

# *Section 5— Edit and Control Reports*



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# *Edit and control reports*

The following edit and control reports are provided to the hospital (via return email), following the submission and processing of ESIS data. (Refer to Section 4 - Compilation and submission.)

*Note: These reports may be amended to reflect target changes during the year.*

## **Edit Reports**

<b>Report</b>	<b>Description</b>	<b>File name</b> (Refer to File naming convention, page 4-6)
Loaded total monthly return (including records with errors)	The full file of records processed by ESIS for the current month.	<u>e</u> mmynnnn.dbf
Summary list of edits	The number of each Type 1, Type 2 and Type 3 edits (including the edit description).	<u>m</u> mmynnnn.dbf
Records with Type 1, Type 2 and Type 3 edits	Records reported to ESIS which have failed edits. This file can include records that have not been removed from the waiting list, but are not reported in this month's submission.	<u>r</u> mmynnnn.dbf

# Control Reports

<b>Report</b>	<b>Description</b>	<b>File name</b> (Refer to File naming convention, page 4-6)
Category 1 patients who have waited for more than 30 days prior to admission	List of Category 1 patients who waited for more than 30 days at the time of their admission to the hospital for the awaited procedure.	<b>aaammyysn.doc</b>
Category 1 patients on the waiting list who have waited for more than 30 days	List of Category 1 patients on the waiting list who have been waiting (that is, not yet admitted) for more than 30 days for the awaited procedure.	<b>aaammyysn.doc</b>
Admitted Patients, Category 1, 2 & 3 - Number and Percentage, and Total Admitted Patients.	<ul style="list-style-type: none"> <li>• The number and percentage of Category 1 patients admitted during this month 'within 30 days' and 'after 30 days' of being placed on the waiting list,</li> <li>• The number and percentage of Category 2 patients admitted during this month 'within 90 days' and 'after 90 days' of being placed on the waiting list,</li> <li>• The number of Category 3 patients admitted during this month, and,</li> <li>• The total number of admitted patients for this month.</li> </ul>	<b>aaammyysn.doc</b>

Report	Description	File name (Refer to File naming convention, page 4-6)
Waiting patients, Category 1 - Number and percentage, Category 2 - Number and percentage, Category 3 - Number and percentage, and total number of patients remaining on the waiting list.	<ul style="list-style-type: none"> <li>• The number and percentage of Category 1 patients at this hospital on the waiting list (that is, not yet admitted) who have been 'waiting 30 days or less', and those who have been 'waiting more than 30 days',</li> <li>• The number and percentage of Category 2 patients at this hospital on the waiting list (that is, not yet admitted) who have been 'waiting 90 days or less', and those who have been 'waiting more than 90 days',</li> <li>• The number and percentage of Category 3 patients at this hospital on the waiting list (that is, not yet admitted), and</li> <li>• The total number of patients at this hospital on the waiting list.</li> </ul>	<b>aaammmyysn.doc</b>
Category 2 & 3 patients on the waiting list - Average waiting time	Average waiting times for Category 2 & 3 patients on the waiting list	<b>aaammmyysn.doc</b>
Patients on the waiting list by Category	Patients on the waiting list by <i>Clinical urgency</i> category.	<b>aaammmyysn.doc</b>
Hospital Initiated Postponements	Number of Hospital Initiated Postponements per 100 waiting list admissions	<b>aaammmyysn.doc</b>
Total Number of patients removed from the Waiting List by <i>Reason for Removal</i> Codes	List of the number of patients removed from the waiting list by Reason for Removal Codes for the month	<b>aaammmyysn.doc</b>

# Sample Control Reports

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## Category 1 patients who have waited for more than 30 days prior to admission

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CATEGORY 1 PATIENTS WHO HAVE WAITED  
FOR MORE THAN 30 DAYS PRIOR TO ADMISSION  
By URNO

*campcode* CAMPUS : *month* 2001 (xxx Submission)

KEY	: 064095	WAIT NO	: 1
URNO	: 345345	PAT STAT	: R
REG DATE	: dd/mm/yy	URG DATE	: dd/mm/yy
SR DATE	: dd/mm/yy	REM DATE	: dd/mm/yy
TOTAL WAIT:	36	NRFC DAYS:	31
NRFC since last agmt:	.	NRFC since last urg inc:	31

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**OR**

CATEGORY 1 PATIENTS WHO HAVE WAITED  
FOR MORE THAN 30 DAYS PRIOR TO ADMISSION  
By URNO  
*Campcode* CAMPUS : *month* 2001 (xxx Submission)

