

Section 6: Request Reports

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Introduction

Hospitals have a number of ways to obtain data from the VAED. These are from:

- Request reports, listed in this section of the Manual, starting page 6-2.
- Standard control reports generated by PRS/2 when each file is processed (See Section 5: *Compilation & Transmission*)
- From the DHS Performance Reporting and Analysis Unit. There are several standard reports at: <http://www.dhs.vic.gov.au/ahs/perfrep.htm>

Please direct queries or requests for reports and/or extracts to the Victorian Health Information Reporting System helpdesk by email: VHIRS.helpdesk@dhs.vic.gov.au

Request Reports

Hospitals contributing to PRS/2 can request a range of reports ('Request Reports') to be produced by PRS/2 when their transmission file is processed. Request Reports are primarily intended to assist in reconciling data and diagnosing problems in data submission. Sites should configure their in-house systems in order to meet their own reporting needs.

Request Reports do not incur a charge and are ordered by including one or more Report Codes in the Header Record. Reports also require or allow a parameter (for example, a date range or a code value).

Up to six 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. Refer to Section 5: *Header Record*.

The reports that can be requested are listed below:

Diagnosis Outstanding Report

Lists all episodes with a separation date within the specified date range for which no diagnosis record (X4/Y4) is held on PRS/2. This report will assist in identifying missing X4/Y4 records requiring transmission.

DRGs for Review

Lists episodes grouping to a range of nil value/problem DRGs. This report will assist in review of the episodes and, where appropriate, X4/Y4s and/or E4s may be 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*. This report may be compared with the in-house census to help identify the cause of discrepancies.

Sub-Acute Outstanding Report

Lists all episodes with Care Type P, 2, 6, 7, K, 8, 9, F or E within the specified date range for which no Sub-acute Record (S4) is held on PRS/2. This report will assist in identifying missing S4 records that they may be transmitted.

In the Home Report

Lists all episodes where the patient had days recorded in Accommodation Type 4 *In the Home (Hospital – HITH)* *according to data held on PRS/2*. This report may be compared with in-house lists to help identify episodes causing discrepancies.

Hospital Activity and WIES Report

Lists summary data for all separated episodes for the financial year.

Diagnoses Outstanding Report

Report Code	01
Purpose	<p>To identify episodes without diagnoses (and therefore without DRGs) remaining in PRS/2 so that outstanding Diagnosis Records (X4/Y4s) can be transmitted. It is possible that the in-house system has diagnoses for <i>all</i> separations but PRS/2 is missing some X4/Y4s (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.</p> <p>Note: This report is produced as a standard report whenever a transmission file is processed. The standard report will report on all diagnoses outstanding for the current financial year. The request report may be requested for any period.</p>
Suggested Action	Code records (if necessary) and transmit missing X4/Y4 records.
Report Contents	Episodes with a separation date within the specified date range, for which no X4/Y4 is held in PRS/2 (because none have been sent or, if sent, have been rejected).
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 17 September). For example, at 31 August 2007, the report could cover any period from 1 July 2006 to 31 August 2007; at 31 October 2007, the report could cover only 1 July 2006 to 31 October 2007.
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 01/09/2007 to 31/05/2008 transmit the input parameter: 092007052008</p> <p>Including the report code (01), the full fourteen characters would read: 01092007052008</p>
Report Sequence	Ascending Patient Identifier; within Patient Identifier, ascending Separation Date.
Fields Reported	PERIOD OF REPORT [in the title] SEPARATION DATE PATIENT IDENTIFIER (labeled UR Number) SEX DATE OF BIRTH CARE TYPE UNIQUE KEY NUMBER OF OUTSTANDING DIAGNOSES FOR PERIOD

Sample 1: Diagnosis Outstanding Report.

