



**Admitted Patient
Entry & Transmission
(APET) System**
July 2003

User Manual

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Introduction

Background Information

Under the terms of the relevant health service agreements or legislation, the Department of Human Services requires all acute hospitals registered under the *Health Services Act 1988* to report relevant admitted patient activity to the Victorian Admitted Episode Dataset (VAED) using data formats and transmission protocols specified by the Department. The term '*acute hospitals*' refers to public, private and denominational hospitals, acute facilities in rehabilitation and extended care (subacute) facilities, day procedure centres and designated acute psychiatric units in public hospitals. Residential care (nursing homes), hostels, supported residential services and state managed psychiatric institutions are *excluded* from reporting to the VAED.

The VAED comprises demographic, clinical and administrative details for every admitted episode of care occurring in Victorian acute hospitals. It is compiled in financial years (July to June).

In order to maintain and protect patient privacy, only the minimum data required for effective monitoring, funding and analysis purposes are collected. Information such as patient name and street address is not collected for the VAED.

Among other things, VAED data are used for:

- Morbidity monitoring;
- Casemix funding and determining trends in hospital casemix;
- Performance management;
- Nation Health Information Agreement;
- Epidemiological studies and clinical research;
- Health care planning (estimating the need for special care/specialised equipment);
- Making projections for workforce planning.

PRS/2 is the interface between a hospital's in-house Patient Management System and the VAED. All PRS/2 processing is managed by Allegiance Systems on behalf of the Department.

Many computer software companies provide for PRS/2 data transmission through software of varying complexity, cost and hardware requirements. The Admitted Patient Entry and Transmission (APET) System was developed to satisfy the strong industry requirement, particularly among smaller hospitals and day procedure centres, for a simple stand-alone VAED data entry system.

Purpose of the APET System

The Admitted Patient Entry and Transmission (APET) software has been developed for hospitals that require a simple data entry system, in order to transmit data to the VAED in the current file format. The system can be used either as a temporary measure or a long-term solution.

APET is **NOT** a Patient Management System; it is simply an interface, via the Internet, between the health care facility and the Department's VAED database.

APET uses a combination of free-text fields and drop-down menus containing relevant VAED codesets, without descriptors, and as such it is necessary for information to be keyed into the database from a previously completed data entry form. To maximise efficiency, it is recommended that a form with the VAED data items in a similar sequence to the APET layout be utilised.

Purpose of this Manual

The purpose of this Manual is to provide users with instructions on how to use the APET System. This manual must be used in conjunction with the *VAED Manual, 13th Edition, 1 July 2003*, which provides detailed definitions and codesets for each of the VAED data items.

Data Entry and Transmission Responsibility

A hospital may transmit data to the VAED database as frequently as desired but must meet the minimum requirements set out in *Section 5 – Compilation & Transmission* of the *VAED Manual*.

Until the APET interface contains all the data edits described in the *VAED Manual* it is necessary for the facility to extract the entered data on a regular basis for processing through the PRS/2 interface by Allegiance Systems. Once the extract has been run by Allegiance a Transmission Report will be forwarded to the appropriate health care facility.

Security of Data Entered

The facility's Hospital Code identifies the data entered in the VAED database via the APET interface.

A user Login and Password that is exclusive to each individual site restricts access to the VAED database. The Health Data Standards and Systems (HDSS) Unit authorises access to the APET system and the VAED database.

All data held in the APET system is de-identified. However it may be possible to identify an individual through a combination of certain fields. Facilities can tighten internal security and access to the APET system with the restriction or deletion of 'cookies' from the internet software to ensure no unauthorised access to the data held in the APET system. A 'cookie' is a small text file stored on the computer by some web sites, in the case of APET the login and password are stored in a cookie so that you will not need to enter the codes each time you log onto the site.

Contacts

For general assistance, in using this interface and queries relating to PRS/2 and the VAED, please contact the Health Data Standards and Systems (HDSS) HelpDesk:

Phone (03) 9616 8141

Fax (03) 9616 7743

Email PRS2.Help-Desk@dhs.vic.gov.au

The APET User Manual may be downloaded from:

<http://hdss.health.vic.gov.au/apet/index.htm>

Abbreviations Used In This Manual

AIMS	Agency Information Management System
APET	Admitted Patient Entry & Transmission System
BIS	Barthel Index Score
DVA	Department of Veteran's Affairs
E2	Episode Record
FYTD	Financial Year-To-Date
H2	Header Record
HDSS	Health Data Standards and Systems Unit
ICD-10-AM	International Statistical Classification of Diseases and Related Health Problems, 10 th Revision, Australian Modification, Third Edition
IT	Information Technology
MTD	Month-To-Date
PRS/2	Patient Reporting System, Version 2
RUG ADL	Resource Utilisation Groups – Activities of Daily Living Score
S2	Sub-Acute Record
TAC	Transport Accident Commission
T2	Trailer Record
U2	Trailer Record
UR Number	Unit Record Number
V2	Department of Veteran Affairs' or Transport Accident Commission Record
VAED	Victorian Admitted Episode Dataset
X2	Diagnosis Record
YTD	Year-To-Date
the Department	Department of Human Services

Functions of the APET System

Data Entry

A transmission to PRS/2 potentially has seven components. Three of these components are automatically generated by the APET system during the extraction process. These are the:

- Header (H2) Record
- Trailer (T2) Record 1
- Trailer (U2) Record 2.

The four remaining components are controlled by the health care facility and contain the demographic, diagnosis and treatment information for the episode of care. These components are the:

- Episode (E2) Records
- Diagnosis (X2) Records
- Sub-Acute (S2) Records
- DVA/TAC (V2) Records.

Each of these records provides data on individual (de-identified) admitted patient episodes of care.

Private hospitals and Day Procedure Centres are not required to submit Sub-Acute (S2) or DVA/TAC (V2) records for their admitted patients.

Refer to the *VAED Manual, 13th Edition, Section 5 – Compilation & Transmission* and *Section 7 – Control Reports & Reconciliation* for further clarification.

It is important to note that as APET is designed to be compatible with a diverse range of requirements from a variety of facilities it is therefore not feasible to tailor individual data items to the requirements of specific users.

System Editing

The APET system performs simple editing checks, such as those listed below, to ensure that only valid codes can be entered into data fields:

- Existence of codes in reference files
- Field lengths
- Existence of entries into mandatory data items.

The system is not currently capable of performing more complex editing verifications such as cross editing between data items. For example, it does not cross edit a diagnosis code(s) against a patient's age or sex; potentially allowing invalid combinations. Therefore it is important for APET users to ensure a high degree of accuracy during data collection and data entry. Errors will be identified in the Transmitted Transaction Report generated when the extraction file is processed by Allegiance Systems.

Data Extraction

Records entered onto the APET system must be extracted from the database for submission to Allegiance Systems.

Facilities are to complete an extraction of entered data at least once a month, although extractions can be performed as often as is feasible for the facility provided that:

- The entered dates for the start and end of the extraction are in the same calendar month;
- The last day of the month is used as the end date for an extraction at least once.

Refer to *Extracting Data from APET*, Page 37.

Installation and Set-up

Minimum Configuration

For APET to work effectively, you will need access to the internet on a regular basis.

Facilities using the internet to access the APET system must be using Internet Explorer 5.5 or better (or equivalent software).

It is not necessary for the access to be within the facility but it must be in a secure environment to maintain the confidentiality of data being entered into the system. Unauthorised persons must not have access to the APET system or the facility's documentation.

Backup Procedure

As the APET system is an interface to an external database there is no need to back-up the system. The Department will make daily back-ups of the VAED database to ensure the integrity of the data.

Access Time to the APET Server

Each visit to a web site (including APET) initiates a session on the Web Server (the computer hosting the website), which are timed to conserve computer resources, a failure to interact with the Web Server (opening records, saving or submitting data) will result in a timeout between the user's computer and the Web Server. Timeouts close current sessions, which prevent users from saving their data.

Sessions to the Department websites (including APET) are timed out after one hour, each time the user interacts with the Web Server the timeout sequence begins again.

For this reason users need to save their data within an hour to prevent a timeout.

A common scenario where the timeout sequence will cause a problem is:

- User opens a form at 10:00 AM
- User enters data
- User gets coffee without saving data at 10:45 AM, retrieves extra data from fellow worker etc and comes back to machine.
- User enters extra data at 11:01 AM and selects <SAVE>
- Result "Unauthorised Entry Page", all data not previously saved is now lost.

To reiterate, users must select <SAVE> within each hour to prevent timeout and data loss.

A suitable scenario is:

- User opens a form at 10:00 AM
- User enters data
- User selects <SAVE> and data is saved at 10:45 AM
- User gets coffee, retrieves extra data from fellow worker etc and comes back to machine.
- User enters extra data at 11:01 AM and selects <SAVE>
- User submits data to APET system
- User closes form.

