

***Section 6:
Request Reports***

Contents

Section 6: Request Reports	6-1
Introduction	6-1
Request Reports	6-2
<i>Diagnoses Outstanding Report</i>	6-3
<i>DRGs for Review</i>	6-6
<i>Census Report</i>	6-9
<i>Sub-Acute Outstanding Report</i>	6-11
<i>Hospital in the Home Report</i>	6-14
<i>DRG-Based Simple Index of Diseases Report</i>	6-17

Introduction

Hospitals contributing to PRS/2 can request a range of reports ('Request Reports') from Allegiance Systems. The selection of reports is limited because in-house hospital systems should be set up to meet the reporting needs of their users.

Request Reports are ordered by including instructions in the Header Record, and do not incur a charge. Each report has an identifier; some reports also require or allow a parameter (for example, a date range or a code value). When ordering a report, insert characters to indicate the report code(s) and the parameters.

Up to five different reports may be ordered at any one time. Where one report is needed in differing sequences or formats, only one run of that report can be requested at the one time. The order in which reports are requested is unimportant.

The format for the entire Request Report segment of the Header Record is up to five (5) sets of fourteen (14) characters.

The format for ordering each Request Report is:

- 2 characters containing the report identifier (Report Code)
- 12 characters containing the parameter required for that report (8 characters for Report Code 03).

To order reports in the Header Record, utilise the character positions as follows:

Character Position	Contents
29-30	Report Code for first request
31-42	Report parameter for first request
43-44	Report Code for second request
45-56	Report parameter for second request
57-58	Report Code for third request
59-70	Report parameter for third request
71-72	Report Code for fourth request
73-84	Report parameter for fourth request
85-86	Report Code for fifth request
87-98	Report parameter for fifth request

Request Reports

Diagnosis Outstanding Report

Lists all episodes with a separation date within the specified date range, for which no diagnosis record (X2/Y2) is held on PRS/2, so missing X2/Y2 can be transmitted.

DRGs for Review

Lists episodes grouping to a range of nil value/problem DRGs so that they can be reviewed and, where appropriate, X2/Y2s and/or E2s amended and re-transmitted.

Census Report

Lists all episodes where the patient was in hospital on the specified Census Date *according to data held on PRS/2*, for comparison with the in-house census, to help identify the cause of discrepancies.

Sub-Acute Outstanding Report

Lists all episodes with Care Type 2, 6, 7, 8, 9, F or E within the specified date range, for which no Sub-acute Record (S2) is held on PRS/2, so missing S2 records can be transmitted.

Hospital in the Home Report

Lists all episodes where the patient had days recorded in Accommodation Type 4 *In the Home (Hospital – HITH)(Rehabilitation – RITH)* *according to data held on PRS/2*, for comparison with in-house lists, to help identify episodes causing discrepancies.

DRG-Based Simple Index Report

Lists all episodes with a separation in the date range, under each DRG with brief details of the episode. Provides a DRG index to hospitals that have limited reporting capabilities.

Diagnoses Outstanding Report

Report Code 01

Purpose To identify episodes remaining without diagnoses (and therefore without DRGs) in PRS/2 so that outstanding Diagnosis Records (X2/Y2s) can be transmitted. It is possible that the in-house system has diagnoses for *all* separations but PRS/2 is missing some X2/Y2s (records that have been rejected and not re-transmitted). Order this report if the Discharges and Outstanding Diagnoses part of the Control Report shows there are diagnoses outstanding but you cannot identify which records they are. Code records (if necessary) and transmit missing X2/Y2 records.

Report Contents Episodes with a separation date within the specified date range, for which no X2/Y2 is held in PRS/2 (because none has been sent or, if sent, it has been rejected).

Period Covered Defined by the report parameters. Can cover any period in the *current* PRS/2 file (that is, until the file has been closed on 21 September). For example, at 31 August 2002, the report could cover any period from 1 July 2001 to 31 August 2002; at 31 October 2002, the report could cover only 1 July 2002 to 31 October 2002.

Report Parameters MMCCYYMMCCYY
Requires a low MMCCYY and then a high MMCCYY to indicate the desired range of separation dates.

The first MMCCYY is the first day of the first month in the period and the second MMCCYY is the last day of the last month in the period, where the full month has been transmitted. Where the full month has not been transmitted the report will contain data up to the period transmitted.

