. The scores can be retrospectively entered for the appropriate date.

#### HoNOS - Health of the Nation Outcome Scales

- HoNOS ADL assessments must be undertaken within 72 hours of the commencement of the episode and prior to completion of the episode (if the length of stay is 7 or more days).
- The HoNOS requires 3 ADL scores to be recorded for each assessment.(i.e HON Behaviour, HON Activity of Daily Living and HON Total).
- Multiple HoNOS scores are able to be entered. For example, a patient may undergo an assessment during the middle of their stay, in addition to assessments on admission to and discharge from the designated unit. In this scenario, the episode would contain 3 sets of HONOS Scores.
- Scores can be entered retrospectively, for example, an ADL assessment may be completed on day 2 of the episode, but the scores may not be available for entry into HBCIS until day 7. The scores can be retrospectively entered for the appropriate date.

#### RUG – Resources Utilisation Group (Motor)

- The RUG ADL assessment must be completed within 24 hours of the episode commencing and, in the case of palliative care, within 24 hours of a change to the phase of palliative care.

- Each time a phase changes a RUG ADL score must be provided within 24 hours of the phase change.

### 12.3.6 ADL Date

The date of the ADL score must not be before the start date of the SNAP episode or after the end date of the SNAP episode.

### 12.3.7 Phase Type

The phase type is only reported for palliative care patients in a designated SNAP Unit (ie. Patients with a SNAP Type = PAL).

#### **Stable Phase**

All clients not classified as unstable, deteriorating, or terminal. The person's symptoms are adequately controlled by established management. Further interventions to maintain symptom control and quality of life have been planned.

The situation of the family/carers is relatively stable and no new issues are apparent. Any needs are met by the established plan of care.

#### **Unstable Phase**

The person experiences the development of a new problem or a rapid increase in the severity of existing problems, either of which require an urgent change in management or emergency treatment. The family/carers experience a sudden change in their situation requiring urgent intervention by members of the multi-disciplinary team.

#### **Deteriorating Phase**

The person experiences a gradual worsening of existing symptoms or the development of new but expected problems. These require the application of specific plans of care and regular review but not urgent or emergency treatment.

The family/carers experience gradually worsening distress and other difficulties, including social and practical difficulties, as a result of the illness of the person. This requires a planned support program and counselling as necessary.

#### **Terminal Care Phase**

Death is likely in a matter of days and no acute intervention is planned or required. The typical features of a person in this phase may include the following:

- Profoundly weak,
- Essentially bed bound,
- Drowsy for extended periods,
- Disoriented for time and has a severely limited attention span,
- Increasingly disinterested in food and drink,
- Finding it difficult to swallow medication.

This requires the use of frequent, usually daily, interventions aimed at physical, emotional and spiritual issues. The family/carers recognise that death is imminent and care is focussed on emotional and spiritual issues as a prelude to bereavement.

#### **Bereaved Phase**

Death of the patient has occurred and the carers are grieving. A planned bereavement support program is available including counselling as necessary.

---

<i>HBCIS</i>	
<i>Code</i>	<i>Description</i>
01	Stable
02	Unstable
03	Deteriorating
04	Terminal Care
05	Bereaved



## 12.4 SUB AND NON-ACUTE PATIENT (SNAP) DETAILS (PRIVATE HOSPITALS WITH DESIGNATED REHABILITATION (SNAP) UNITS ONLY)

The Australian National Sub and Non-Acute Patient (AN-SNAP) Classification System was implemented in Queensland private hospitals from July 2006 to better inform service planning and clinical management.

The scope of this collection includes all admitted patient episodes where the patient's episode type is rehabilitation or geriatric evaluation and management, and the ward (either at admission to the episode or through a ward transfer during the episode) is assigned to a designated rehabilitation (SNAP) unit.

A standard ward code is to be assigned a value of 'SNAP' for those wards which are assigned to a designated SNAP unit. Patients should have SNAP details reported for each sub and non-acute care type (SNAP episode) within an episode of care.

## 12.5 SNAP DETAILS (PRIVATE HOSPITALS)

### 12.5.1 SNAP Episode Number

Each set of SNAP details is to be assigned a unique SNAP episode number. This number will form part of each record's unique identifier when the SNAP details are forwarded to the Data Collections Unit.

### 12.5.2 SNAP Type

The SNAP type is a classification of a patient's care type based on their characteristics, primary treatment goal and evidence.

#### 12.5.2.1 Rehabilitation

Rehabilitation care is provided for a person with an impairment, disability or handicap.

- **RAO – Assessment only**  
The person is seen on one occasion only for assessment and/or treatment and no further intervention by this service/team are planned.
- **RCD – Congenital deformities**  
Spina Bifida, Other Congenital.
- **RPU – Pulmonary**  
Chronic Obstructive Pulmonary Disease, Other Pulmonary.
- **RST – Stroke**  
Left Body Involvement - No paresis, Right Body Involvement - Other Stroke, Bilateral Involvement.
- **RBD – Brain Dysfunction**  
Non - Traumatic, Traumatic - unspecified, Open Injury, Closed Injury, Other Brain.
- **RNE – Neurological**  
Multiple Sclerosis, Parkinsonism, Polyneuropathy, Guillian-Barre, Cerebral Palsy, Other Neurologic.

- **RSC – Spinal Cord Dysfunction**  
Non-Traumatic Spinal Cord Dysfunction, Unspecified Paraplegia, Incomplete Paraplegia, Complete Paraplegia, Unspecified Quadriplegia, Incomplete C1-4 Quadriplegia, Incomplete C5-8 Quadriplegia, Complete C1-4 Quadriplegia, Complete C5-8 Quadriplegia, Other non-traumatic Spinal Cord Injury, Traumatic Spinal Cord Dysfunction, Unspecified Paraplegia, Incomplete Paraplegia, Complete Paraplegia, Unspecified Quadriplegia, Incomplete C1-4 Quadriplegia, Incomplete C5-8 Quadriplegia, Complete C1-4 Quadriplegia, Complete C5-8 Quadriplegia, Other non-traumatic Spinal Cord Injury.
- **RAL – Amputation of Limb**  
Single Upper Extremity Above the Elbow, Single Upper Extremity Below the Elbow, Single Lower Extremity Above the Knee, Single Lower Extremity Below the Knee, Double Lower Extremity Above the Knee, Double Lower Extremity Above/below the Knee, Double Lower Extremity Below the Knee, Other Amputation.
- **RDE – Debility**  
Debility, unspecified include only patients who are debilitated for reasons other than cardiac or pulmonary conditions.
- **RPS – Pain Syndromes**  
Neck Pain, Back Pain, Extremity Pain, Other Pain.
- **ROC – Orthopaedic Conditions**  
Status Post Hip Fracture, Status Post Femur (shaft) Fracture, Status Post Pelvis Fracture, Status Post Major Multiple Fracture, Status Post Hip Replacement, Other Orthopaedic.
- **RCA – Cardiac**  
Cardiac.
- **RMT – Major Multiple Trauma (MMT)**  
Brain + Spinal Cord Injury, Brain + Multiple Fracture/Amputation, Spinal + Multiple Fracture/Amputation, Other Multiple Trauma.
- **RBU – Burns**  
Burns.
- **ROI – Other Disabling Impairments**  
Other Disabling Impairments – cases that cannot be classified into a specific group.
- **RAR – Arthritis**  
Rheumatoid Arthritis, Osteoarthritis, Other Arthritis.
- **RDD – Developmental Disabilities**  
Developmental Disabilities.

**Rehabilitation SNAP types can only be used in conjunction with a care type of 21, Rehabilitation – delivered in a designated unit.**

#### 12.5.2.2 Geriatric Evaluation and Management

Geriatric Evaluation and Management is provided for a person with complex multi-dimensional medical problems associated with disabilities and psychosocial problems, usually (but not always) an older person.