Accessing the APET System

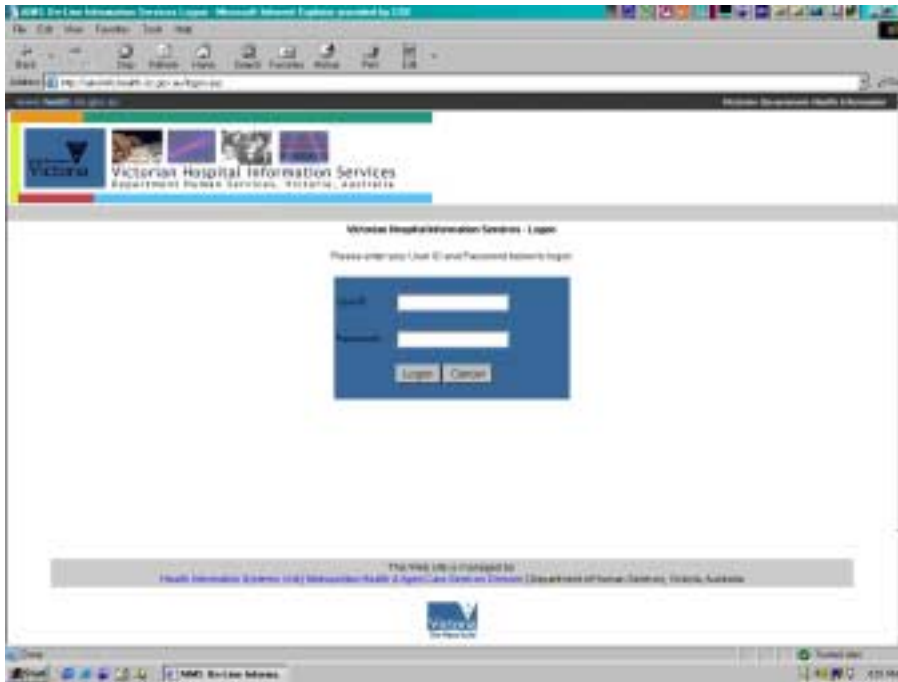
The APET System can be accessed as detailed below:

- Log on the Internet.
- Enter the address <http://aimsinfo.health.vic.gov.au>
This will take you to the Victorian Hospitals Information Services page.
- Click on the link **Aims Online Entry Custom Reporting Budget and payments**, located on the left side of the screen.

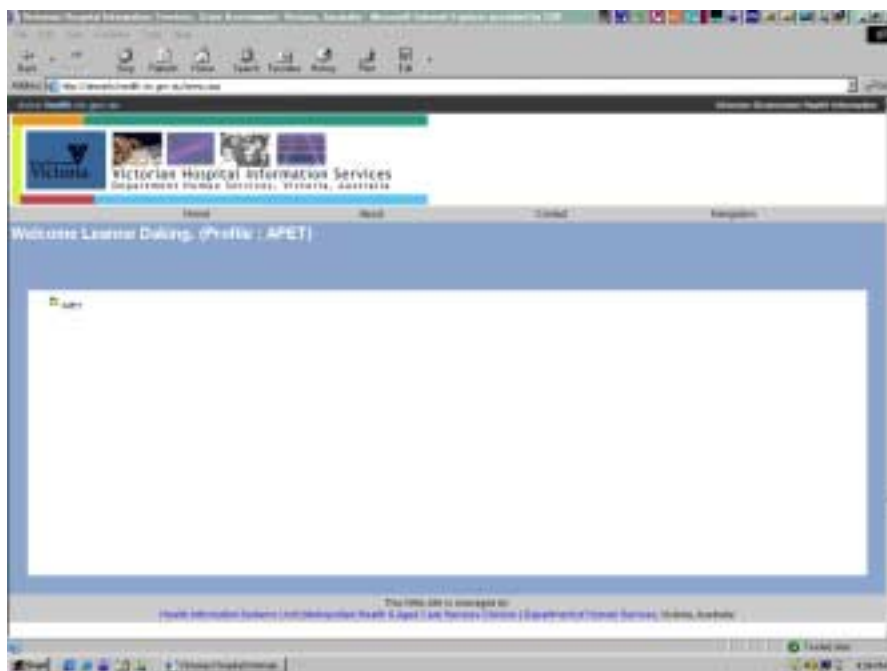


- Logon to the site using the allocated login and password codes.

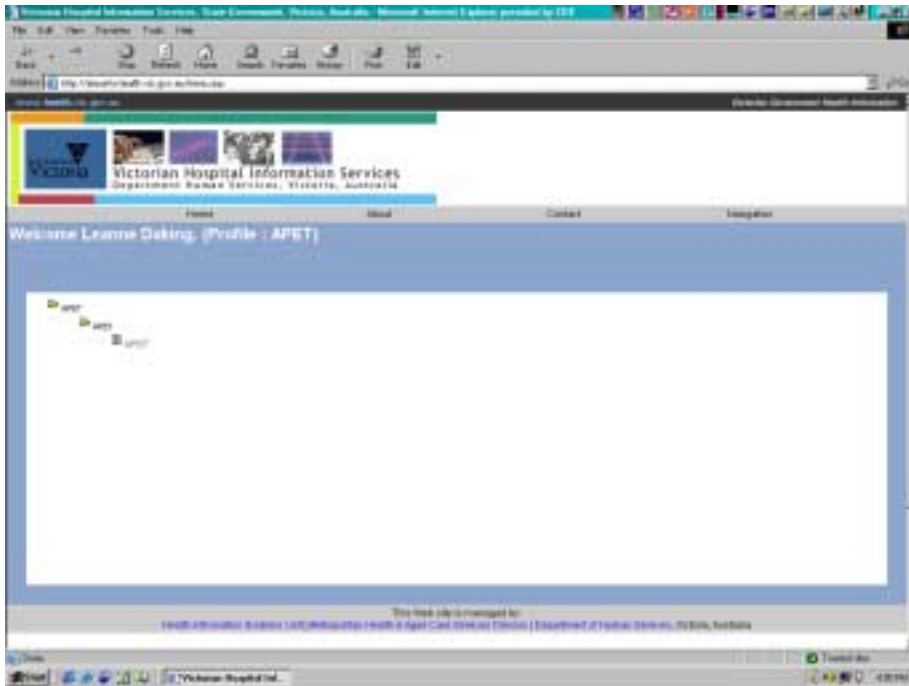
You will only need to do this on the first visit to the site from each computer terminal, as all further logins from the computer will take you directly to the following step; unless the system is upgraded or 'cookies' are not stored, deleted or replaced. (refer Security of Data Entered, Page 6.)



- A Welcome Page should now appear, providing a link to the APET System.



- Click on the APET folder, which should expand to reveal a direct link to APET




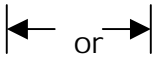




- Click on this link to open the Record Selection Menu.

Getting Started – System Specifics

Definitions

<i>Form</i>	Refers to the screen or set of screens for each record type (E2, X2, S2 and V2) where the individual data items are entered. (See <i>VAED Manual</i> for information on Record Types.)
<i>Record</i>	Refers to: <ul style="list-style-type: none">• A patient episode that has been entered into the APET system and/or a PRS/2 record type, that is an E2, X2, S2 or V2.

Moving Around The Forms

Key / Tool		Action
<i>Mouse</i>		To move between data items, Tabs (screens) and Forms.
<i>Tab Key</i>		To move between data items
<i>Shift and Tab Keys together</i>		To go back to the previous data item
<i>Enter</i>		Do Not Use, as will SUBMIT the form to the database
<i>Arrow Keys</i>		To move between Tabs within a form and between characters within a data item
<i>Back Space</i>		To delete an incorrect entry
<i>Delete</i>	Del	To delete an incorrect entry

Drop Down Menus

The drop-down menus on the forms display a choice of valid codes, which can be selected using the mouse. However, as the code descriptors are not provided in the drop down menus, users should refer to the *VAED Manual* for comprehensive definitions of the VAED codesets and descriptors.

It is recommended that an admission form, with the VAED data items in a similar sequence to the APET layout, be utilised to ensure that data entry into the APET system is as straightforward as possible.

Saving Data

There are two options to save data to the VAED Database, using buttons displayed on each form:

- 1 **SAVE** Allows the user to save the form as displayed on the screen. This gives the user a sense of security when stepping away from the computer or closing the system without finishing the data entry. It is possible to reopen the form with the data displayed as per the last save procedure.
- 2 **SUBMIT** Allows the user to submit the form to the VAED database, some checks will be performed during the submission ensuring that basic errors are corrected prior to acceptance by the database.

To Close Forms and Exit APET

Simply close the form and log off from the internet.

Typical Sequence of Events

- Facility enters patient level data for each record type (E2 and X2, if required S2 and V2) and submits to the VAED Database.
- Facility completes the data extraction process.
- Extract is emailed to the APET Coordinator at HDSS.
- HDSS will send disk containing the extracted data to Allegiance Systems.
- Allegiance Systems will process the extraction through PRS/2 and send a Transmission Report to facility.
- Facilities use the Transmitted Transaction Report to identify records containing errors (as documented with the allocation of VAED edits). Using the appropriate record, the facility corrects all erroneous records.
- Submit corrections to the VAED Database.