Z99(999)—PRS2-DIAGOUT V1.0 PERIOD OF REPORT 01/07/2007 TO 31/07/2007		PATIENT REPORTING SYSTEM — 2 DIAGNOSIS OUTSTANDING REPORT		RUN ON 03/08/2007 PAGE 1 FOR THE DEPARTMENT HUMAN SERVICES	
SEPARATION DATE	UR NUMBER	SEX	DATE OF BIRTH	CARE TYPE	UNIQUE KEY
02/07/2007	0000000091	1	22/08/1973	4	000040741
12/07/2007	0000011185	2	03/03/1947	4	000041039
22/07/2007	0000002833	2	01/01/2004	8	000041214
30/07/2007	0000056455	1	03/06/1963	4	000041292
31/07/2007	0000033332	1	02/03/1968	4	000041361
NUMBER OF OUTSTANDING DIAGNOSIS FOR THE PERIOD 01/07/2007 TO 31/07/2007 :					5
<p>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</p>					

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.
Suggested Action	Where amendments can legitimately be made, re-transmit the E4, and/or X4/Y4 records as appropriate, so these episodes can be re-grouped.
Report Contents	Episodes with a separation date within the reporting range, grouping to nil value/problem DRGs: <ul style="list-style-type: none">• 901Z <i>Extensive O.R. Procedure Unrelated to Principal Diagnosis</i>• 902Z <i>Non-Extensive O.R. Procedure Unrelated to Principal Diagnosis</i>• 903Z <i>Prostatic O.R. Procedure Unrelated to Principal Diagnosis</i>• 960Z <i>Ungroupable</i>• 961Z <i>Unacceptable Principal Diagnosis</i>• 963Z <i>Neonatal Diagnosis Not Consistent W Age/Weight</i>
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 17 September). For example, at 31 August 2007, the report could cover any period from 1 July 2006 to 31 August 2007; at 31 October 2007, the report could cover only 1 July 2007 to 31 October 2007.
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 01/09/2007 to 31/05/2008 transmit the input parameter: 092007052008 Including the report code (02), the full fourteen characters would read: 02092007052008
Report Sequence	Ascending DRG code; within DRG, the order is governed by: <ul style="list-style-type: none">• First diagnosis code• First procedure code• Patient Identifier• Separation Date

Fields Reported PERIOD OF REPORT [in the title]
DRG code [in the title]
PATIENT IDENTIFIER (labeled UR Number)
SEPARATION DATE
VIC-DRG5.2
SEX
DATE OF BIRTH
DIAGNOSES CODES
PROCEDURE CODES
UNIQUE KEY

COUNT OF THESE DRGS FOR THE PERIOD [Footnote]

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 only listed at the end of all of the DRGs.

Z99(999)—PRS2-DRGREVIEW V1.0		PATIENT REPORTING SYSTEM — 2				RUN ON 03/08/2007		PAGE 1					
PERIOD OF REPORT 01/07/2007 TO 31/07/2007		DRGS FOR REVIEW				FOR THE DEPARTMENT HUMAN SERVICES							
UR NUMBER	SEPARATION DATE	VIC-DRG5.2	SEX	DATE OF BIRTH	<	DIAGNOSIS CODES	>	<	PROCEDURE CODES	>	UNIQUE KEY		
0000046091	02/07/2007	902Z	2	21/10/1963	PI7020	PI730	PS920	PW19	39324000	9250202	5012400	3047301	000040741
					PY929	PY939	PM2547	PK297	3209000	9250202	6142100	1370602	
					PK638	PG409	CD509	CE871	95550003	9555008	9555000	9555001	
					AZ720				9555002	9090107			
0000016585	08/07/2007	902Z	1	04/03/1928	PM8649	PL97	PE1151	AI10	1381501	3410609	9555002	9555003	000041039
									9555001				
0000002831	05/07/2007	902Z	2	21/09/1942	PI269	PD509	CJ189	CI48	9023000	3860000	9250202	1370602	000041214
					CI959	CR042	CK720	CI500	1388201	1385700	9555003		
					CE872	AH540	AZ8643						
NUMBER OF VICDRG5.2 DRG CODES FOR THE PERIOD 01/07/2007 to 31/07/2007 : 3													