- GEM - Geriatric Evaluation and Management
- GAO - Geriatric Evaluation and Management - Assessment only

- GSD - Geriatric Evaluation and Management - Planned Same Day

**Geriatric Evaluation and Management SNAP types can only be used in conjunction with a care type of 09, Geriatric Evaluation and Management.**

<b>SNAP TYPE</b>	
<b>Code</b>	<b>Description</b>
RAO	<i>Rehabilitation - Assessment only</i>
RCD	<i>Rehabilitation - Congenital Deformities</i>
ROI	<i>Rehabilitation - Other disabling impairments</i>
RST	<i>Rehabilitation - Stoke</i>
RBD	<i>Rehabilitation - Brain Dysfunction</i>
RNE	<i>Rehabilitation - Neurological</i>
RSC	<i>Rehabilitation - Spinal Cord Dysfunction</i>
RAL	<i>Rehabilitation - Amputation of Limb</i>
RPS	<i>Rehabilitation - Pain Syndromes</i>
ROC	<i>Rehabilitation - Orthopaedic conditions</i>
RCA	<i>Rehabilitation - Cardiac</i>
RMT	<i>Rehabilitation - Major Multiple Trauma</i>
RPU	<i>Rehabilitation - Pulmonary</i>
RDE	<i>Rehabilitation - Debility</i>
RDD	<i>Rehabilitation - Development Disabilities</i>
RBU	<i>Rehabilitation - Burns</i>
RAR	<i>Rehabilitation - Arthritis</i>
GAO	<i>Geriatric Evaluation and Management - Assessment only</i>
GEM	<i>Geriatric Evaluation and Management</i>
GSD	<i>Geriatric Evaluation and Management - Planned Same Day</i>

### 12.5.3 SNAP Group Classification

The SNAP group classification is derived from only the first set of ADL scores of each SNAP episode.

The SNAP group classification provides a summary of the various SNAP care types allocated to patients, by grouping together homogeneous SNAP care types. This then provides a means of relating the number and types of patients treated in a designated SNAP unit to the resources required by the unit. It also allows meaningful comparisons to be made of SNAP units' effectiveness and efficiency.

Each patient's SNAP group classification will be derived by the Data Collections Unit.

### 12.5.4 SNAP Start Date

The start date of each SNAP episode in a designated SNAP unit. Each SNAP episode must meet the criteria for sub and non-acute admitted patient care, as identified by the SNAP types.

### 12.5.5 SNAP End Date

The end date of each SNAP episode in a designated SNAP unit. Each SNAP episode must meet the criteria for sub and non-acute admitted patient care, as identified by the SNAP types.

**12.6 ACTIVITY RECORD DETAILS**

**12.6.1 SNAP Episode Number**

Each set of SNAP details is to be assigned a unique SNAP episode number. This number will form part of each record's unique identifier when the SNAP details are forwarded to the Data Collections Unit.

**12.6.2 Activity of Daily Living (ADL) Type**

ADL tools are used to objectively measure the physical, psychosocial, vocational, and cognitive functions of an individual with a disability. There are a number of ADL tools, so the type used to code the patient's functions needs to be recorded.

<i>ADL TYPE</i>	
<i>Code</i>	<i>Description</i>
FIM	Functional Independence Measure

**12.6.3 Activity of Daily Living (ADL) Sub-type**

The Functional Independence Measure (FIM) requires the reporting of both a cognition score and a motor score.

<i>ADL SUB-TYPE</i>	
<i>Code</i>	<i>Description</i>
COG	Cognitive
MOT	Motor

**12.6.4 Activity of Daily Living (ADL) Score**

The ADL score is the actual numerical rating reported for the ADL tool being used to measure the patient's functional ability.

More than one ADL score per SNAP episode can be recorded, however only one ADL score per day may be recorded. All ADL scores will be supplied to the Data Collections Unit.

The FIM tool requires 2 ADL scores to be reported.

<i>HBCIS</i>				
<i>ADL Type</i>	<i>ADL Sub-type</i>	<i>Description</i>	<i>ADL Score</i>	
			<i>Min</i>	<i>Max</i>
FIM	MOT	FIM (Motor)	13	91
	COG	FIM (Cognitive)	5	35

### SNAP Type Codes and ADL Types

The following table contains the ADL Types that are applicable for each SNAP Type Code.

SNAP Type Code	Description	Palliative Care	ADL Type
GAO	GERIATRIC EVAL & MGMT - ASSESSMENT ONLY	N	FIM
GEM	GERIATRIC EVALUATION AND MANAGEMENT	N	FIM
GSD	GERIATRIC EVAL & MAINT PLANNED SAMEDAY	N	FIM
RAL	REHAB – AMPUTATION OF LIMB	N	FIM
RAO	REHABILITATION – ASSESSMENT ONLY	N	FIM
RAR	REHAB – ARTHRITIS	N	FIM
RBD	REHAB - BRAIN DYSFUNCTION	N	FIM
RBU	REHAB – BURNS	N	FIM
RCA	REHAB – CARDIAC	N	FIM
RCD	REHAB – CONGENITAL DEFORMITIES	N	FIM
RDD	REHAB – DEVELOPMENTAL DISABILITIES	N	FIM
RDE	REHAB – DEBILITY	N	FIM
RMT	REHAB - MAJOR MULTIPLE TRAUMA	N	FIM
RNE	REHAB – NEUROLOGICAL	N	FIM
ROC	REHAB – ORTHOPAEDIC CONDITIONS	N	FIM
ROI	REHAB - OTHER DISABLING IMPAIRMENTS	N	FIM
RPS	REHAB - PAIN SYNDROMES	N	FIM
RPU	REHAB – PULMONARY	N	FIM
RSC	REHAB - SPINAL CORD DYSFUNCTION	N	FIM
RST	REHAB – STROKE	N	FIM

#### Rehabilitation and Geriatric Evaluation and Management Patients

Episodes with the care type of '21. Rehabilitation – delivered in a designated unit; or '09 – Geriatric Evaluation and Management' – delivered in a designated SNAP unit; will have the following rules applied to the ADL score:

- A code of '999' is now acceptable as a SNAP score if a score based on assessment can not be provided.
- If the episode of care is less than 7 working days then at least one ADL score is required.
- If the episode of care is 7 or more days, then at least one ADL score must be provided within 72 hours after the start of the episode of care and at least one ADL score must be provided within 72 hours before the end of the episode of care.

ADL Scores for dates between the admission and discharge dates can continue to be entered, for example, a patient may undergo an assessment during the middle of their stay, in addition to assessments on admission to and discharge from the designated unit.

There may be instances where an assessment is not completed within 72 hours of admission or within 72 hours prior to discharge. In these circumstances, an ADL Score of '999' should be entered for the admission date or discharge date (as applicable). A score of '999' will indicate that an assessment was unable to be completed; scores of zero should not be used in these circumstances.

### 12.6.5 ADL Date

The date of the ADL score must not be before the start date of the SNAP episode, or after the end date of the SNAP episode.

## 13 DEPARTMENT OF VETERANS' AFFAIRS PATIENTS

The Department of Veterans' Affairs (DVA) has a charter to serve members of Australia's veteran and defence force communities, war widows and widowers, widows and dependants, through programs of care, compensation, commemoration and defence support services.

### 13.1 CARD TYPE

Eligibility for hospital treatment is established by confirming that the patient holds a Gold Card or a valid White Repatriation Health Card.

Eligibility only applies for the card-holder, that is, the person whose name appears on the Card. If spouses of veterans are eligible, they will hold their own Gold or White Card.

Repatriation Health Cards issued to eligible veterans and other beneficiaries are as follows:

#### Gold Card

A Repatriation Health Card provided to an entitled person by the DVA, which identifies the entitled person as being entitled to treatment for all injuries and diseases.

#### White Card

It is necessary to contact DVA on 133254 to confirm a patient's eligibility for treatment as an 'entitled persons' under the DVA Arrangement. DVA will not accept financial responsibility for treatment provided to patients considered unrelated to specific war-caused injuries, diseases etc for which the white card was issued.

PAPER HOSPITAL	
<b>Code</b>	<b>Description</b>
G	Gold
W	White

HBCIS	
<b>Code</b>	<b>Description</b>
Gold	Gold Card
White	White Card

#### INELIGIBLE CARDS

##### Orange Card

A Repatriation Pharmaceutical Benefits card gives cardholders access to an extended range of prescription medicines and ancillary items available under the Repatriation Pharmaceutical Benefits Scheme.

The Orange Card does not entitle persons to admission to hospital or a day procedure centre (Day Hospital Facility) under DVA contractual arrangements and does not provide any medical or allied health treatment entitlements.

##### Pensioner Concession Card

The pensioner concession card does not entitle cardholders to medical and other treatment at the DVA's expense.

## 13.2 DVA FILE NUMBER

Ensure the name of the patient matches the name on the DVA card. Record the patient's DVA identification number. Do not leave a space between the characters and numbers. That is, record QX123 not QX 123.