Data Entry Guidelines

Dates

Dates must be entered in the **DD-MM-CCYY** format, i.e. hyphens must be used. The extraction process will convert the entered date to the appropriate VAED format (refer *VAED Manual*).

Characters such as dots or slashes must not be used.

Times

Times must be entered in the **HH:MM** format, i.e. a colon is required between the hours and minutes. The extraction process will convert the entered time to the appropriate VAED format (refer *VAED Manual*).

Characters such as hyphens, dots or slashes must not be used.

Text

Text can be entered in upper or lower case or a combination of these. PRS/2 requires uppercase text and in order to meet this requirement all lower case text is converted by APET during the entry process.

ICD-10-AM Codes

Diagnosis Codes

For PRS/2 purposes you must omit all punctuation from ICD-10-AM Diagnosis Codes, for example A00.0 becomes A000.

Codes (excluding the deletion code) must be prefixed with either a P, C, A or M.

- P** Principal and Primary diagnosis codes
 - the fundamental reason(s) for admission and treatment.
- C** Complication diagnosis codes
 - conditions that arise during the admission that impact on either the treatment pathway or length of stay.
- A** Associated diagnosis codes
 - conditions that affect the treatment pathway or length of stay.
- M** Morphology codes
 - an indication of the type and behaviour of a neoplasm.

Morphology codes (M Codes located in Appendix A of Volume 1, ICD-10-AM Tabular) must be prefixed with an M and must not include obliques (/), for example MM8070/3 becomes MM80703 for PRS/2 purposes.

Procedure Codes

For PRS/2 purposes omit hyphens, for example 13830-00 becomes 1383000.

When To Enter Data

Data may be entered progressively or all at one time following the patient's separation. It is recommended that facilities enter data on a daily basis. This will help ensure that:

- all admissions are entered into the APET system
- files/cards are returned to storage as soon as possible after the compilation of the episode
- facilities do not have a backlog of data entry at any given time (allowing for periods of extreme activity or staff leave periods).

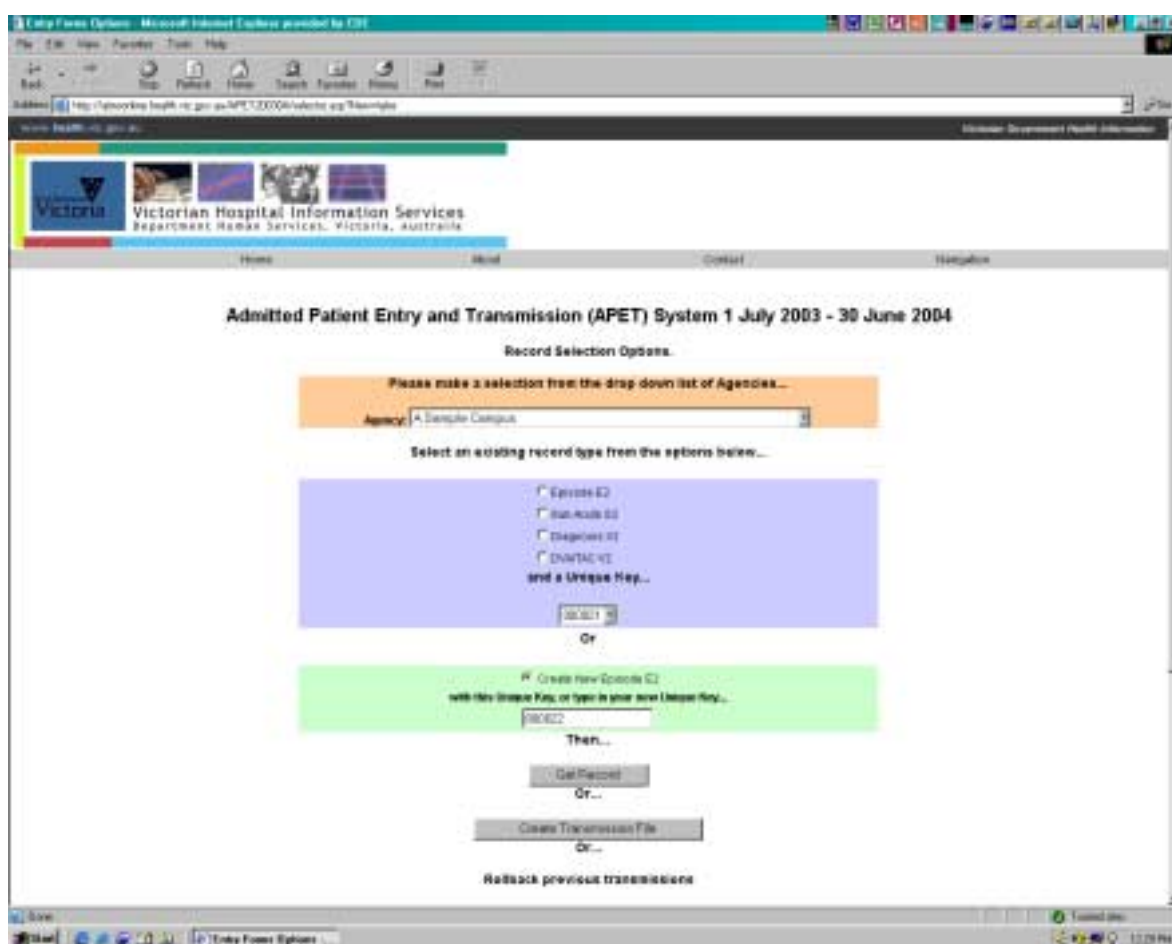
The minimum data required for various scenarios is detailed in the tables located in Appendix A: Minimum Date Requirements, Page 42.

Accessing the APET System

The APET System allows users to enter New Episode (E2) records or access existing Episode (E2) records by entering the specific Unique Key.

Diagnosis (X2), Sub-acute (S2) or DVA/TAC (V2) records can only be entered if a corresponding Episode (E2) record has been entered.

Upon entering the APET System, the cursor will automatically be set to **New Episode E2** and accept this Unique Key, or type in your new Unique Key...



From this screen the user can:

- Enter a new E2 Record
- Access an existing E2 Record for amendment
- Enter or Access a X2 Record for an existing E2 Record
- Enter or Access a S2 Record for an existing E2 Record
- Enter or Access a V2 Record for an existing E2 Record.

Functions of the Main Menu

Record / Form Type

To select the Record Type you would like to enter or edit:

E2	Episode Record	[demographic & episode specific data]
X2	Diagnosis Record	[diagnosis & treatment data]
S2	Sub-Acute Record	[rehabilitation & palliative care data]
V2	DVA or TAC Record	[DVA or TAC data]

(Refer to the *VAED Manual* for Record Type Definitions)

Record Selection

The screen has a drop down menu that details the Unique Keys for all the E2 records that have been accepted into the APET system. If a Unique Key is not listed in the selection the record has either:

- Not been entered into the APET system; OR
- The submission was not accepted due to an error on the form.

The missing form will need to be re-entered to ensure that the admission is accepted into the APET system.

A typical scenario for data entry would be:

- Enter E2 record for episode 1 – save, print and submit record
- Enter X2 record for episode 1 – save, print and submit record
- Enter E2 record for episode 2 – save, print and submit record
- Enter X2 record for episode 2 – save, print and submit record

Continue to enter E2 and X2 records for all applicable episodes.

Note: It may not be necessary to print each form unless you would like to retain a hardcopy of the entered data for your files.

Entering a New E2 Record

1. From the main menu select **Create New Episode E2 with this Unique Key**, or type in your new Unique Key...
2. APET will display an initial six-digit *Unique Key* (numeric only), as per system specifications. User can either opt to allow APET to allocate a progressive *Unique Key* to each E2 Record or type in their own *Unique Key* based on facility's specifications.

If you have entered anything other than a six-digit number, you will again be asked to enter a six-digit number. Note: the *Unique Key* is not the same as to the *Patient Identifier* or *UR Number*.

Once you have selected the first *Unique Key*, APET will automatically allocate subsequent *Unique Keys* in sequential order.

3. Select <GET RECORD> and the E2 Record form will appear.

The screenshot shows a web browser window displaying the 'Episode (E2) Form'. The form is organized into several sections:

- Admission Details:** Includes fields for Admission Date, Intended Duration of Stay, Sex, Marital Status, Facility, Pharmacy, Date of Birth, Country of Birth, Indigenous Status, Preferred Language, and Indigenous Resident.
- Separation Details:** Includes fields for Account Class, Accommodation Type, Qualification Status, Patient Days MEO, Patient Days FTEO, Patient Days Total, Account Class on Separation, Accommodation Type on Separation, ACS Status, Mental Health Days MEO, Mental Health Days FTEO, Mental Health Days Total, Contract Special Member, Contract Leave Days MEO, Contract Leave Days FTEO, Contract Leave Days Total, Mental Health Legal Status, Separation Date, Separation Mode, Transfer Destination, Separation Period of Care Availability, Funding Arrangement, Contact Type, and Contact Point.
- Status Segments List:** Contains buttons for 'Add New', 'Withdraw Entry', 'Move from Top', 'Move from Middle', 'Move from Bottom', and 'Remove All Entries'.