Census Report

Report Code	03
Purpose	To help identify the cause of discrepancies found when reconciling PRS/2 with in-house figures. 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: <i>Census Report</i> .
Suggested Action	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 E4 Episode Record(s) with correct admission and/or separation details.
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 <i>current</i> PRS/2 file (that is, until the file has been closed on 17 September). For example, at 31 August 2007, the report could cover any period from 1 July 2006 to 31 August 2007; at 31 October 2007, the report could cover only 1 July 2007 to 31 October 2007.
Report Parameters	DDMMCCYY Requires the date of the census (Census Date). Thus, if the report is required for 7 November 2007 transmit the input parameter: 07112007----[last four characters spaces] Including the report code (03), the full fourteen characters would read: 0307112007---- [last four characters spaces].
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 (labelled UR Number) ADMISSION DATE SEX DATE OF BIRTH CARE TYPE ACCOUNT CLASS ACCOUNT CLASS ON SEPARATION SEP'N DATE (Separation Date) NUMBER OF ADMITTED PATIENTS SELECTED FOR THE DATE (PRS/2's 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 P, 2, 6, 7, K, 8, 9, F or E remaining in PRS/2 without a Sub-Acute Record (S4). It is possible that the in-house system contains S4 records 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 S4 records outstanding but you cannot identify which records they are.
Suggested Action	Transmit the missing S4 records or, if the Care Type was wrong, amend and re-transmit the E4.
Report Contents	Episodes with Care Type P, 2, 6, 7, K, 8, 9, F or E with a separation date within the specified date range, for which no S4 record 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 17 September). For example, at 31 August 2007, the report could cover any period from 1 July 2006 to 31 August 2007; at 31 October 2007, the report could cover only 1 July 2007 to 31 October 2007.
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 01/09/2007 to 31/05/2008 transmit the input parameter: 092007052008</p> <p>Including the report code (04), the full fourteen characters would read: 04092007052008</p>
Report Sequence	Ascending Patient Identifier; within Patient Identifier, ascending Separation Date.
Fields Reported	<p>PERIOD OF REPORT [in the title] SEPARATION DATE PATIENT IDENTIFIER (labeled UR Number) SEX DATE OF BIRTH CARE TYPE UNIQUE KEY</p> <p>NUMBER OF RECORDS WITH CARE TYPE P, 2, 6, 7, K, 8, 9, F OR E IN THE PERIOD [footnote] NUMBER OF OUTSTANDING SUB-ACUTE RECORDS FOR THE PERIOD [footnote] PERCENTAGE OF SUB-ACUTE RECORDS COMPLETED [footnote]</p>

Sample 3: Sub-Acute Outstanding Report.

Z99(999)—PRS2-SUBACUTE V1.0		PATIENT REPORTING SYSTEM — 2		RUN ON 03/08/2007 PAGE 1	
PERIOD OF REPORT 01/07/2007 TO 31/07/2007		SUB-ACUTE RECORDS REPORT		FOR THE DEPARTMENT HUMAN SERVICES	
SEPARATION DATE	UR NUMBER	SEX	DATE OF BIRTH	CARE TYPE	UNIQUE KEY
02/07/2007	0000046091	1	22/08/1933	9	000020742
12/07/2007	0000016585	2	03/03/1947	9	000021038
22/07/2007	0000002831	2	01/01/1932	8	000021218
30/07/2007	0000052285	1	03/06/1923	P	000021293
31/07/2007	0000053712	1	02/03/1938	E	000021365

NUMBER OF RECORDS WITH CARE TYPE P, 2, 6, 7, 8, 9, F, E OR K IN THE PERIOD: 100
 NUMBER OF OUTSTANDING SUBACUTE RECORDS FOR THE PERIOD 01/07/2007 TO 31/07/2007 : 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

In the Home Report

Report Code	05
Purpose	To identify episodes which have a component of care being delivered In the Home (Accommodation Type 4 <i>In the Home (Hospital – HITH)</i>). Order this report to compare In The Home (ITH) separations and days in the control report with in-house lists, and to identify any records causing discrepancies.
Suggested Action	Having amended Accommodation Types and re-transmitted the E4s, 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 a Separation Date, or an Admission Date without a Separation Date, within the specified date range, for which the Accommodation Type 4 <i>In the Home (Hospital – HITH)</i> is recorded for all or part of the episode.
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 17 September). For example, at 31 August 2007, the report could cover any period from 1 July 2006 to 31 August 2007; at 31 October 2007, the report could cover only 1 July 2007 to 31 October 2007.
Report Parameters	<p>MMCCYMMCCYY</p> <p>Requires a low MMCCYY and then a high MMCCYY to indicate the desired range of separation or admission 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: 01/09/2007 to 31/05/2008 transmit the input parameter: 092007052008</p> <p>Including the report code (05), the full fourteen characters would read: 05092007052008</p>
Report Sequence	<p>Ascending Patient Identifier; within Patient Identifier, ascending by Separation Date.</p> <p>Patients remaining are in listed after those with a Separation Date, in ascending Admission Date order.</p> <p>Total episodes containing In The Home days (separations and not separated) are totaled for the period.</p>