## 13.3 HOSPITAL SERVICES ARRANGEMENT 2004-2012 (PUBLIC HOSPITALS ONLY)

### 13.3.1 DVA AGREEMENT

The *2004-2012 Hospital Services Arrangement* between the Commonwealth of Australia, acting through the Department of Veterans' Affairs, the Repatriation Commission, and the Military Rehabilitation and Compensation Commission, (collectively, acting through the Department of Veterans' Affairs) and the State of Queensland, acting through Queensland Health, governs the provision of hospital services to eligible veterans and dependants from, at, and on behalf of Queensland public hospitals.

This is a commercially viable agreement based on the principle of full cost recovery.

DVA revenue is fully devolved to Hospital and Health Services in accordance with the Queensland Health retention policy.

Services covered under the Hospital Services Arrangement include three broad types, namely:

- acute casemix-funded admitted patient services
- sub- and non-acute admitted patient services
- non-admitted services

### 13.3.2 Election

The Department of Veteran's Affairs (DVA) promotes its system of health care for entitled persons and advises entitled persons to present their Repatriation Health Cards at Queensland public hospitals to access treatment services provided under the *Hospital Services Arrangement 2004-2012*.

This Arrangement recognises that entitled persons may be directly referred to Queensland public hospital services of their choice, with choice of doctor being subject to the doctor having admitting rights for private patients.

For entitled persons unable to access their choice of doctor, Queensland public hospital staff should support entitled persons access private doctors through the provision of advice regarding available private doctors.

On choosing to be funded by DVA, all DVA patients are considered to have the same status as private patients i.e. public hospital services are to be provided on a private patient basis with, at least, shared ward accommodation.

It is recognised that not all hospitals have access to private doctors, hence account class codes are available that recognise a veteran's choice to be DVA funded but not to choose their own doctor (i.e. for public facilities the 'DVA public' account class codes e.g. GPEDVA).

DVA Repatriation health care arrangements provide the following benefits for entitled persons electing to use their DVA health care entitlements;



**Repatriation Health Card - for all conditions (Gold Card)**

The DVA will pay for:

- treatment in hospital on a private patient basis for all medical conditions in shared ward accommodation as a private patient in a public hospital
- all hospital and medical fees (non-medical expenses, e.g. phones, TV, newspapers and so on, are not included)

**Repatriation Health Card - For specific conditions (White Card)**

DVA will following prior approval, pay for:

- all hospital and medical treatment for war or service-caused accepted disabilities (non-medical expenses, e.g. phones, TV, newspapers and so on, may not be included) in shared ward accommodation on a private patient basis
- treatment for general disabilities including malignant cancer, pulmonary tuberculosis, anxiety and/or depression or post traumatic stress disorder (PTSD) if these conditions are accepted by DVA.
- Hospital staff must contact DVA on 1300 550 457 (Metro) or 1800 550 457 (regional) to confirm that the patients proposed treatment relates to an accepted disability

**13.3.3 Overview of payment arrangements**

1. Payment arrangements for admitted services cover all eligible inpatient services normally provided to private patients with shared accommodation (including single room where clinically necessary) and choice of doctor in public hospitals.
2. Medicare Australia (acting on behalf of DVA) pays relevant medical practitioners who are exercising their right to private practice separately to the Hospital Services Arrangement for admitted patient medical specialist consultations and services including diagnostic and imaging services, and general practice at rates agreed by DVA.
3. Payment for acute, case-mix funded inpatient separations is based on the AR-DRG Version 6.0 grouping classification system. Payment for sub and non-acute inpatient services is at a per diem rate.
4. Medicare Australia (acting on behalf of DVA) pays for Surgically implanted prosthetics (SIPs) costs incurred by entitled persons.
5. Privately referred and privately treated non-admitted entitled persons are billed direct to the DVA by the provider, and paid separately by the DVA.

**13.3.4 Compensation cases**

Hospital staff shall use reasonable endeavours to ascertain from an entitled person any compensable incapacity for which an entitled person is being, or is to be, treated. The DVA will not be responsible for treatment costs for compensable patients i.e. Motor vehicle accidents.

**13.3.5 Nursing home type patients**

If the hospitalisation of an entitled person exceeds a continuous period of 35 days, it is necessary to review the entitled person's status and either:

- a) An Acute Care Certificate is given by a medical practitioner and retained on the patient medical record for audit and/or reconciliation purpose; or
- b) The entitled person is reclassified to a nursing home type patient.

If an entitled person is reclassified as a nursing home type patient, Queensland Health is required under the Arrangement to ensure that the patient is assessed and an appropriate discharge plan is developed, including where appropriate an assessment by an Aged Care Assessment Team, and that the appropriate post acute support or residential care is then arranged. Refer [Section 13.3.6](#) for Patient Charging Arrangements.

Entitled persons who are reclassified to nursing home type patients are charged a patient contribution, in accordance with the provisions of the *Health Insurance Act 1973*.

Patient contributions are raised against DVA patients, except contributions relating to prisoners of war, which are raised direct against the DVA.

### 13.3.6 Patient contributions and co-payments

- Hospitals shall not raise any charges direct on an entitled person except where provided for under the Arrangement.
- This provision shall not prevent hospitals providing personal services, including television and/or telephone services to entitled persons. However, any cost is to be borne by the entitled person.
- Entitled persons will not be charged for pharmaceuticals provided while they receive services as admitted patients. However, under the *National Health Act 1953*, entitled persons may be charged at a level consistent with the Pharmaceutical Benefits Scheme statutory co-payments for pharmaceuticals provided to them on discharge, and as non-admitted patients.
- Entitled persons who are reclassified to nursing home type patients are charged a patient contribution, in line with the provisions of the *Health Insurance Act 1973*. Hospitals raise patient contributions direct from patients, except contributions relating to prisoners of war, which are raised against the DVA.

13.3.7 Billing arrangements (HBCIS Only)

Invoicing	Fees raised against	Fees raised by;		
		Statewide Own Source Revenue Unit	Hospital/ Service providers	Cass Pathology Queensland
<b>Inpatient Services</b>				
Hospital services fee (excluding ward medical; imaging; pathology and prosthetics)	DVA	√		
Medical practitioners exercising their right to private practice for admitted patients medical specialist consultations and services including diagnostic and imaging services, and general practice at rates agreed by DVA.	Medicare Australia		√	√
Patient contributions raised in accordance with the Health Insurance Act 1973 for nursing home type patients (long-stay patients)	Patient		√	
Pathology Services (excluding services provided in emergency and outpatient departments)	Medicare Australia			√
Patient contributions for Prisoners of war (POW)	DVA		√	
Surgically implanted prosthetics claims (use hospital provider number to recover costs of all claims)	Medicare Australia		√*note1	
<b>Non-admitted services</b>				
Privately referred and privately treated non-admitted entitled persons	DVA		√	
Patient co-payments for pharmaceuticals issued on discharge, and non-admitted services, for hospitals participating in the PBS Access Program.	Patient		√	
Other non-admitted patient services (excluding services provided to privately referred and privately treated non-admitted patients) to cover medical, nursing, diagnostic, allied health, professional services and ED services.	DVA	√		

Note 1: Hospitals submit Surgically Implanted Prosthetic (SIP) claims directly to Medicare Australia.

**13.4 HBCIS ENTRY GUIDELINES (HBCIS ONLY)**

Accurate completion of HBCIS fields - Admission and Registration Screens is crucial.

FIELD	DATA ENTRY
Registration Pay Class	DVA
Health Fund	DVA
Health Schedule	Enter Card Type (GOLD or WHITE)
Health Fund Cover	Defaults to Nil
Health Fund Number	Blank
DVA No	Enter DVA Number – no spaces
DVA Type	Enter Card Type (G or W)
Acc. Class	Enter appropriate DVA Account Class Code
Admission Pay Class	DVA
Consent	Y or N or U
Hospital Insurance	N
Funding Source	07

**13.5 HBCIS ENTRY GUIDELINES (HBCIS ONLY)**

The following account class codes relate specifically for DVA inpatients.