The form is displayed in a Microsoft Internet Explorer browser window.

Enter E2 Admission Details

4. Enter the *Patient Identifier*, *Admission Date* and *Separation Date* (if the patient has been separated).
5. Complete all applicable data items within this form and select:
 - <SAVE> if you are entering data progressively; OR
 - <SUBMIT> if you have completed entering the data and wish to add the record to the VAED Database.

E2 Status Segment Details

The *Status Segment* (refer to *Section 5 – Compilation & Transmission* of the *VAED Manual*) is determined by the data entered into the following data items:

- Account Class
 - Accommodation Type
 - Qualification Status
 - Patient Days MTD
 - Patient Days YTD
 - Patient Days TOTAL
6. Tab or Scroll down the E2 form until the Separation Details section of the form is displayed.
 7. Enter the *Account Class*, *Accommodation Type* and *Qualification Status* applicable at the time the patient was admitted.
 8. Enter the previously calculated month-to-date, financial year-to-date and total *Patient Days*, for this combination of *Account Class*, *Accommodation Type* and *Qualification Status*.

Patient Days are calculated by subtracting the Admission Date from the Separation Date except for patients admitted and separated on the same date who are assigned 1 patient day. This means that for patients admitted and separated on different dates, the date of separation is not counted as a patient day. Examples:

Admission Date	Separation Date	Calculation	Patient Day Count
02/07/2003	02/07/2003	NA	1 day (Same-Day).
06/07/2003	07/07/2003	(07/07 – 06/07)	1 day
03/07/2003	25/07/2003	(25/04 – 03/07)	22 days

9. Select <ADD ITEM>. All the details for this combination of data items, otherwise known as a *Status Segment*, will appear in the Status Segment List.

10. Repeat for each different combination of *Account Class*, *Accommodation Type* and *Qualification Status* for the episode. This means that if at any time any one of the *Account Class*, *Accommodation Type* or *Qualification Status* data items changes, another status segment must be created, indicating the patient days accrued for the new combination.

Note:

- Only days accrued before and including the transmission end date should be recorded in the MTD figure. For example, a July Transmission (end date 31/07/03) should not include patient days for August.
- Only days accrued after and including the commencement of the financial year (1 July) should be recorded in the YTD figure. For example, a July Transmission (end date 31/07/03) should not include patient days for June.
- All days accrued during an admission episode should be recorded in the TOT figure. For example, a July Transmission (end date 31/07/03) for an episode with an Admission Date in April should include a count of patient days for April, May, June and July.
- The patient's length of stay for this episode should equal the sum of the patient days for each status segment.
- An incorrect status segment can be deleted by using the <REMOVE ITEM> button. Using the mouse, select the incorrect segment and then the <REMOVE ITEM> button.

If the patient has not been separated, select <SAVE>.

Data entry error messages may appear if there is an error in any of the data items within the E2 Admission and/or E2 Status Segment. Correct these and once again select <SAVE> and Close.

Note:

- Admission details may be saved without Status Segment details to allow for progressive data entry without the calculation of patient days but you cannot transmit this data. However, every E2 record transmitted to Allegiance Systems **must** include at least one Status Segment.
- If there is an E2 record with an *Account Class* of DVA or TAC, public hospitals must also complete a V2 record. The V2 record is optional for private hospitals and day procedure centres.

Dealing with Multi-Day Patients

APET does not have the capability to automatically update E2 episodes, for patients that do not have a Separation Date, for inclusion in the next extraction file.

It is therefore necessary to edit each applicable E2 record (patients admitted in previous months and still remaining in as admitted patients) and update the status segment(s) to reflect the appropriate patient day counts.

1. Open applicable record.
2. Highlight the status segment already entered into the record.
3. Delete the existing status segment.
4. Generate a new status segment(s) reflecting the appropriate counts for the patient days for:
 - month to date
 - year to date
 - total
5. Add in the new status segment(s).
6. Submit the amended record.

Note: An episode of care can have seven status segments entered. Each segment reflects the count of patient days for each combination of *Account Class*, *Accommodation Type* and *Qualification Status*. It is not necessary to delete a valid status segment if a new segment can be entered to acknowledge all patient days for the episode of care.

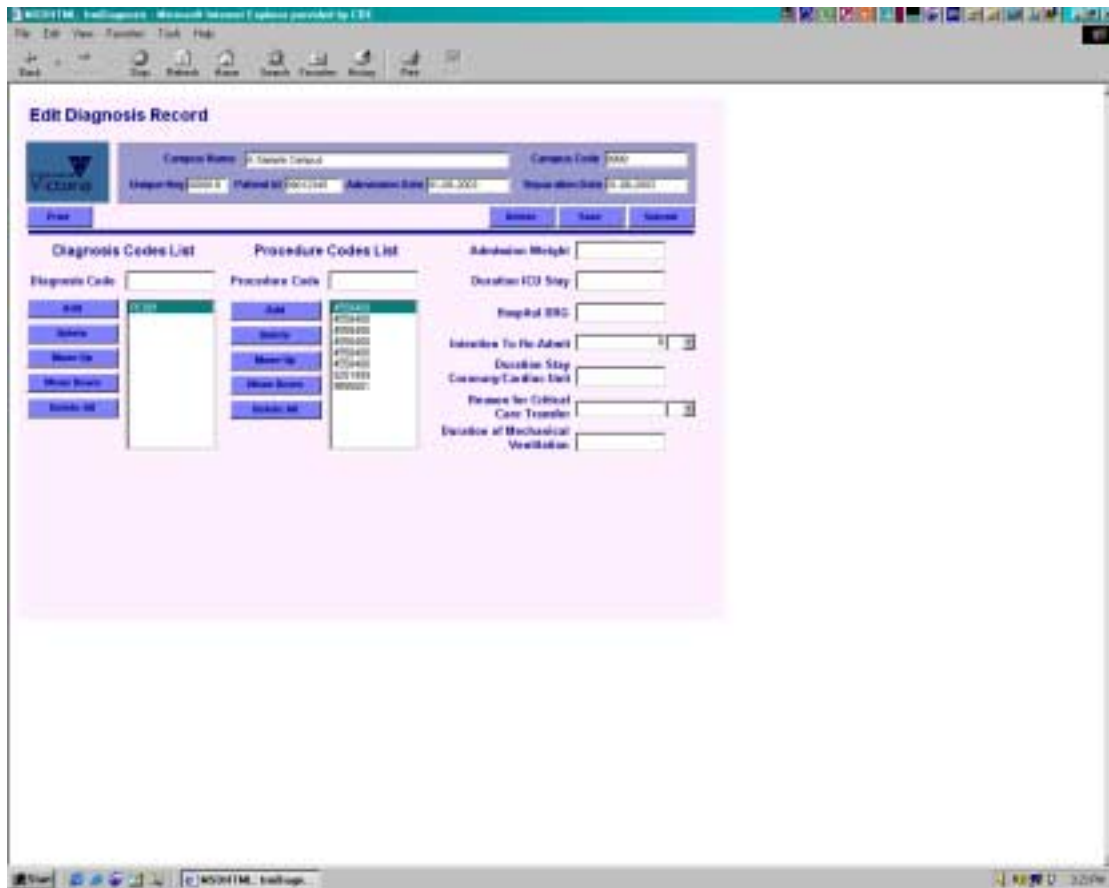
Entering X2 Diagnosis Details

The E2 Record **must** be completed prior to entering the X2 Record and the patient must have been separated if you wish to transmit the record to Allegiance Systems. (Refer Entering a New E2 Record, page 23.)

1. From the main menu select the Diagnosis X2 option from the selection given under the heading: **Select an existing record type from the options below...**

The screenshot shows the APET System web interface. The page title is "Admitted Patient Entry and Transmission (APET) System 1 July 2003 - 30 June 2004". The page content includes a header for "Victorian Hospital Information Services" and a navigation menu. The main content area is titled "Revert Selection Options." and contains a form with a dropdown menu for "Agency" (currently showing "A. Geelong Campus"), a section for "Select an existing record type from the options below..." with radio buttons for "E2 Record E2", "E2-Aside E2", "Diagnosis E2", and "Diagnosis V2", and a "Add a Unique Key..." field with a "10001" button. Below this is a section for "Create New Record E2" with a "Then..." button and a "Get Record" button. At the bottom, there are "Create Transmission Form" and "Rollback previous transmissions" buttons.

2. Select the appropriate *Unique Key* from the drop down menu. Only *Unique Keys* of submitted E2 Records will be listed in the menu.
3. Once you have selected the appropriate *Unique Key*, Select <GET RECORD> and the X2 Record form (as displayed below) will appear.