Thus, if the report is required from: 01/09/2002 to 31/05/2003 transmit the input parameter: 092002052003

Including the report code (01), the full fourteen characters would read:
01092002052003

Report Sequence Ascending Patient Identifier; within Patient Identifier, ascending Separation Date.

Fields Reported PERIOD OF REPORT [in the title]
SEPARATION DATE
PATIENT IDENTIFIER
SEX
DATE OF BIRTH
UNIQUE KEY

NUMBER OF OUTSTANDING DIAGNOSES FOR PERIOD

Sample 1: Diagnosis Outstanding Report.

Z99(999)—PRS2-DIAGOUT V1.0 PATIENT REPORTING SYSTEM — 2 RUN ON 03/08/2002 PAGE 1
 PERIOD OF REPORT 01/07/2002 TO 31/07/2002 DIAGNOSIS OUTSTANDING REPORT FOR THE DEPARTMENT HUMAN SERVICES

SEPARATION DATE	UR NUMBER	SEX	DATE OF BIRTH	CARE TYPE	UNIQUE KEY
02/07/2002	00000091	1	22/08/1973	4	040741
12/07/2002	00011185	2	03/03/1947	4	041039
22/07/2002	00002833	2	01/01/2002	8	041214
30/07/2002	00056455	1	03/06/1963	4	041292
31/07/2002	00033332	1	02/03/1968	4	041361

NUMBER OF OUTSTANDING DIAGNOSIS FOR THE PERIOD 01/07/2002 TO 31/07/2002 : 5

DATA IN THIS REPORT INCLUDES THE LATEST TRANSMISSION PROCESSED.
 DATA HELD ON THE CONSOLIDATED FILE MAY EXCLUDE DATA PROCESSED SINCE THE LAST 'END OF MONTH' RUN

DRGs for Review

Report Code 02

Purpose By listing selected nil value/problem DRGs, the hospital can review diagnosis and procedure coding (accuracy, completeness, sequencing) and accuracy of sex and date of birth. Where amendments can legitimately be made, re-transmit the E2, and/or X2/Y2 records as appropriate, so these cases can be re-grouped.

Report Contents Episodes with a separation date within the reporting range, grouping to nil value/problem DRGs:

- 901Z *Extensive O.R. Procedure Unrelated to Principal Diagnosis*
- 902Z *Non-Extensive O.R. Procedure Unrelated to Principal Diagnosis*
- 903Z *Prostatic O.R. Procedure Unrelated to Principal Diagnosis*
- 963Z *Neonatal Diagnosis Not Consistent W Age/Weight*

Period Covered Defined by the report parameters. Can cover any period in the *current* PRS/2 file (that is, until the file has been closed on 21 September). For example, at 31 August 2002, the report could cover any period from 1 July 2001 to 31 August 2002; at 31 October 2002, the report could cover only 1 July 2002 to 31 October 2002.

Report Parameters MMCCYYMMCCYY

Requires a low MMCCYY and then a high MMCCYY to indicate the desired range of separation dates.

The first MMCCYY is the first day of the first month in the period and the second MMCCYY is the last day of the last month in the period, where the full month has been transmitted. Where the full month has not been transmitted the report will contain data up to the period transmitted.

Thus, if the report is required from: 01/09/2002 to 31/05/2003 transmit the input parameter: 092002052003

Including the report code (02), the full fourteen characters would read: 02092002052003

Report Sequence Ascending DRG code; within DRG, the order is governed by:

- First diagnosis code
- First operation (procedure) code
- Patient Identifier
- Separation Date

Fields Reported PERIOD OF REPORT [in the title]

DRG code [in the title]

PATIENT IDENTIFIER

SEPARATION DATE

SEX

DATE OF BIRTH

DIAGNOSES CODES

OPERATION CODES

UNIQUE KEY

TOTAL OF THESE DRGS FOR THE PERIOD

Sample 2: DRGs for Review.

Note: For the purpose of the sample, only VIC-DRG 902Z has been included. This report will list all episodes for all the DRGs for review. A new page is started for each DRG. The total is listed at the end of all of the DRGs, not at the end of each one.