ACCOUNT CLASS	ACCOUNT CLASS DESCRIPTION
DVA Public	
GPEDVA	General Public DVA
GPEDVASD	General Public DVA – Same Day
GPRCDVA	General Public Respite Care DVA (Hospital only)
GPRCDVASD	General Public Respite Care DVA – Same Day
DVA Private	
GSEDVA	General Shared Eligible DVA
GSEDVASD	General Shared Eligible DVA – Same Day
GSRCDVA	General Shared Respite Care DVA (Hospital only)
GSRCDVASD	General Shared Respite Care DVA – Same Day

## 14 PALLIATIVE CARE

Since 1 July 2000 additional information has been collected for palliative care patients who have a care type of:

- Palliative – delivered in a designated unit
- Palliative – according to a designated program
- Palliative – principal clinical intent

### 14.1 FIRST ADMISSION FOR PALLIATIVE CARE TREATMENT

The first admission for palliative care treatment is the status of the episode in terms of whether it is a first or subsequent admission, at any hospital for any condition, for palliative care treatment.

PAPER HOSPITAL	
Code	Description
1	No previous admission for palliative care treatment
2	Previous admission for palliative care treatment

HBCIS	
Code	Description
1	<i>No previous admission for palliative care treatment</i>
2	<i>Previous admission for palliative care treatment</i>

### 14.2 PREVIOUS SPECIALISED NON-ADMITTED PALLIATIVE CARE TREATMENT

Previous specialised non-admitted palliative care treatment is the status of the episode in terms of whether the patient has had a previous non-admitted service contact for palliative care treatment.

PAPER HOSPITAL	
Code	Description
1	Patient has no previous non-admitted service/contacts for palliative care treatment
2	Patient has previous non-admitted service/contacts for palliative care treatment

HBCIS	
Code	Description
1	<i>Patient has no previous non-admitted service/contacts for palliative care treatment</i>
2	<i>Patient has previous non-admitted service/contacts for palliative care treatment</i>

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**15 DELAYED ASSESSED SEPARATION EVENTS (PUBLIC HOSPITALS ONLY)**

As of 1 July 2012, the Delayed Assessed Separation Event (DASE) Function in HBCIS will be disabled.

## 16 WORKERS' COMPENSATION QUEENSLAND (PUBLIC HOSPITALS ONLY)

### 16.1 BACKGROUND

In July 2004, the Director-General and the Minister for Health communicated to relevant internal and external stakeholders, the Department's aim to progress a fee-for-service arrangement between Queensland Health and workers' compensation insurers, for workers' compensation clients receiving treatment in Queensland public hospitals as public patients.

Accordingly the fee for service arrangement was introduced from April 2005. Three years of the fee for service funding arrangement increased Queensland Health revenues from Queensland workers' compensation insurers significantly from the previous fixed grant arrangement.

In October 2008, negotiations were held between WorkCover Queensland and Queensland Health to move from fee for services arrangements, to an Annual Advance Payment arrangement for services provided by Public hospitals to injured workers whose employers are covered under WorkCover Queensland.

Commencing 1 January 2009, one advance payment, for the financial year, by Workcover Queensland will cover the cost of Inpatient, Outpatient and Emergency Department services. It is no longer a requirement for Hospital and Health Services to bill for these services.

These arrangements do not include self insurers listed on the QComp web site <http://www.qcomp.qld.gov.au/>. They provide workers compensation insurance for their own employees. The Fee for Service arrangement continues to apply to Queensland self insurers.

As of 1 July 2009, Hospital and Health Services will also be responsible for Self Insurer inpatient billing.

The Public Health Services Table of Costs (accessed at <http://www.qcomp.qld.gov.au/>) describes the services, prices and business rules relating to the provision of Queensland public hospital services to Queensland workers' compensation public patients.

Employees employed by a Commonwealth agency may be covered under the Comcare scheme. Refer to the Comcare website for more information. <http://www.comcare.gov.au/>.

#### Scope

The funding arrangement applies to Queensland workers, with a compensable injury or illness that have elected to be treated by a doctor nominated by the hospital (i.e. a Queensland workers' compensation public patient).

The scope of services identified in the arrangement includes:

- Inpatient services
- Non-admitted services:
  - Outpatients (Medical and Allied Health)
  - Emergency departments
- Medical reports and records
- Inter-facility transfers

Responsibility for billing is detailed in the Tables below. This informs the collection and reporting of data at local and central levels.

Table 1 WorkCover Queensland

Service	Responsible area	Timeframe
Admitted services	Statewide Own Source Revenue Unit	Annually
Non-admitted services	Statewide Own Source Revenue Unit	Annually
Inter-facility transfers	Hospital and Health Services	As incurred
Medical reports and reports	Hospital and Health Services	As incurred
Artificial prosthesis for example limb, arm or hand prosthesis	Hospital and Health Services	As incurred
Surgically implanted prosthesis	Hospital and Health Services	As incurred

Table 2 Self Insurers

Service	Responsible area	Timeframe
Admitted services	Hospital and Health Services	As incurred
Non-admitted services	Hospital and Health Services	As incurred
Inter-facility transfers	Hospital and Health Services	As incurred
Medical reports and reports	Hospital and Health Services	As incurred
Artificial prosthesis for example limb, arm or hand prosthesis	Hospital and Health Services	As incurred
Surgically implanted prosthesis	Hospital and Health Services	As incurred

The success of both arrangements is reliant on the timely and accurate identification and recording of workers' compensation patients presenting at Queensland public hospitals for admitted and non-admitted services.

Under the *National Health Reform Agreement*, compensable patients are not considered as eligible persons who are entitled to access public hospital services free of charge. "Private patients, compensable patients and ineligible persons may be charged an amount for public hospital services as determined by Queensland" (*National Health Reform Agreement G:3*).



Workers' compensation claimants deemed to have an invalid claim for workers' compensation are entitled to revert to public patient status in accordance with the provisions of the National Healthcare Agreement.

Data relating to all compensable patients is captured and retrieved from the HBCIS compensable screen. The advent of the new arrangement requires the ongoing collection of compensable data. A recent survey conducted by Business Application Services suggests that some hospitals are currently achieving a low compliance rate regarding the completion of the compensable screen in HBCIS.

## 16.2 DATA ELEMENTS

The data elements have been collected in the HBCIS Compensable screen in recent years and used at a local level. The data elements are currently undergoing review and will be submitted for inclusion as 'permanent' elements within the Queensland Health Data Dictionary where they are not currently included.

Data elements are used to substantiate the hospital's claim for reimbursement for costs of providing treatment for compensable injuries.

<ul style="list-style-type: none"> <li>○ Accident/Incident date</li> <li>○ Nature of injury</li> <li>○ Insurer</li> <li>○ Insurer address</li> <li>○ Employer</li> <li>○ Employer address</li> <li>○ Claim Number</li> </ul>	Fields must be linked to the relevant admitted episodes
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Specific elements in the Compensable screen will be forwarded to the Data Collections Unit via monthly HQI Extracts.

To assist with the short term implementation of the new arrangements and patient level billing for admitted episodes, an English report download has been created to allow staff to check data quality of relevant data elements captured.

## 16.3 CRITERIA FOR COLLECTION

Patients who have been assigned a payment class of WCQ and WCQI in the HBCIS Admission screen are required to have relevant data elements completed in the Compensable screen. Links must be created between the Compensable screen and the relevant treatment services both admitted and non-admitted.

An episode of care may only have one link to a compensable screen. However, each compensable screen may be linked to many admitted episodes or non-admitted occasions of service.

## 16.4 HBCIS SCREEN

The data elements will be collected via the existing HBCIS Compensable screen. Users will be prompted to collect the data upon filing the HBCIS Admission Screen (the system will flip to the Compensable screen). Alternatively, the Compensable screen is available via the menu options and can be completed during the episode of care if required.

Hospitals that do not use HBCIS will need to complete a Motor and Work Injury Interview Questionnaire and provide this information to the facility that records their data.

---

## 16.5 HBCIS REPORTS

Two new HBCIS Reports will be available to assist hospital staff:

- (i) Compensable Admissions Report: as the data items will be extracted via the HQI Extract, this report will assist staff to identify incomplete data and unlinked admissions prior to the Extract.
- (ii) Compensable Appointments Report: where HBCIS Appointment Scheduling module is used, this report will list services that are linked to information in a relevant compensable screen and can be used to assist with raising charges for an invoice. The report can be run to show services that are not linked which require further attention.

Contact your HBCIS Administrator to have the reports loaded into HBCIS.

## 16.6 HQI EXTRACT

The WCQ data elements will be extracted via HQI and forwarded to the Data Collections Unit. The HQI Extract Errors Report will identify any episodes with incomplete fields from the HBCIS Compensable screen. The Data Collections Unit Validation Report will also identify episodes with incomplete or invalid data elements.