4. Using the mouse or tab key, place the cursor in the *Diagnosis Code* field. Enter the ICD-10-AM diagnosis code and select <ADD>, the code will then appear in the *Diagnosis Codes List*. The first code in the list represents the Principal Diagnosis and must be prefixed with P.

Continue to add diagnosis codes to the list by double clicking in the *Diagnosis Code* field, entering the code (and prefix) and selecting <ADD>.

5. Using the mouse or tab key, place the cursor in the *Procedure Code* field. Enter the ICD-10-AM procedure code and select <ADD>, the code will then appear in the *Procedure Codes List*.

Continue to add the procedure codes to the list by double clicking in the *Procedure Code* field, entering the code and selecting <ADD>.

6. Complete other fields as required

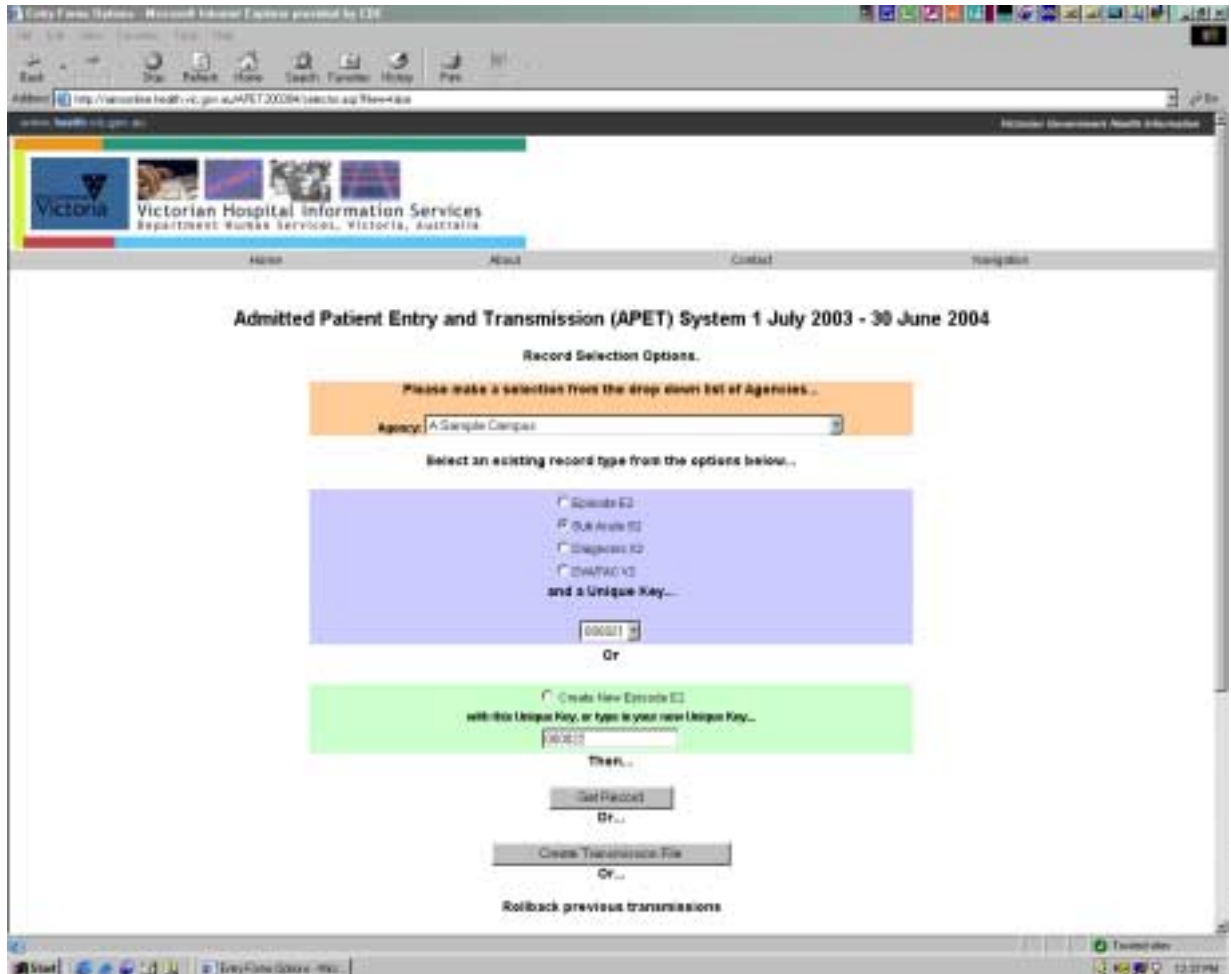
Note:

- *Admission Weight* must only be entered for patients up to 365 days old.
- *Intention to Readmit* is a MANDATORY data field.

Entering A New S2 Record

The *E2 Record* **must** be completed prior to entering the S2 Record and the patient must have been separated if you wish to transmit the record to Allegiance Systems. (Refer Entering a New E2 Record, page 23.)

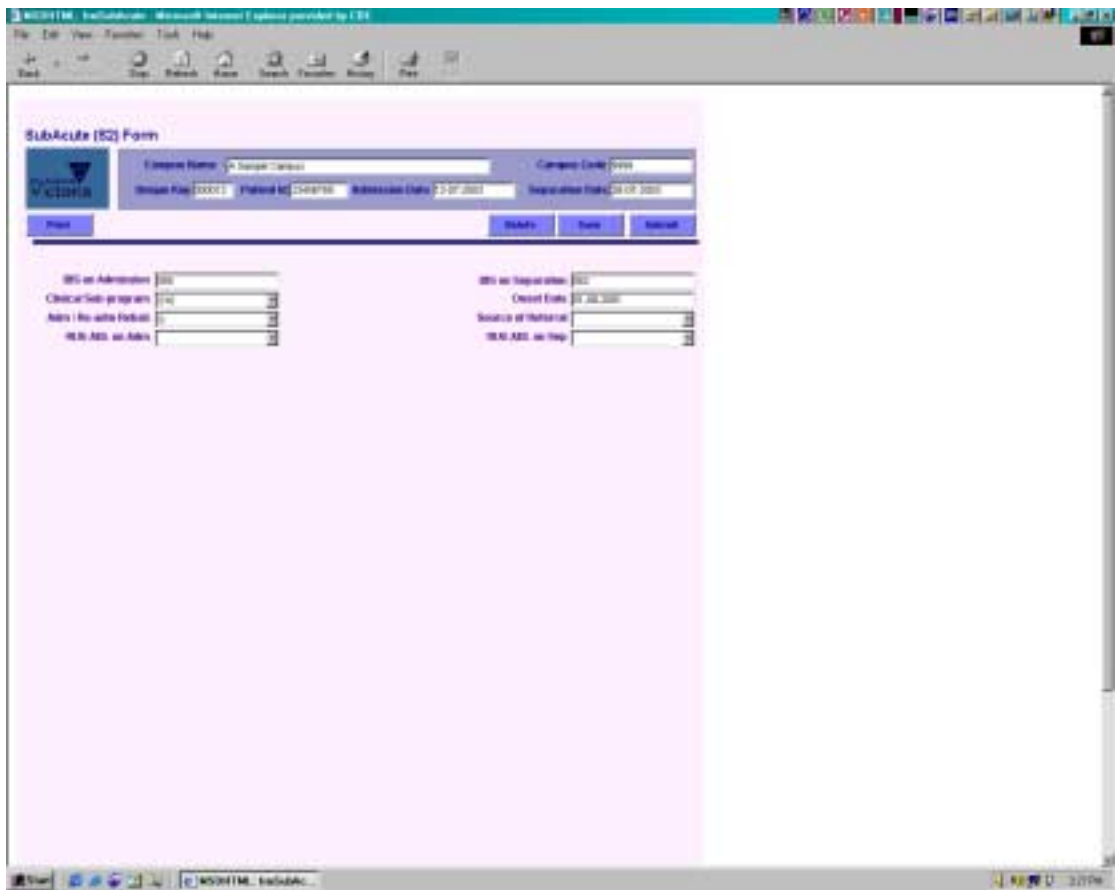
1. From the main menu select the Sub-Acute S2 option from the selection given under the heading: **Select an existing record type from the options below...**



The screenshot shows a web browser window displaying the 'Admitted Patient Entry and Transmission (APET) System 1 July 2003 - 30 June 2004'. The page has a header for 'Victorian Hospital Information Services' and a navigation menu. The main content area is titled 'Record Selection Options.' and contains the following elements:

- A heading: 'Please make a selection from the drop down list of Agencies...'
- A dropdown menu labeled 'Agency' with 'A Simple Campus' selected.
- A heading: 'Select an existing record type from the options below...'
- A list of radio buttons for record types: 'Sports E2', 'Sub Acute E2', 'Diagnosis E2', and 'CHARTAC E2'. The 'Sub Acute E2' option is selected.
- A heading: 'and a Unique Key...'
- A text input field for the unique key.
- A 'GO GET' button.
- The word 'Or'.
- A heading: 'Create New Episode E2 with this Unique Key, or type in your new Unique Key...'
- A text input field for a new unique key.
- A 'Then...' label.
- A 'Get Record' button.
- The word 'Or...'
- A 'Create Transmission File' button.
- The word 'Or...'
- A heading: 'Rollback previous transmissions'

2. Select the appropriate *Unique Key* from the drop down menu. Only *Unique* Keys of submitted E2 Records will be listed in the menu.
3. Once you have selected the appropriate *Unique Key*, Select <GET RECORD> and the S2 Record form (as displayed below) will appear.