Z99(999)—PRS2-DRGREVIEW V1.0		PATIENT REPORTING SYSTEM — 2				RUN ON 03/08/2002		PAGE 1					
PERIOD OF REPORT 01/07/2002 TO 31/07/2002		DRGS FOR REVIEW				FOR THE DEPARTMENT HUMAN SERVICES							
UR NUMBER	SEPARATION DATE	VIC-DRG4.2* (VIC-DRG4.1)	SEX	DATE OF BIRTH	<	DIAGNOSIS CODES	>	<	PROCEDURE CODES	>	UNIQUE KEY		
00046091	02/07/2002	902Z	2	21/10/1963	PI7020	PI730	PS920	PW19	39324000	9250202	5012400	3047301	040741
					PY929	PY939	PM2547	PK297	3209000	9250202	6142100	1370602	
					PK638	PG409	CD509	CE871	95550003	9555008	9555000	9555001	
					AZ720				9555002	9090107			
00016585	08/07/2002	902Z	1	04/03/1928	PM8649	PL97	PE1151	AI10	1381501	3410609	9555002	9555003	041039
									9555001				
00002831	05/07/2002	902Z	2	21/09/1942	PI269	PD509	CJ189	CI48	9023000	3860000	9250202	1370602	041214
					CI959	CR042	CK720	CI500	1388201	1385700	9555003		
					CE872	AH540	AZ8643						

NUMBER OF VICDRG4.2(&4.1) DRG CODES FOR THE PERIOD 01/07/2002 to 31/07/2002 : 3
 *NOTE: VICDRG4.1 IS SELECTED FOR SEPARATIONS PRIOR TO 01/07/2001; VICDRG4.2 FOR SEPARATIONS ON/AFTER 01/07/2001

Census Report

Report Code 03

Purpose To help identify the cause of discrepancies found when reconciling PRS/2 with in-house figures. The report should be compared with the in-house census for the specified date, to identify any patient who is missing in, or incorrectly recorded by PRS/2. Transmit, as appropriate, deletions or new or updated Episode Record(s) with correct admission and/or separation details.

Note that Transmission Control and Reconciliation Reports automatically print a Census Report for the Header Record End Date. This report only needs to be requested if a Census Report is needed for another date. See Section 7: *Census Report*.

Report Contents Episodes with an admission date less than or equal to the Census Date, and either no separation date or a separation date greater than the Census Date.

Period Covered Defined by the report parameters. Can cover any period in the *current* PRS/2 file (that is, until the file has been closed on 21 September). For example, at 31 August 2002, the report could cover any period from 1 July 2001 to 31 August 2002; at 31 October 2002, the report could cover only 1 July 2002 to 31 October 2002.

Report DMMCCYY

Parameters

Requires the date of the census (Census Date).

Thus, if the report is required for: 7 November 2002 transmit the input parameter: 07112002----[last four characters blank]

Including the report code (03), the full fourteen characters would read: 0307112002---- [last four characters blank].

Report Sequence Ascending Admission Date; within Admission Date, ascending Patient Identifier.

Fields Reported PERIOD OF THE REPORT (that is, Date of the Census) [in the title]
CURRENT FILE DATE [in the footnote]
UNIQUE KEY
PATIENT IDENTIFIER
ADMISSION DATE
SEX
DATE OF BIRTH
ADMIT STATUS (Account Class on Admission)
SEP'N STATUS (Account Class on Separation)
SEP'N DATE (Separation Date)
NUMBER OF ADMITTED PATIENTS SELECTED FOR THE DATE (PRS/2s tally of patients remaining in at that date.)

For a copy of the Census Report see Section 7: *Census Report*.

Sub-Acute Outstanding Report

Report Code	04
Purpose	To identify episodes with Care Type 2, 6, 7, 8, 9, F or E remaining without a Sub-Acute Record (S2) in PRS/2. It is possible that the in-house system contains S2s for all separations, but PRS/2 is missing some (records that have been rejected and not re-transmitted). Order this report if the Sub-Acute Separations and Outstanding Sub-Acute Records for the Period section of the Control Report shows there are S2 records outstanding but you cannot identify which records they are. Transmit the missing S2 records or, if the Care Type was wrong, amend and re-transmit the E2.
Report Contents	Episodes with Care Type 2, 6, 7, 8, 9, F or E with a separation date within the specified date range, for which no S2 is held in PRS/2.
Period Covered	Defined by the report parameters. Can cover any period in the <i>current</i> PRS/2 file (that is, until the file has been closed on 21 September). For example, at 31 August 2002, the report could cover any period from 1 July 2001 to 31 August 2002; at 31 October 2002, the report could cover only 1 July 2002 to 31 October 2002.
Report Parameters	<p>MMCCYYMMCCYY</p> <p>Requires a low MMCCYY and then a high MMCCYY to indicate the desired range of separation dates.</p> <p>The first MMCCYY is the first day of the first month in the period and the second MMCCYY is the last day of the last month in the period, where the full month has been transmitted. Where the full month has not been transmitted the report will contain data up to the period transmitted.</p> <p>Thus, if the report is required from: 01/09/2002 to 31/05/2003 transmit the input parameter: 092002052003</p> <p>Including the report code (04), the full fourteen characters would read: 04092002052003</p>
Report Sequence	Ascending Patient Identifier; within Patient Identifier, ascending Separation Date.