## 16.7 DATA ELEMENTS IN COMPENSABLE SCREEN

### 16.7.1 Compensable Record Number

Each Compensable Screen will be automatically assigned a unique number.

When the compensable details are forwarded to the Data Collections Unit, this number will form part of each episode's unique identifier. This functionality will only work where episodes have been linked to the compensable screen.

### 16.7.2 Compensable Payment Class

WCQ – Workers' Compensation Queensland - where the patient's employer is insured by WorkCover Queensland or one of the Queensland self-insurers regulated by Q-COMP. Patients classified as workers' compensation other (WCO) are billed locally and consequently are not included in the Q-COMP download.

### 16.7.3 Incident date

This item may be referred to as Incident date. This is the date the injury/accident/illness occurred. For late onset illness, it is the date the patient was first assessed by a doctor for the injury/illness. See [Section 7.10](#).

### 16.7.4 Incident Time

This item may be referred to as Incident time. This is the time the injury/accident occurred.

### 16.7.5 Location

This item may be referred to as Incident location. This is the location of the incident/accident. Example "Logan Rd corner Nursery Rd Mt Gravatt" or "At office on stairs address 12 Edward St, Brisbane City."

### 16.7.6 Nature of injury

This field is used to specify the bilateral (left or right arm/leg/etc) location and type of injury. This information is considered critical as clinical codes do not record the bilateral nature of injuries. Also, state a summary of the diagnoses or provisional diagnoses provided by the treating medical practitioner. This is required because no diagnoses codes are given to insurers for non-admitted services. This information must be recorded here and is required by insurers.

### 16.7.7 Occupation

Enter the patient's occupation.

### 16.7.8 Item

These items are used to record the details of the employer, insurer, solicitor or other authority. Multiple items may be entered. For example, item 1 might record employer details and item 2 record insurer details.

### 16.7.9 Code

Indicate the financially responsible party: A - Authority responsible, E - Employer, I - Insurer, P - Patient, or S - Solicitor. This represents the code for the details you are about to enter. For a valid WCQ claim you need to enter the employer so type E to enter employer details. Enter details about the insurer and solicitor if known.

**16.7.10 Field 12 – 17 Details of financially responsible party**

Employer details (name and address) are required. If possible, enter the insurer (code I) and solicitor (code S) details also as separate items (see fields 10 and 11).

**16.7.11 Assign bill to**

Identify the financially responsible party. A - Authority responsible, E - Employer, I - Insurer, P - Patient, S - Solicitor. For WC patients this is normally 'I' for insurer even if the details are unknown. Strategic Revenue Unit, Queensland Health is responsible for billing insurers for WCQ public admitted patients.

**16.7.12 Status 1**

Enter details about where the accident occurred. AW (At Work), FW (going home From Work), TW (going To Work).

**16.7.13 Status 2**

Identify the patient's role in the accident if relevant. C (Cyclist), D (Driver), MC (Motor Cyclist), PA (Passenger), PD (Pedestrian).

**16.7.14 Claim number**

This field is used to record the insurance claim number. The insurer will provide the patient with a claim number when the patient makes a claim. The hospital needs to record this claim number as it provides evidence of the worker's consent to release information to the insurer. This allows hospitals to bill for non-admitted services.

If the claim number is not known or cannot be established, record 'U' for unknown.

**Further Help**

Reference: HBCIS 5.3 implementation document  
Source: Information Operations (Service Integration Management 1)

For assistance with HBCIS, please refer to the Homer Online help for updated information <http://qhheps.health.qld.gov.au/IS/hbcis/> or contact your local HBCIS trainer.

---

## 17 AUSTRALIAN REHABILITATION OUTCOMES CENTRE (HBCIS ONLY)

AROC (Australasian Rehabilitation Outcomes Centre) collects rehabilitation data in relation to Sub and Non-Acute patient admissions from health care facilities nationally on a subscription basis. AROC provide statistical and benchmark reports back to participating members on a bi-annual basis. Queensland Health is a member of AROC.

As of 1 July 2012, the Rehabilitation Function in HBCIS will be disabled. Rehabilitation units will be able to provide data to AROC via an online portal, managed solely by AROC.

New rehabilitation units are advised to contact AROC to register for the online system – [www.ahsri.uow.edu.au/aroc](http://www.ahsri.uow.edu.au/aroc)

Please note the existing SNAP functionality has not been changed in HBCIS. SNAP processes are to continue as normal.

---

## 18 TELEHEALTH (HBCIS ONLY)

### 18.1 ADMITTED PATIENT (INPATIENT) TELEHEALTH ACTIVITY

Videoconferencing technology is used to deliver clinical services to patients in Queensland Health facilities.

Admitted patient Telehealth activity can be captured on the HBCIS Telehealth Inpatient Details (TID) entry screen and viewed at the patient level on the TID enquiry screen.

Admitted patient Telehealth activity can be captured on the TID entry screen by the recipient facility only. The details of the provider facility and unit are captured on the TID screen by the recipient facility.

\*Please note: Non-admitted patient (outpatient) Telehealth/Telemedicine occasions of service activity can be captured in the Monthly Activity Collection (MAC).

### 18.2 TELEHEALTH SESSION AND TELEHEALTH EVENT

A Telehealth session is defined as the transmission and receipt of real-time audio and visual information via videoconference systems between participating sites.

A Telehealth event is an interactive, real-time clinical activity provided to an admitted patient during a Telehealth session.

A Telehealth session may involve one or more admitted patient/s with each patient having a Telehealth event. A Telehealth event may occur more than once during an admitted patient episode of care.

### 18.3 START OF A TELEHEALTH SESSION

A Telehealth session begins when a successful connection via videoconference systems is established at the participating sites.

A successful connection between videoconference systems is when real-time audio and visual data is transmitted and received by videoconference systems at participating sites involved in a Telehealth session and interactive real-time clinical activity for an admitted patient commences.

If the videoconference systems are unintentionally disconnected and a successful reconnection is made, then the time of successful reconnection should not be allocated as the start time of another Telehealth session.

### 18.4 END OF A TELEHEALTH SESSION

A Telehealth session ends when the connection via videoconference system is intentionally disconnected between at participating sites.

If the videoconference systems are unintentionally disconnected and a successful reconnection is made, then the time of disconnection should not be allocated as the end time of a Telehealth session. However if the video conference systems are unintentionally disconnected and reconnection is not successful, then the time of disconnection should be allocated as the end time of a Telehealth session.

A successful reconnection between videoconference systems is when real-time audio and visual data is transmitted and received by videoconference systems involved in a Telehealth session and interactive real-time activity recommences.

More than one Telehealth session and Telehealth event may occur on the same day for the same admitted patient.

### 18.5 TELEHEALTH EVENT SCOPE

A Telehealth event should be captured in the TID entry screen, when the following criteria are met:

- Videoconference technology was used to deliver clinical activity for an admitted patient;
- The patient was an admitted patient at the facility;
- The service delivered was a substitute for face-to-face activity;
- Clinical notes were recorded in the admitted patient’s medical record;
- The patient or patient representative must be present during a ward round, clinical consultation or consultation with Retrieval Services Queensland; and
- The patient or patient representative may, or may not, be present during a case conference. However there must be a minimum of two formal care providers from different disciplines, each of whom provides a different kind of care or service to the patient.

Telehealth activity that is not eligible for capture in the TID screen includes videoconferences for the purposes of:

- Clinical education; and
- Any activity related to non-admitted patients (outpatients)\*.

\*Note: Non-admitted patient Telehealth/Telemedicine activity can be captured in the Monthly Activity Collection (MAC).

### 18.6 TELEHEALTH INPATIENT DETAILS – ENTRY SCREEN

The TID entry screen is located in the Admission, Discharge and Transfer (ADM) module of HBCIS and can be accessed from the HBCIS Entry and Enquiry Menu.