KEY URNO

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NONE OVERDUE

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# Category 1 patients on the waiting list who have waited for more than 30 days

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CATEGORY 1 PATIENTS ON THE WAITING LIST  
WHO HAVE WAITED FOR MORE THAN 30 DAYS  
By URNO

*campcode* CAMPUS : *month* 2001 (xxx Submission)

KEY	: 064095	WAIT NO	: 1
URNO	: 345345	PAT STAT	: R
REG DATE	: dd/mm/yy	URG DATE	: dd/mm/yy
SR DATE	: dd/mm/yy	REM DATE	: dd/mm/yy
TOTAL WAIT:	36	NRFC DAYS:	31
NRFC since last agmt:	.	NRFC since last urg inc:	31

\*\*\*\*\*

**OR**

CATEGORY 1 PATIENTS ON THE WAITING LIST  
WHO HAVE WAITED FOR MORE THAN 30 DAYS

By URNO

*Campcode* CAMPUS : *month* 2001 (xxx Submission)

KEY URNO

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NONE OVERDUE

PREPARED BY DHS

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# Admitted Patients: Number and Percentage by Category

ADMITTED PATIENTS  
 ALL CATEGORIES  
 NUMBER AND PERCENTAGE  
 campcode CAMPUS : month 2001 (xxx Submission)

		Admitted Patients			
		ADMITTED IN TIME	ADMITTED AFTER TIME	TOTAL	
1	patients	Number	118	0	118
		Percentage	100.00%	0.00%	100.00%
2	patients	Number	187	0	187
		Percentage	100.00%	0.00%	100.00%
3	patients	Number	648	0	648
		Percentage	100.00%	0.00%	100.00%
TOTAL	patients	Number	953	0	953
		Percentage	100.00%	0.00%	100.00%

In Time - Cat1: W/in 30 days; Cat2: W/in 90 days; Cat3: No time limit  
 After Time - Cat1: after 30 days; Cat2: after 90 days; Cat3: N/A

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# Waiting patients: Number and Percentage by Category

WAITING PATIENTS  
 ALL CATEGORIES  
 NUMBER AND PERCENTAGE  
 campcode CAMPUS : month 2001 (xxx Submission)

			WAITING PATIENTS		
			WAITING UNDER TIME	WAITING OVER TIME	TOTAL
CATEGORY					
1	patients	Number	20	0	20
		Percentage	100.00%	0.00%	100.00%
2	patients	Number	181	0	181
		Percentage	100.00%	0.00%	100.00%
3	patients	Number	1065	0	1065
		Percentage	100.00%	0.00%	100.00%
TOTAL	patients	Number	1266	0	1266
		Percentage	100.00%	0.00%	100.00%

Wait Under Time - Cat1: Wait <= 30 days; Cat2: Wait <= 90 days; Cat3: No time limit

Wait Over Time - Cat1: Wait > 30 days; Cat2: Wait > 90 days; Cat3: N/A

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## Category 2 and Category 3 patients on the waiting list - Average Waiting Time

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CATEGORY 2 & 3 PATIENTS ON THE WAITING LIST  
AVERAGE WAITING TIME  
Campcode CAMPUS : *month* 2001 (xxx Submission)

Category	Average Waiting Time (Days)
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2	23.0
3	154.4

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## Patients on the waiting list by Category

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PATIENTS ON THE WAITING LIST  
by CATEGORY  
Campcode CAMPUS : *month* 2001 (xxx Submission)

Category	Patients
1	20
2	181
3	1065
	=====
	1266
	=====

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# Hospital Initiated Postponements

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ADMITTED PATIENTS - NUMBER OF POSTPONEMENTS  
*campcode* CAMPUS : *month* 2001 (xxx Submission)

Number of HIPS experienced by admitted patients	Number of admitted patients	Number of HIPS per 100 Admissions
37	953	3.88

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## Number of patients removed from the waiting list by *Reason for Removal codes*

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REPORTS RUN ON 28JUN01  
 PATIENTS REMOVED FROM WAITING LIST  
 BY REASON OF REMOVAL  
 Campcode CAMPUS : *month 2001 (xxx Submission)*

	CATEGORY			TOTAL
	1	2	3	
REASON FOR REMOVAL				
E - DATA ERROR	1	1	1	3
W - ADMIT TO THIS HOSPITAL	1	1	1	3
X - HOSP ARRANGED ADMISSION ELSEWHERE	0	0	1	1
TOTAL	2	2	3	7

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