Fields Reported

PERIOD OF REPORT (in the title)

PATIENT IDENTIFIER

SEPARATION DATE

SEX

DATE OF BIRTH

CARE TYPE

UNIQUE KEY

NUMBER OF RECORDS WITH CARE TYPE 2, 6, 7, 8, 9, F OR E IN THE PERIOD

NUMBER OF OUTSTANDING SUB-ACUTE RECORDS FOR THE PERIOD

PERCENTAGE OF SUB-ACUTE RECORDS COMPLETED

Sample 3: Sub-Acute Outstanding Report.

Z99(999)—PRS2-SUBACUTE V1.0 PATIENT REPORTING SYSTEM — 2 RUN ON 03/08/2002 PAGE 1
 PERIOD OF REPORT 01/07/2002 TO 31/07/2002 SUB-ACUTE RECORDS REPORT FOR THE DEPARTMENT HUMAN SERVICES

SEPARATION DATE	UR NUMBER	SEX	DATE OF BIRTH	CARE TYPE	UNIQUE KEY
02/07/2002	00046091	1	22/08/1933	9	020742
12/07/2002	00016585	2	03/03/1947	9	021038
22/07/2002	00002831	2	01/01/1932	8	021218
30/07/2002	00052285	1	03/06/1923	F	021293
31/07/2002	00053712	1	02/03/1938	E	021365

NUMBER OF RECORDS WITH CARE TYPE 2, 6, 7, 8, 9, F OR E IN THE PERIOD: 100
 NUMBER OF OUTSTANDING SUBACUTE RECORDS FOR THE PERIOD 01/07/2002 TO 31/07/2002 : 5
 PERCENTAGE OF SUB-ACUTE RECORDS COMPLETED : 95.0%

DATA IN THIS REPORT INCLUDES THE LATEST TRANSMISSION PROCESSED.
 DATA HELD ON THE CONSOLIDATED FILE MAY EXCLUDE DATA PROCESSED SINCE THE LAST 'END OF MONTH' RUN

Hospital in the Home Report

Report Code 05

Purpose To identify episodes which have a component of the care being delivered under the Hospital in the Home (HITH) program. Order this report to compare HITH separations and days in the control report with in-house lists, and to identify any records causing discrepancies.

Having amended Accommodation Types and re-transmitted the E2s, also investigate the cause of the problem. This will either be poor data flow (the information is not being captured) or flawed software (contact your supplier).

Report Contents Episodes with and without a separation date, within the specified date range, for which the Accommodation Type 4 *In the Home (Hospital – HITH)(Rehabilitation – RITH)* is recorded for all or part of the episode.

Period Covered Defined by the report parameters. Can cover any period in the *current* PRS/2 file (that is, until the file has been closed on 21 September). For example, at 31 August 2002, the report could cover any period from 1 July 2001 to 31 August 2002; at 31 October 2002, the report could cover only 1 July 2002 to 31 October 2002.

Report MMCCYYMMCCYY

Parameters Requires a low MMCCYY and then a high MMCCYY to indicate the desired range of separation dates.

The first MMCCYY is the first day of the first month in the period and the second MMCCYY is the last day of the last month in the period, where the full month has been transmitted. Where the full month has not been transmitted the report will contain data up to the period transmitted.

Thus, if the report is required from: 01/09/2002 to 31/05/2003 transmit the input parameter: 092002052003

Including the report code (05), the full fourteen characters would read: 05092002052003

Report Sequence Ascending Patient Identifier; within Patient Identifier, ascending by Separation Date.