If the TID entry screen is not displayed on the Entry and Enquiry Menu, please contact your local HBCIS facilitator to arrange access. The TID entry screen in HBCIS is as follows:

```

01234567890123456789012345678901234567890123456789012345678901234567890123456789
0  ADM2.S123          TELEHEALTH INPATIENT DETAILS ENTRY          410 LOGON-QLDWRK
1
2  01 Telehealth Session Id [6nnnnn]
3
4  02 RSQ?           [x]
5  03 Provider Facility [5nnnn] 45xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
6  04 Provider Unit   [4xxx] 25xxxxxxxxxxxxxxxxxxxxxxxxxxxx
7  05 Event Type      [2n] 40xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
8  06 Start Date      [dd mmm yy]
9  07 Start Time      [hh:mm]
10 08 End Date        [dd mmm yy]
11 09 End Time        [hh:mm]
12
13                               Page nnn of nnn
14 10 Patient Number  [8xxxxxxx-4nnn] 20xxxxxxxxxxxxxxxxxxxxxxxxxxxx D.O.B. Sex Event#
15 1 8xxxxxxx-4nnn] 20xxxxxxxxxxxxxxxxxxxxxxxxxxxx dd/mm/yy xx 2n
16 2 8xxxxxxx-4nnn] 20xxxxxxxxxxxxxxxxxxxxxxxxxxxx dd/mm/yy xx 2n
17 3 8xxxxxxx-4nnn] 20xxxxxxxxxxxxxxxxxxxxxxxxxxxx dd/mm/yy xx 2n
18 4 8xxxxxxx-4nnn] 20xxxxxxxxxxxxxxxxxxxxxxxxxxxx dd/mm/yy xx 2n
19 5 8xxxxxxx-4nnn] 20xxxxxxxxxxxxxxxxxxxxxxxxxxxx dd/mm/yy xx 2n
20 6 8xxxxxxx-4nnn] 20xxxxxxxxxxxxxxxxxxxxxxxxxxxx dd/mm/yy xx 2n
21
22 Enter Field Number or Code          Filed
23

```

01234567890123456789012345678901234567890123456789012345678901234567890123456789  
 1 2 3 4 5 6 7

## 18.7 TELEHEALTH SESSION IDENTIFIER

The Telehealth session identifier is a system generated six digit number known as the Telehealth session ID. A Telehealth session ID is allocated to each new Telehealth session.

## 18.8 RETRIEVAL SERVICES QUEENSLAND (RSQ)

An indicator of whether Retrieval Services Queensland (RSQ) was involved in the Telehealth session.

<b>HBCIS</b>	
<b>Code</b>	<b><i>An indicator of whether Retrieval Services Queensland (RSQ) were involved in the Telehealth session</i></b>
Y	Yes
N	No

Y Yes - Retrieval Service Queensland (RSQ) did participate in an admitted patient Telehealth event.

N No - Retrieval Service Queensland (RSQ) did not participate in an admitted patient Telehealth event.

Please note if “Y” is entered into the RSQ field, the cursor will skip to the start date field. The provider facility and provider unit fields are not required to be completed, and the TID screen sets these fields to null. In addition, the event type field is not required to be completed and the TID screen sets this field to code 02: clinical consultation.

## 18.9 PROVIDER FACILITY

The facility code that identifies the facility delivering clinical activity, for an admitted patient Telehealth session. Valid facility numbers are located in QHAPDC [Appendix A](#).

## 18.10 PROVIDER UNIT

The standard unit code that identifies the clinical unit of the provider facility, for an admitted patient Telehealth session. Valid standard unit codes are located in QHAPDC [Appendix J](#).

## 18.11 TELEHEALTH EVENT TYPES

The type of activity delivered by a provider facility during an admitted patient Telehealth session. Telehealth event types can include a:

- Ward round;
- Clinical consultation;
- Discharge planning case conference;
- Cancer care case conference;
- Psychiatric case conference; and



- Multidisciplinary team case conference.

The associated codes for Telehealth event types in HBCIS and additional descriptive information are as follows:

<b>HBCIS</b>	
<b>Code</b>	<b>Event Type</b>
01	Ward Round
02	Clinical consultation
03	Discharge planning case conference
04	Cancer care case conference
05	Psychiatric case conference
06	Multidisciplinary case conference
98	Other
99	Not stated/unknown

Code 01 Ward round - Ward round delivered via videoconference.

Code 02 Clinical consultation - Clinical consultation delivered via videoconference, including consultations with Retrieval Service Queensland (RSQ).

Code 03 Discharge planning case conference

Code 04 Cancer care case conference

Code 05 Psychiatric case conference

Code 06 Multidisciplinary case conference

Discharge planning, cancer care, psychiatric or multidisciplinary case conferences delivered via videoconference for the purpose of establishing and coordinating the management of the care needs of the patient.

A case conference requires the involvement of a minimum of two formal care providers from different disciplines, each of whom provides a different kind of care or service to the patient and can include, but not limited to, medical practitioners, allied health professionals and community service providers or carer organisations. Although they may attend the case conference neither the patient nor informal carer, can be counted toward the minimum of two care providers.

Code 98 Other - Other type of clinical activity delivered via videoconference.

Code 99 Not stated/unknown - Not stated or unknown type of clinical activity delivered via videoconference.

## 18.12 START DATE

The date of commencement of a Telehealth session.

Enter the full date (ddmmyyyy) of commencement of the Telehealth session. Use leading zeros where necessary. The start date must not be before the admission date or after the discharge date for any patient within the Telehealth session.

**EXAMPLE**

For a Telehealth session start date of 3 July 2011 record

0	3	0	7	2	0	1	1
---	---	---	---	---	---	---	---

**18.13 START TIME**

The time of commencement of a Telehealth session.

Use the 24-hour clock to record the start time of the Telehealth session. The start time must not be before the admission time or after the discharge time for any patient within the Telehealth session.

**EXAMPLE**

Telehealth session start time at 3:10 a.m.

0	3	1	0
---	---	---	---

**EXAMPLE**

Telehealth session start time at 6:05 p.m.

1	8	0	5
---	---	---	---

**18.14 END DATE**

The date of completion of a Telehealth session.

Enter the full date (ddmmyyyy) of completion of the Telehealth session. Use leading zeros where necessary. The end date must not be before the admission date or after the discharge date for any patient within the Telehealth session.

**EXAMPLE**

For a Telehealth session end date of 3 July 2011 record

0	3	0	7	2	0	1	1
---	---	---	---	---	---	---	---

**18.15 END TIME**

The time of completion of a Telehealth session.

Use the 24-hour clock to record the end time of the Telehealth session. The end time must not be before the admission time or after the discharge time for any patient within the Telehealth session.

**EXAMPLE**

Telehealth session end time at 3:10 a.m.

0	3	1	0
---	---	---	---

**EXAMPLE**

Telehealth session end time at 6:05 p.m.

1	8	0	5
---	---	---	---

**18.16 PATIENT NUMBER**

The Unit Record Number (URN) and Episode ID (Admission number) for patient/s in the Telehealth session.

If the episode ID is not entered the most recent episode for the patient will be displayed on the screen.

**EXAMPLE**

Patient URN is 00012345 and Episode ID (Admission number) is 2

0	0	0	1	2	3	4	5	-	2			
---	---	---	---	---	---	---	---	---	---	--	--	--

**18.17 TELEHEALTH INPATIENT DETAILS - ENQUIRY SCREEN**

Telehealth events related to specific patients can be viewed on the TID enquiry screen.

The TID enquiry screen is located in the Admission, Discharge and Transfer (ADM) module HBCIS and can be accessed from the HBCIS Entry and Enquiry Menu and located via a command Line option (TELE) from the HBCIS:

- Patient Admission screen;
- Patient Discharge screen;
- Patient Condition screen; and
- Patient Transfer screen.

The TID enquiry screen in HBCIS is as follows:

```

0123456789012345678901234567890123456789012345678901234567890123456789
0 ADM2.S758 TELEHEALTH INPATIENT DETAILS ENQUIRY 410 LOGON-QLDWRK
1
2 01 Patient No. [8xxxxxxx-4nnn] 24xxxxxxxxxxxxxxxxxxxxxxxxxxxx,23xxxxxxxxxxxxxxxxxxxxxxxx
3 Tr. Dr.: 25xxxxxxxxxxxxxxxxxxxxxxxxxxxx
4 Ward: 6xxxxx Unit: 4xxx Account Class: 9xxxxxxx
5 Admitted: dd mmm yyyy Discharged: dd mmm yyyy
6
7 02 Item [3nn] of [3nn]
8
9 03 Event Id [6nnnnn]
10 04 RSQ? [x]
11 05 Provider Facility [5nnnn] 45xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
12 06 Provider Unit [4xxx] 25xxxxxxxxxxxxxxxxxxxxxxxxxxxx
13 07 Event Type [2n] 40xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
14 08 Start Date [dd mmm yy]
15 09 Start Time [hh:mm]
16 10 End Date [dd mmm yy]
17 11 End Time [hh:mm]
18
19
20
21
22 Enter Field Number or Code Filed
23