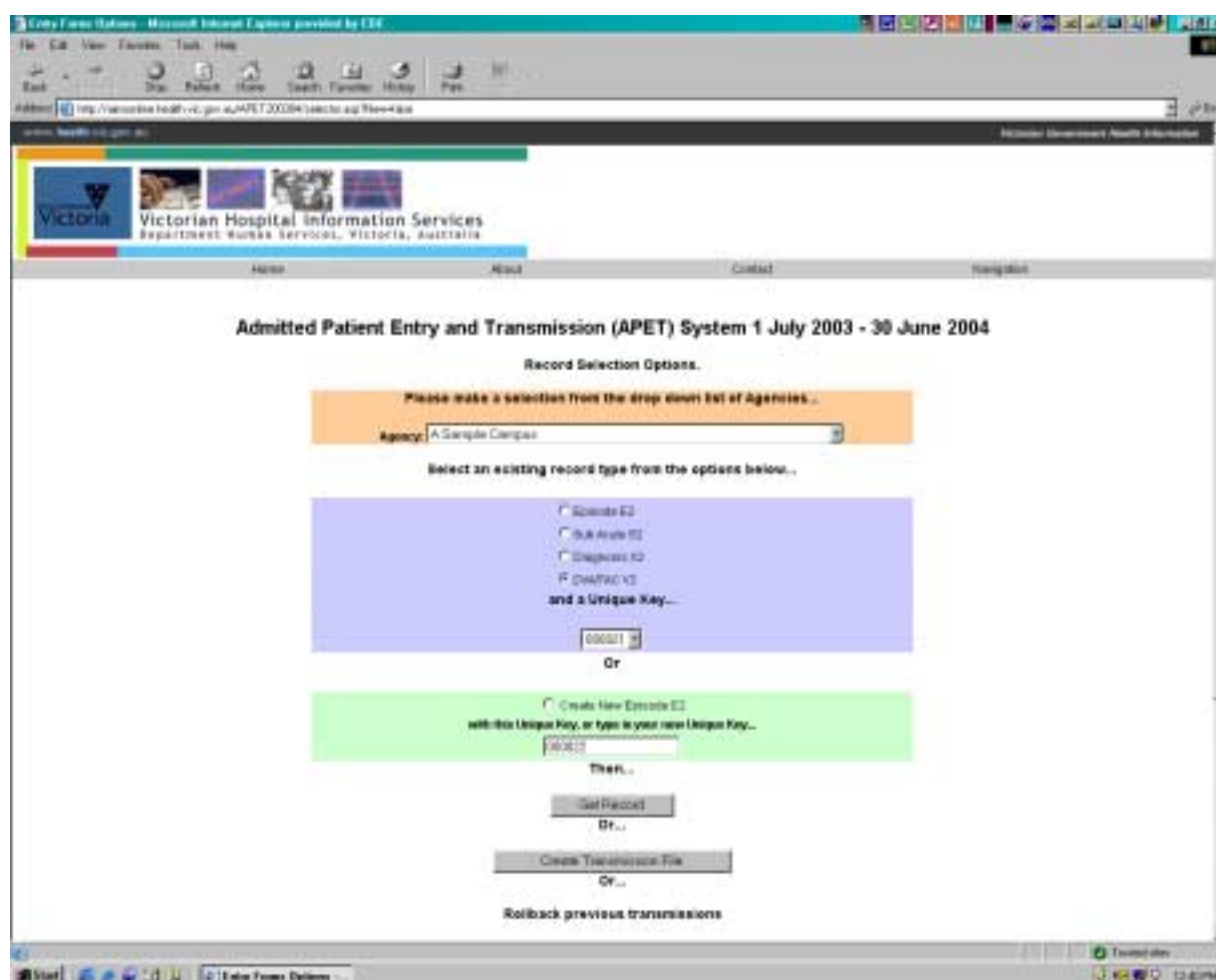
4. Using the mouse or tab key, place the cursor in the *BIS on Admission* field. Enter appropriate code.
5. Continue to tab through the data fields, entering the codes as required.
6. <SUBMIT>.

Details on relevant combinations and data definitions are described in *Section 5 – Compilation & Transmission* of the *VAED Manual*.

Enter a New V2 Record

The E2 Record admission details (as a minimum) **must** be completed prior to entering the V2 Record. (Refer Entering a New E2 Record, page 23.)

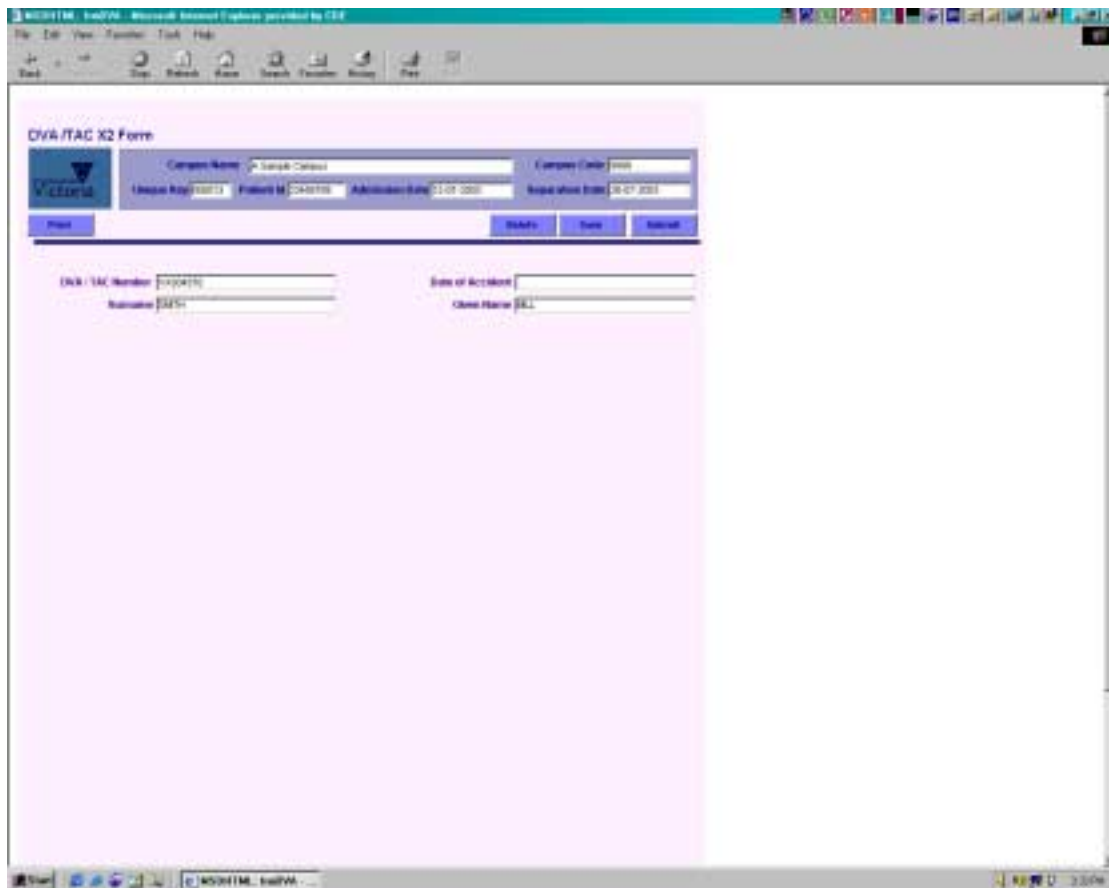
1. From the main menu select the DVA / TAC V2 option from the selection given under the heading: **Select an existing record type from the options below...**



The screenshot shows a web browser window displaying the 'Admitted Patient Entry and Transmission (APET) System 1 July 2003 - 30 June 2004'. The page is titled 'Record Selection Options.' and contains the following elements:

- A header for 'Victorian Hospital Information Services' with navigation links for Home, About, Contact, and Navigation.
- A section titled 'Record Selection Options.' with the instruction: 'Please make a selection from the drop down list of Agencies...'. Below this is a dropdown menu with 'A Sample Campus' selected.
- A section titled 'Select an existing record type from the options below...'. It contains a list of radio buttons: 'Sports E2', 'Sub Acute E2', 'Diagnosis E2', and 'DVA/TAC V2'. Below the list is a 'GET RECORD' button.
- An 'Or' separator.
- A section titled 'Create New Episode E2 with this Unique Key, or type in your new Unique Key...'. It contains a text input field with '00000' and a 'Then...' label.
- A 'Get Record' button.
- An 'Or...' separator.
- A 'Create Transmission File' button.
- An 'Or...' separator.
- A 'Rollback previous transmissions' link.