Patients remaining in listed after those with Separation Date, in ascending Admission Date order.

Total episodes containing HITH days (separations and not separated) are totalled for the period.

Fields Reported PERIOD OF REPORT (in the title)

PATIENT IDENTIFIER

SEPARATION DATE

ADMISSION DATE

TOTAL HITH DAYS IN EPISODE

TOTAL LOS OF EPISODE

UNIQUE KEY

NUMBER OF EPISODES CONTAINING HITH (INCL. NOT SEPS) FOR THE PERIOD

Sample 4: Hospital in the Home Report.

Z99(999)—PRS2-HITH V1.0 PATIENT REPORTING SYSTEM — 2 RUN ON 03/08/2002 PAGE 1
 PERIOD OF REPORT 01/07/2002 TO 31/07/2002 EPISODES WITH 'HITH' ACCOMMODATION TYPE FOR THE DEPARTMENT HUMAN SERVICES

UR NUMBER	SEPARATION DATE	ADMISSION DATE	TOTAL HITH DAYS IN EPISODES	TOTAL LOS OF EPISODE	UNIQUE KEY	CARE TYPE
00006091	11/07/2002	04/07/2002	3	7	040741	4
00006103	10/07/2002	07/07/2002	3	2	041214	6
00006133	30/07/2002	08/07/2002	6	22	041292	4
00006200	29/07/2002	12/07/2002	10	17	041039	4
00006256		28/07/2002	2	4	041361	4

NUMBER OF EPISODES CONTAINING HITH (INCL NOT SEPS) FOR THE PERIOD : 01/07/2002 TO 31/07/2002 : 5

NUMBER OF EPISODES NOT SEPARATED AND CONTAINING HITH FOR THE PERIOD: 01/07/2002 TO 31/07/2002 : 1

DATA IN THIS REPORT INCLUDES THE LATEST TRANSMISSION PROCESSED.
 DATA HELD ON THE CONSOLIDATED FILE MAY EXCLUDE DATA PROCESSED SINCE THE LAST 'END OF MONTH' RUN

DRG-Based Simple Index of Diseases Report

Report Code 06

Purpose Provides a DRG index to medical record departments/health information services. Examples of use: Identify medical records in a particular DRG for detailed review; identify cases in a specific DRG according to another field (for example, count or identify cases where Admission Type is emergency as against planned); review coding quality (for example, looking for a pattern of diagnosis/procedure codes).

Report Contents Episodes with a separation date and X2/Y2 Records, within the specified date range.

Period Covered Defined by the report parameters. Can cover any period in the *current* PRS/2 file (that is, until the file has been closed on 21 September). For example, at 31 August 2002, the report could cover any period from 1 July 2001 to 31 August 2002; at 31 October 2002, the report could cover only 1 July 2002 to 31 October 2002.

Report Parameters MMCCYYMMCCYY
Requires a low MMCCYY and then a high MMCCYY to indicate the desired range of separation dates.

The first MMCCYY is the first day of the first month in the period and the second MMCCYY is the last day of the last month in the period, where the full month has been transmitted. Where the full month has not been transmitted the report will contain data up to the period transmitted.

Thus, if the report is required from: 01/09/2002 to 31/05/2003 transmit the input parameter: 092002052003

Including the report code (06), the full fourteen characters would read:
06092002052003

Report Sequence Ascending DRG code; within DRG, the order is governed by:

- First Diagnosis Code
- First Procedure Code
- Patient Identifier
- Separation Date

Fields Reported PERIOD OF REPORT (in the title)
MDC number and rubric [in the title]
DRG Code [in the title]
PATIENT IDENTIFIER
SEX
AGE (in completed years; under 1 shown as <1)
POSTCODE
DIAGNOSIS CODES
ADD CODES
ADMIT TP
ADMIT SRC
LOS
SEPN DATE
A/C CAT
SEPN TYPE

For each DRG, a panel of statistics is provided:

- TOTAL PATIENTS analysed by broad account class
- TOTAL BED DAYS analysed by broad account class
- AGE DISTRIBUTION and AV AGE (mean age)
- LENGTH OF STAY distribution and AV STAY (mean length of stay)

There is also an Index to link Patient Identifier to DRG. Index sequence is ascending Patient Identifier order; within Patient Identifier, by Separation Date. Fields reported:

- PATIENT IDENTIFIER
- SEP DATE
- DRG