```

## 19 INDEX

<i>Accommodation (Intended)</i> .....	1103
<i>Account Class (HBCIS Only)</i> .....	704
<i>Activity code</i> .....	1104
<i>Activity Codes</i> .....	912
<i>Activity of Daily Living (ADL) Score</i> .....	1208, 1217
<i>Activity of Daily Living (ADL) Sub-type</i> .....	1207, 1217
<i>Activity of Daily Living (ADL) Type</i> .....	1207, 1217
<i>Activity Record Details</i> .....	1104
<i>Activity Record Details-Snap</i> .....	1207, 1216
<i>Activity Table Changes Paper Hospitals</i> .....	807
<i>AcuteCare Certificate and nursing home type</i> .....	310
<i>Additional (Other) Diagnoses (Sequelae And Complications)</i> .....	903
<i>Additional Diagnostic Codes Paper Hospitals</i> .....	801
<b><i>Additional Source of Referral Codes HBCIS-ONLY codes</i></b> .....	713
<i>Address Of Usual Residence</i> .....	608
<b><i>ADL Date</i></b> .....	1211, 1219
<i>Admission Date</i> .....	701
<i>Admission Details</i> .....	701
<i>Admission Number</i> .....	701
<i>Admission Policy</i> .....	501
<i>Admission Time</i> .....	701
<i>Admission Unit</i> .....	722
<i>Admission Ward</i> .....	722
<i>Admission Weight Baby</i> .....	725
<i>Admitting Hospital</i> .....	501
<i>At sea-Location of usual residence</i> .....	609
<i>Australian External Territories-SLA</i> .....	612
<i>Australian South Sea Islander Status</i> .....	607
<i>Baby for adoption-Postcode of usual residence</i> .....	610
<i>Baby for adoption-SLA of usual residence</i> .....	612
<i>Baby for adoption-State code of usual residence</i> .....	611
<i>Band 2</i> .....	705
<i>Band 3</i> .....	705
<i>Band 4</i> .....	705
<b><i>Bereaved Phase</i></b> .....	1212
<i>Boarder Definition</i> .....	508
<i>Boarder Status</i> .....	708
<i>Boarder who is subsequently admitted</i> .....	509
<i>Boundaries</i> .....	309
<i>Calculation of leave days</i> .....	307
<i>Calculation of Length of Stay</i> .....	306
<i>Calculation of nursing home type (NHT) days</i> .....	311
<i>Care Type</i> .....	714
<i>Casemix</i> .....	205
<i>Change In Care Type</i> .....	508
<i>Changes in qualification status of newborns</i> .....	504
<i>Chargeable Status- Admission Details</i> .....	702
<i>Chargeable status change-Activity Table Changes Paper Hospitals</i> .....	807
<i>Compensable Patient(Definition)</i> .....	510
<i>Compensable status change Paper Hospitals</i> .....	807
<i>Compensable Status Codes</i> .....	706
<b><i>Compensable Status Definitions</i></b> .....	707
<i>Consent To Release Patients Details (HBCIS Only)</i> .....	733

<i>Contact For Feedback Indicator (HBCIS Only)</i> .....	616
<b>Contract Flag</b> .....	514
<i>Contract Flag-Morbidity</i> .....	930
<b>Contract Leave</b> .....	513
<b>Contract Role</b> .....	513
<i>Contract Role Admission Details</i> .....	724
<b>Contract Type</b> .....	724
<i>Contract Type 1 (Also referred to as contract type - B)</i> .....	514
<i>Contract Type 2 (Also referred to as contract type - ABA)</i> .....	514
<i>Contract Type 3 (Also referred to as contract type - AB)</i> .....	515
<i>Contract Type 4 (Also referred to as contract type - (A)B)</i> .....	516
<i>Contract Type 5 (Also referred to as contract type - BA)</i> .....	516
<i>Contracted Hospital Care</i> .....	511
<i>Contracting Hospital Identifier</i> .....	725
<i>Counting rules for contract leave</i> .....	307
<i>Country Of Birth</i> .....	604
<i>Dase Criteria For Collection</i> .....	1501
<i>Dase End Date</i> .....	1502
<i>Dase Episode Number</i> .....	1501
<i>Dase Principal Waiting Reason</i> .....	1502
<i>Dase Proposed Service</i> .....	1505
<i>Dase Proposed Setting</i> .....	1504
<i>Dase Start Date</i> .....	1501
<i>Data Flow</i> .....	405
<i>Date Ceased NHT Care (End Date) Paper Hospitals</i> .....	806
<i>Date Commencement NHT Care (Start Date) Paper Hospitals</i> .....	805
<i>Date not ready for care</i> .....	1104
<i>Date of (chargeable status) change Paper Hospitals</i> .....	807
<i>Date Of Birth</i> .....	602
<i>Date Of Birth Flag (HBCIS Only)</i> .....	603
<i>Date of change</i> .....	1105
<i>Date of Compensable Status Change Paper Hospitals</i> .....	808
<i>Date Of Procedure</i> .....	931
<i>Date of starting contract service Paper Hospitals</i> .....	805
<i>Date of starting leave Paper Hospitals</i> .....	804
<i>Date of transfer Paper Hospitals</i> .....	803
<i>Date returned from contract leave Paper Hospitals</i> .....	805
<i>Date returned from leave Paper Hospitals</i> .....	804
<i>Day Only Procedure Patients</i> .....	503
<i>Delayed Assessed Separation Event</i> .....	1501
<b>Deteriorating Phase</b> .....	1212
<i>Diagnosis Related Group (AR-DRG)</i> .....	930
<i>Dialysis, Chemotherapy And Radiotherapy</i> .....	508
<i>Discharge Status</i> .....	726
<b>DRG</b> .....	930
<i>Elective Admission Details</i> .....	1101
<i>Elective Patient Status</i> .....	719
<i>Elective Surgery Details</i> .....	1101
<b>Elective surgery items</b> .....	1104
<i>Emergency Contact Name/Address/Telephone Number</i> .....	613
<i>Employment Status</i> .....	1002
<b>Entry number</b> .....	1101
<i>Entry number-Elective Surgery items</i> .....	1104
<i>Entry number-Not ready for care</i> .....	1104
<i>External Cause</i> .....	905
<i>Facility Number</i> .....	522
<i>Facility number destination contracted to Paper Hospitals</i> .....	805
<b>FIM</b> .....	1208, 1217

<i>First Admission For Palliative Care Treatment</i> .....	1401
<i>First Admission For Psychiatric Treatment</i> .....	1003
<i>Funding Source</i> .....	731
<b>Geriatric evaluation and management</b> .....	717
<i>Geriatric Evaluation and Management</i> .....	1203, 1215
<i>HBCIS Hospitals</i> .....	303
<i>Health Fund (HBCIS Only)</i> .....	731
<i>HoNOS</i> .....	1208
<b>Hospital boarder</b> .....	718
<i>Hospital in the Home Account Class Code</i> .....	519
<i>Hospital in the Home Acute Care Certificate</i> .....	519
<i>Hospital in the Home Admitting Ward</i> .....	519
<i>Hospital in the Home Allocation of beds</i> .....	519
<i>Hospital in the Home Care Type</i> .....	518
<i>Hospital in the Home Discharging Patients</i> .....	519
<i>Hospital in the Home Reporting</i> .....	518
<i>Hospital In The Home Services</i> .....	518
<i>Hospital in the Home Unit Code</i> .....	519
<i>Hospital in the Home Ward Code</i> .....	519
<i>Hospital Insurance Status</i> .....	730
<i>HQI Extract And Waiting List Entries</i> .....	1101
<i>ICD-10-AM</i> .....	901
<i>Icd-10-Am Code Identifier</i> .....	902
<i>ICD-O</i> .....	903
<i>Incident Date (HBCIS Only)</i> .....	709
<i>Incident Date Flag (HBCIS Only)</i> .....	710
<i>Indigenous Status</i> .....	605
<b>Ineligible Persons</b> .....	704
<i>Interstate and overseas patients-Location of usual residence</i> .....	609
<i>Language</i> .....	735
<i>Last date not ready for care</i> .....	1104
<i>Leave</i> .....	517
<i>Listing date</i> .....	1102
<i>Live Donors</i> .....	509
<i>Location of Contracted Care Data Items on HBCIS (Public Hospitals only)</i> .....	513
<i>Location of usual residence</i> .....	608, 609
<i>Maintenance</i> .....	1204
<b>Maintenance care</b> .....	718
<i>Major Diagnostic Category (MDC)</i> .....	930
<i>Mandatory block ranges</i> .....	931
<i>Marital Status</i> .....	605
<i>MCO - Maintenance Care (Convalescent) Class</i> .....	1204
<i>MDC</i> .....	930
<i>Medical Practitioner</i> .....	306
<i>Medicare Eligibility</i> .....	613
<i>Mental Health Details</i> .....	1001
<i>Mental Health Legal Status Indicator</i> .....	1005
<i>Mode Of Separation (Discharge Status)</i> .....	726
<b>mode of separation codes</b> .....	728
<i>Morbidity Details</i> .....	901
<i>Morphology Codes</i> .....	903
<i>Most Resource Intensive Condition Indicator</i> .....	918
<i>MOT – Maintenance Care (Other Maintenance) Class</i> .....	1204
<i>Motor Vehicle Accidents</i> .....	510
<i>Multi Purpose Health Service and Flexible Care Patients (HBCIS Hospitals Only)</i> .....	312
<i>MULTIPLE INJURIES/POISONING'S WITH DIFFERENT EXTERNAL CAUSE, SAME PLACE OF OCCURRENCE AND ACTIVITY-EXAMPLE</i> .....	910
<i>National procedure indicator</i> .....	1103