2. Select the appropriate *Unique Key* from the drop down menu. Only *Unique Keys* of submitted E2 Records will be listed in the menu.
3. Once you have selected the appropriate *Unique Key*, Select <GET RECORD> and the V2 Record form (as displayed below) will appear.



4. Enter the *DVA/TAC Number*, *Date of Accident* (if applicable) *Surname* and *Given Names*.

5. <SUBMIT>.

Note: *Date of Accident* is relevant to TAC patients only.

Details on relevant combinations and data definitions are described in *Section 3 – Data Definitions* of the *VAED manual*.

Editing or Deleting an Existing E2, S2 or V2 Record

The edit and delete functions can be utilised to correct errors whilst entering data onto the APET system and/or following a submission of data.

Editing an Existing E2, S2 or V2 Record

Once a record has been edited and the alterations saved or submitted to the database, the record will be automatically flagged for transmission to Allegiance Systems in the next data extraction.

1. Open the applicable form, as per previous instructions for entering data.
 2. Make the necessary amendments and submit the form to the VAED Database.
-

Deleting an Existing E2, S2 or V2 Record

Note: To delete an E2 record, you must first delete all other records (X2, V2, S2) attached to the *Unique Key*. Before deleting a record from the APET system you must first determine if the record to be deleted has previously been transmitted to PRS/2. **If a record has been transmitted to PRS/2 it is vital that a deletion record is created and transmitted to PRS/2 before the record is deleted from the APET system.**

Deleting an E2 Record from PRS/2

- Re-transmit the E2 Record containing all 9s in the *Medicare Number* field;
OR
- Transmit only the *Unique Key* and *Medicare Number* data items containing all 9s.

Deleting an E2 Record will **also delete** any other record type stored within the database, with the same *Unique Key*.

If the deletion record is transmitted after a V2 Record has been sent to DVA, the record will be flagged as deleted, but remain on the file available to the Department.

A record can be deleted and re-transmitted in the same transmission as long as the deletion is sequenced first.

Deleting a S2 Record from PRS/2

- Re-transmit the S2 Record containing all 9s in the *Clinical Sub Program* data field.

If an E2 Record is deleted, the S2 Record will automatically be deleted.

Re-transmitting the E2 Record alone will not regenerate the S2 Record therefore the S2 Record must also be re-transmitted.

A record can be deleted and re-transmitted in the same transmission as long as the deletion is sequenced first.

Deleting a V2 Record from PRS/2

- Re-transmit the V2 Record containing all 9s in the *DVA Number* data field.

If the deletion record is transmitted after a V2 Record has been sent to DVA, the record will be flagged as deleted, but remain on the file available to the Department.

If an E2 Record is deleted, the V2 Record will automatically be deleted.

A record can be deleted and re-transmitted in the same transmission as long as the deletion is sequenced first.

Re-transmitting the E2 Record alone will not regenerate the V2 Record therefore the V2 Record must also be re-transmitted.

Deleting an E2, S2 or V2 Record from APET

- Open the applicable form as per previous instructions
- Select the <DELETE> button to delete the contents of all the data items within the Form from the APET database.

An E2 Record cannot be deleted if there is a matching X2, S2 or V2 Record. These records must be deleted **first**.

Note: If a record has been transmitted to PRS/2, refer to Deleting an E2, S2 or V2 Record from PRS/2, Page 34 before the record is deleted from the APET system.

Deleting a Status Segment

- Using the mouse, select the incorrect segment and then <REMOVE ITEM>.

Editing or Deleting an Existing X2 Record

1. Open the applicable form as per previous instructions
2. Place the cursor in the data item(s) you wish to edit, key the correct data and select *Submit* and then close the form.

The following tools buttons may be used to edit the diagnosis and procedure codes:

Add (Diagnosis/Procedure Code)

Enables codes to be added to the string of codes.

Delete (Diagnosis/Procedure Code)

Enables the deletion of incorrect codes from the list. Place the mouse on the incorrect code and select <DELETE> for the appropriate list.

Move Up (Diagnosis/Procedure Code)

Enables codes to be sequenced higher in the string of codes without re-entering individual codes. Select incorrectly sequenced code using the mouse and select <MOVE UP> for the appropriate list. This option will move the code up one position at a time.

Move Down (Diagnosis/Procedure Code)

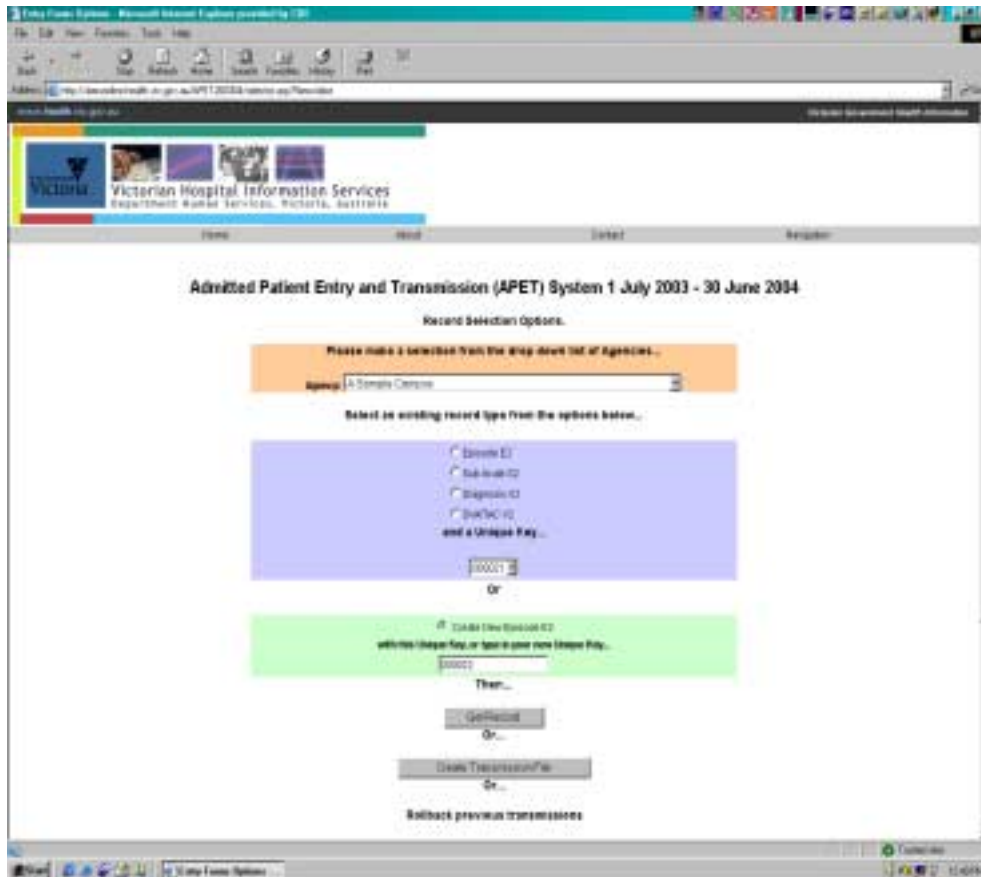
Enables codes to be sequenced lower in the string of codes without re-entering individual codes. Select incorrectly sequenced code using the mouse and select <MOVE DOWN> for the appropriate list. This option will move the code down one position at a time.

Delete All (Diagnosis/Procedure Codes)

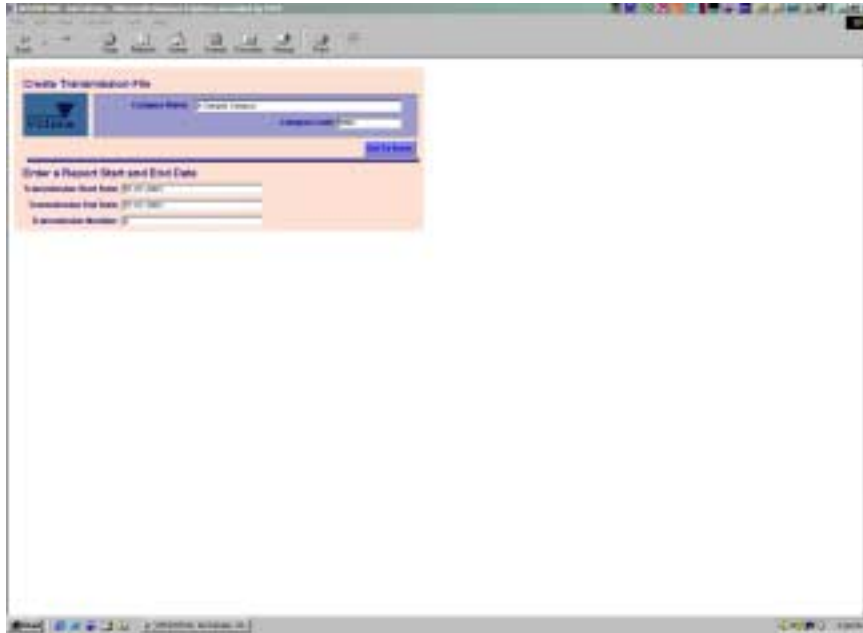
<DELETE ALL> will delete all the contents of the diagnosis/procedure code box.