Fields Reported

PERIOD OF REPORT [in the title]
PATIENT IDENTIFIER (labeled UR Number)
SEPARATION DATE
ADMISSION DATE
TOTAL ITH DAYS IN EPISODE
TOTAL LOS OF EPISODE
UNIQUE KEY
CARE TYPE

NUMBER OF EPISODES CONTAINING IN THE HOME (INCL. NOT SEPS) FOR THE PERIOD [footnote]

NUMBER OF EPISODES NOT SEPARATED AND CONTAINING IN THE HOME FOR THE PERIOD [footnote]

Sample 4: In the Home Report.

Z99(999)—PRS2-HITH V1.0		PATIENT REPORTING SYSTEM — 2		RUN ON 03/08/2007		PAGE 1	
PERIOD OF REPORT 01/07/2007 TO 31/07/2007		EPISODES WITH 'ITH' ACCOMMODATION TYPE		FOR THE DEPARTMENT HUMAN SERVICES			
UR NUMBER	ADMISSION DATE	SEPARATION DATE	TOTAL ITH DAYS IN EPISODES	TOTAL LOS OF EPISODE	UNIQUE KEY	CARE TYPE	
EPISODES WITH CARE TYPE 4							
0000006091	28/06/2007	04/07/2007	3	7	000040741	4	
0000006133	02/07/2007	08/07/2007	2	6	000041292	4	
0000006200	26/06/2006	12/07/2007	10	17	000041039	4	
0000006256	28/07/2007		2	4	000041361	4	
<p>NUMBER OF EPISODES CONTAINING IN THE HOME (INCL NOT SEPS) FOR THE PERIOD : 01/07/2007 TO 31/07/2007 : 5</p> <p>NUMBER OF EPISODES NOT SEPARATED AND CONTAINING IN THE HOME FOR THE PERIOD: 01/07/2007 TO 31/07/2007 : 1</p>							
<p>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</p>							

Hospital Activity and WIES Report

Report Code	13
Purpose	<p>To allow hospital management to reconcile their activity against data held by the Department.</p> <p>Note that Transmission Control and Reconciliation Reports automatically include a Hospital Activity and WIES Report when the Header Record End Date is the last day of the month. This report only needs to be requested if a Hospital Activity and WIES Report is needed in a non end of month transmission, or when the Hospital Activity and WIES Report is needed for the previous financial year (that is, until the file has been closed on 17 September). See Section 7: <i>Hospital Activity and WIES Report</i>.</p>
Suggested Actions	Corrective action as suggested by reconciliation results.
Report Contents	Episodes with a separation date less than or equal to the month requested, and in the financial year of the month requested.
Period Covered	Defined by the report parameters. Can cover any period in the <i>current</i> PRS/2 file (that is, until the previous financial year is been closed on 17 September). For example, at 31 August 2007, the report could cover any period from 1 July 2006 to 31 August 2007; at 31 October 2007, the report could cover only 1 July 2007 to 31 October 2007.
Report Parameters	<p>DDMMCCYY</p> <p>Requires a valid date in the month of the last month to be reported.</p> <p>Thus, if the report is required for: the full 2006-2007 financial year input parameter: 30062007----[last four characters blank]</p> <p>Including the report code (13), the full fourteen characters would read: 1330062007---- [last four characters blank].</p>
Report Sequence	See Section 7: <i>Hospital Activity and WIES Report</i> .
Fields Reported	See Section 7: <i>Hospital Activity and WIES Report</i> .

For a copy of the Hospital Activity and WIES Report see: <http://www.health.vic.gov.au/pfg/index.htm>