Newborn 10 Days of Age Or More.....	507
Newborn 9 Days Of Age Or Less.....	507
<b>Newborn care</b> .....	718
Newborns.....	503
Newborns - Acute Qualification Status.....	503
Newborns - Unqualified Qualification Status.....	504
NMDS speciality grouping.....	1101
No fixed address-Location of usual residence.....	609
Not ready for care.....	1104
Number and street of usual residence.....	608
Nursing Home Flag- Nursing Home Type Patients Paper Hospitals.....	805
Nursing home residents and nursing home type (NHT) patients.....	310
Nursing Home Type Patients(Definition).....	521
Occupation.....	613
OCOs.....	924
Organ Donors.....	509
<b>Organ Procurement – posthumous</b> .....	718
<b>Other admitted patient care</b> .....	718
Out On Contract Leave Paper Hospitals.....	804
Out On Leave Paper Hospitals.....	804
Outreach (Hospital in the Home) Services for privately insured patients.....	519
Outreach Hospital in the Home Acute Care Certificate.....	520
Outreach Hospital in the Home Admitting Ward.....	520
Outreach Hospital in the Home Allocation of beds.....	520
Outreach Hospital in the Home Care Type.....	520
Outreach Hospital in the Home Discharging Patients.....	520
Outreach Hospital in the Home Source of Referral.....	520
Outreach Hospital in the Home Unit Code.....	520
Outreach Hospital in the Home Ward Code.....	520
Overnight (Or Longer) Stay Patients.....	502
<b>Palliative care</b> .....	716
Palliative Care-SNAP.....	1201
Patient Activity Form Paper Hospital.....	801
Patient Activity Paper Hospitals.....	801
Patient Identification Data Paper Hospitals.....	801
Patient Surname/Family Name.....	601
Patients In Accident And Emergency And Outpatient Departments.....	508
Patients On Life Support.....	517
Payment Class (HBCIS Only).....	616
Pension Status.....	1002
Phase Type.....	1211
Place Of Occurrence.....	912
Planned length of stay.....	1103
Planned procedure/operation date.....	1104
Planned Same Day.....	720
Postcode of usual residence.....	610
Posthumous Organ Procurement.....	509
Previous Specialised Non-Admitted Palliative Care Treatment.....	1401
Previous Specialised Non-Admitted Treatment.....	1005
Principal Diagnosis.....	902
<b>Prisoners</b> .....	704
Private Electronic Hospitals.....	302
Private Paper Hospitals.....	302
Procedure.....	904
procedure performed by a contracted hospital.....	902
Psychogeriatric.....	1203
<b>Psychogeriatric care</b> .....	717
Public Paper Hospitals.....	302



<i>Qualification Status</i> .....	706
<i>Qualification Status Changes Paper Hospitals</i> .....	808
<i>Queensland Coding Committee</i> .....	901
<i>Raising Charges for Patients in Public Hospitals</i> .....	511
<i>RAL – Amputation of Limb</i> .....	1202, 1214
<i>RAO – Assessment only</i> .....	1201, 1213
<i>RAR – Arthritis</i> .....	1203, 1214
<i>RBD – Brain Dysfunction</i> .....	1202, 1213
<i>RBU – Burns</i> .....	1202, 1214
<i>RCA – Cardiac</i> .....	1202, 1214
<i>RCD – Congenital deformities</i> .....	1202, 1213
<i>RDD – Developmental Disabilities</i> .....	1203, 1214
<i>RDE – Debility</i> .....	1202, 1214
<i>Reason for removal</i> .....	1102
<i>Recording of Procedures Performed at Private Health Organisations</i> .....	517
<i>Referral To Further Care</i> .....	1004
<i>Religion</i> .....	605
<i>Respite care patients and respite care residents in a residential aged care service</i> .....	311
<i>RMT – Major Multiple Trauma (MMT)</i> .....	1202, 1214
<i>RNE – Neurological</i> .....	1202, 1213
<i>ROC – Orthopaedic Conditions</i> .....	1202, 1214
<i>ROI – Other Disabling Impairments</i> .....	1202, 1214
<i>RPS – Pain Syndromes</i> .....	1202, 1214
<i>RPU – Pulmonary</i> .....	1202, 1213
<i>RSC – Spinal Cord Dysfunction</i> .....	1202, 1214
<i>RST – Stroke</i> .....	1202, 1213
<i>Rules</i> .....	307
<i>Same day patients and non-admitted patients</i> .....	309
<i>Same day patients and overnight (or longer) stay patients</i> .....	309
<i>Scope of Contracted Hospital Care</i> .....	512
<i>Separation Date</i> .....	726
<i>Separation Number</i> .....	729
<i>Separation Time</i> .....	726
<i>Sex</i> .....	603
<i>Site procedure indicator</i> .....	1103
<i>Snap Details</i> .....	1201, 1213
<i>SNAP End Date</i> .....	1216
<i>SNAP Episode Number</i> .....	1201, 1207, 1213, 1216
<i>SNAP Group Classification</i> .....	1205, 1216
<i>SNAP Start Date</i> .....	1205, 1216
<i>SNAP Type</i> .....	1201, 1213, 1702, 1713
<i>Source Of Referral/Transfer (Admission Source)</i> .....	710
<i>source of referral/transfer (admission source) codes</i> .....	711
<i>Stable Phase</i> .....	1211
<i>Standard Unit Code</i> .....	722
<i>Standard unit code Paper Hospitals</i> .....	802
<i>Standard Ward Code (HBCIS Only)</i> .....	722
<i>Standard ward code (Public Hospitals Paper Hospitals)</i> .....	802
<i>State of usual residence</i> .....	610
<i>Statistical local area SLA</i> .....	611
<i>Sub And Non-Acute Patient (Snap)</i> .....	1201, 1213
<i>Submission of data</i> .....	406
<i>TELEHEALTH</i> .....	1801, 1802, 1803, 1806, 1807
<i>Terminal Care Phase</i> .....	1212
<i>Time At Hospital</i> .....	508
<i>Time of transfer Paper Hospitals</i> .....	803
<i>Transferring From Facility (Extended Source Code)</i> .....	713
<i>Transferring To Facility</i> .....	729

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<i>Treating Doctor</i> .....	721
<i>Type Of Usual Accommodation</i> .....	1001
<i>Types of Contracted Hospital Care</i> .....	514
<i>Unit Paper Hospitals</i> .....	802
<i>Unknown postcode</i> .....	610
<i>Unknown state</i> .....	611
<i>Unknown statistical local area (SLA)</i> .....	612
<i>Unknown suburb/town- Location of usual residence</i> .....	609
<i>Unknown suburb/town-Location of usual residence</i> .....	609
<i>Unstable Phase</i> .....	1212
<i>UR Number</i> .....	601
<i>Urgency category</i> .....	1102
<i>Urgency category Activity Change</i> .....	1104
<i>Validation Reports</i> .....	302, 303
<i>Ward Paper Hospitals</i> .....	802
<i>Ward/Unit Transfer Paper Hospitals</i> .....	801
<i>Workers Compensation Data Elements</i> .....	1603
<i>Workers Compensation Queensland</i> .....	1601