Extracting Data from APET

From the menu screen of the APET System [Record Selection Options] select the button marked: <CREATE TRANSMISSION FILE>



This generates the submission file for transmission to PRS/2 with the campus name and code already completed



- | | |
|-------------------------|--|
| Transmission Start Date | Enter the date for the first day of data extract.
Format: DD-MM-CCYY <ul style="list-style-type: none"> • Usually the first day of the month |
| Transmission End Date | Enter the date for the last day of data extract.
Format: DD-MM-CCYY <ul style="list-style-type: none"> • Usually the last day of the month |
| Transmission Number | Automatically generated number detailing the number of times data has been extracted from the APET system. |

Note: The first extraction will list the first and last date for the current month. These should be changed to reflect the month of data you wish to extract.

On subsequent extractions the dates will progress one month from the previous extraction.

Example:

07 August 03:

Compile first extract for July 2003.

Transmission Start Date = 01-08-2003 (change to 01-07-2003)

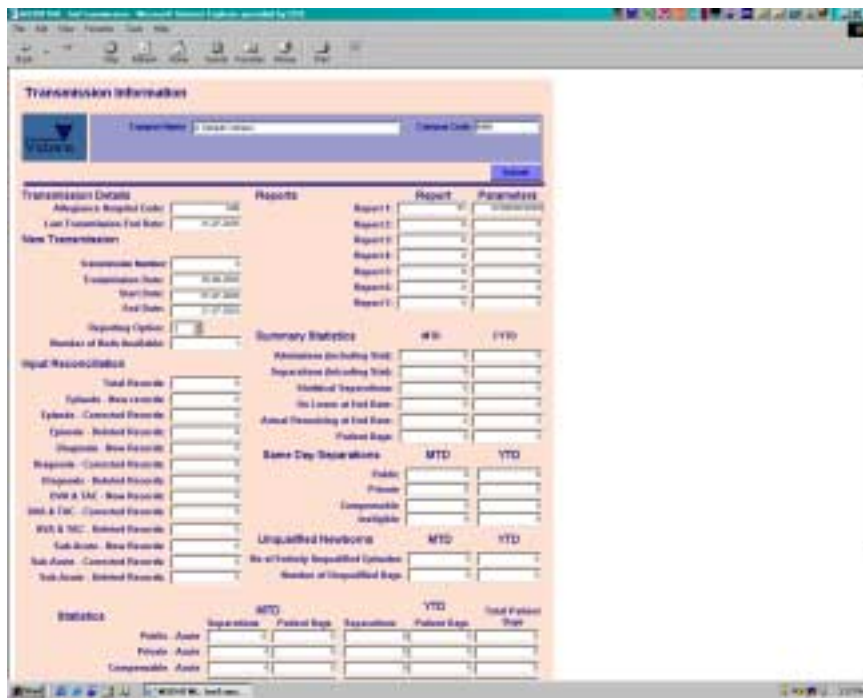
Transmission End Date = 31-08-2003 (change to 31-07-2003)

07 September 03

Compile first extract for August 2003.

Transmission Start Date = 01-08-2003 (no need to change)

Transmission End Date = 31-08-2003 (no need to change)



Select <GET Tx FORM> which submits the transmission dates and generates the Transmission Form for completion.

The majority of the Transmission Form will be completed automatically based on the information held in the APET database and an analysis of the records identified for extraction.

The following fields **must** be completed:

- | | | |
|------------------|---|---|
| Reporting Option | 0 | Full Transaction Trail |
| | 1 | Warnings/Rejections/Notifiable only |
| | 2 | Edit messages, then full (accepted) transaction trail |

It is recommended that facilities chose Option 2 when generating extraction files.

- | | |
|---------------------|--|
| Reports 1 through 7 | Used to select the production of Request Reports |
| 01 | Diagnosis Outstanding Report |
| 02 | DRGs For Review |
| 03 | Census Report |
| 04 | Sub-Acute Outstanding Report |
| 05 | Hospital in the Home Report |
| 06 | DRG-Based Simple index Report |

More details on these reports can be located in *Section 6 – Request Reports* of the *VAED Manual*.

Parameters

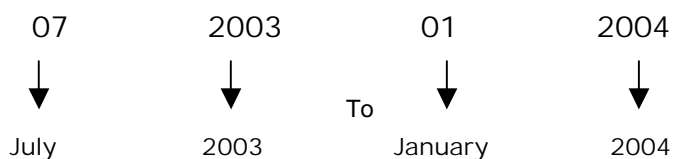
MMCCYYMMCCYY

Details the first month and the last month to be detailed in the request report.

Example

Report 01 for July 2003 to January 2004:

072003012004



Once you have complete requesting the reports you require, select <SUBMIT> generating the transmission file.

Ensure that you receive a message stating that "Your Data File has been emailed." as displayed below.



Note: It is recommended that only one data extraction be performed per month with the Start and End Dates being the first and last dates of the month.

Correction files need to be sent with the same Start and End Dates.

Error Messages

Examples

Must have at least one Status Segment

If the patient has been separated, there must be at least one Status Segment. Ensure that you click on <ADD> in the E2 Status Segment tab after entering the following details:

- *Account Class*
- *Accommodation Type*
- *Qualification Status*
- *Patient Days*

No E2 Record Exists with this Unique Key. Try Again

An E2 Record is the **key** record, linking all other record types. The E2 Record must be entered before any other record type. Check the *Unique Key* or enter data.

No X2, S2 or V2 Record Exists with a Unique Key of

No data has been previously entered for this record type; therefore you cannot perform the edit function.

Error in:

Messages prefixed with *Error In:* will appear if a Mandatory data item field has been left blank or does not meet the file structure requirements, for example, an incorrect number of characters entered. Return to the data item and re-enter the correct information.

(Refer *VAED Manual* for information on individual data items.)

Appendix A: Minimum Data Requirements

Event Patient admitted (not yet separated)

You may submit all mandatory and applicable data items within the E2 Admission and Status Segment sections, excluding:

- *Separation Date*
- *Account Class on Separation*
- *Accommodation Type on Separation*

All mandatory and applicable data items within the V2 Form if *Account Class* = DVA or TAC, excluding:

- *Separation Date*

Note: E2 forms may be saved without status segment (patient day) details so that the user can enter information progressively. However, all status segment details must be completed prior to transmission to Allegiance Systems to prevent the record being rejected.

Event Patient remaining in at the end of the month

You may submit all mandatory and applicable data items within the E2 Admission and Status Segment sections, excluding:

- *Separation Date*
- *Account Class on Separation*
- *Accommodation Type on Separation*

All mandatory and applicable data items within the V2 Form if *Account Class* = DVA or TAC, excluding:

- *Separation Date*

Note: E2 forms may be saved without status segment (patient day) details so that the user can enter information progressively. However, all status segment details must be completed prior to transmission to Allegiance Systems to prevent the record being rejected.

Event Patient admitted and separated within the month (record not coded, and no data previously transmitted to PRS/2)

All mandatory and applicable data items within the E2 Form.

All data items within the V2 Form if *Account Class* = DVA or TAC

All mandatory and applicable data items within the S2 Form if *Care Type* = Rehabilitation (2, 6, 7), Palliative Care (8) or Geriatric Evaluation and Management Program (9)

Event Patient admitted and separated within the month (record not coded and admission data previously transmitted and accepted by PRS/2)

All mandatory and applicable data items within the E2 Form.

- Including updated status segments and separation details

All data items within the V2 Form if *Account Class* = DVA or TAC

All data items* within the S2 Form if *Care Type* = Rehabilitation (2, 6, 7), Palliative Care (8) or Geriatric Evaluation and Management Program (9)

Event Patient admitted and separated within the month (record coded and admission data previously transmitted and accepted by PRS/2)

All mandatory and applicable data items within the E2 Form

All mandatory and applicable data items within the X2 Form

All mandatory and applicable data items within the V2 Form if *Account Class* = DVA or TAC

All mandatory and applicable data items within the S2 Form if *Care Type* = Rehabilitation (2, 6, 7), Palliative Care (8) or Geriatric Evaluation and Management Program (9)

Event **Patient admitted and separated within the month (record coded and no data previously transmitted to PRS/2)**

All mandatory and applicable data items within the E2 Form

All mandatory and applicable data items within the X2 Form

All mandatory and applicable data items within the V2 Form if *Account Class* in E2 = DVA or TAC

All mandatory and applicable data items within the S2 Form if *Care Type* = Rehabilitation (2, 6, 7), Palliative Care (8) or Geriatric Evaluation and Management Program (9)

Event **Patient admitted and separated in a previous month (data transmitted and accepted by PRS/2 at that time, record has now been coded)**

All mandatory and applicable data items included in the X2 Form