

# ***Section 1— Introduction***



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# ***Development of the VEMD***

The Victorian Emergency Minimum Dataset (VEMD) contains de-identified demographic, administrative and clinical data detailing Emergency Department presentations at Victorian public hospitals that receive Non-Admitted Emergency Services Grant funding.

The VEMD commenced in 1995 as an initiative of the Department of Human Services in collaboration with the Victorian Emergency Departments Association, the Australasian College for Emergency Medicine Victorian Faculty, the Emergency Nurse's Association, and Monash University Accident Research Centre (MUARC). MUARC have been collecting data for Emergency Department data for injury presentations through their Victorian Injury Surveillance and Applied Research System (VISAR) (formerly known as Victorian Injury Surveillance System (VISS)) since 1989.

The Health Data Standards and Systems, Performance Reporting & Analysis and Information Systems and Solutions Units of the Metropolitan Health and Aged Care Services Division manage the operations of the VEMD and the Emergency Department Information System (EDIS) Review Committee provides expert advice to the Department, see Section 1— Introduction (EDIS Review Committee and Acknowledgments).

From 1 July 2005, the VEMD will provide all data necessary for Victoria to satisfy its reporting obligations to the Non-Admitted National Minimum Dataset.

## ***Uses of the Data Collection***

The VEMD provides information to support:

- Epidemiological studies
- Health service planning and coordination
- Policy assessment and formulation
- Clinical research
- Quality improvement
- Patient management
- ED operation and management
- Victoria fulfilling its reporting obligations under the National Health Information Agreement and the Australian Health Care Agreement.

# ***EDIS Review Committee***

The EDIS Review Committee comprises representatives from the Department of Human Services, participating hospitals, Victorian Injury Surveillance and Applied Research (VISAR) and the metropolitan and rural ambulance services. See Section 1—Introduction (Acknowledgments for current members).

A wide range of areas are covered by the group including:

- Specification of data items
- Business rules
- Data submission
- Data quality
- Reporting requirements
- Standard data reports
- Linkage and standardisation with other data sets.

## ***The VEMD Cycle***

The development and refinement of the VEMD dataset and manual is achieved through an annual cycle involving:

1. Call for proposals for changes to the VEMD
2. Development and distribution of the 'Proposals for Revisions' document
3. Feedback on the proposals
4. HDSS Forum
5. Development and distribution of the 'Specification for Revisions' document
6. Development and distribution of the 'Victorian Emergency Minimum Dataset' manual
7. Implementation of the new edition of the VEMD.

# ***VEMD Manual***

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## **Purpose**

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The purpose of the VEMD manual is to provide contributors and users of the VEMD with a complete information resource on the dataset. It is designed to:

- Provide contributors with the information needed to successfully compile and transmit the data files
- Familiarise contributors and users with data items and edits
- Detail or provide the location of related reference files and code lists
- Identify support services and contact details.

The majority of data items and codesets utilised in the VEMD have been based on, or taken from definitions and codesets specified in the National Health Data Dictionary (NHDD).

This manual has eight sections, see Section 1- Introduction (Layout), providing clinical, nursing and clerical staff with the level of detail necessary to accurately record patient demographics, diagnoses, procedures, injury surveillance and other data. Where necessary, explanatory notes are included to promote consistent interpretation of the data items.

Software suppliers should bear in mind that hospital systems do not need to exactly replicate the codes outlined in the manual. However, the interface must be capable of formatting the data appropriately for transmission and processing to DHS.

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# Layout

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## ***Section 1: Introduction***

- Collection background
- Where to access publications and reference files
- How to contact the VEMD staff within the Department
- Lists of abbreviations used in the manual
- Members of the EDIS Review Committee

## ***Section 2: Concept and Derived Item Definitions***

- Concept and Derived items listed in alphabetical order

## ***Section 3: Data Definitions***

- Data definition structure
- Data items listed in alphabetical order

## ***Section 4: Business Rules***

- VEMD Business Rules

## ***Section 5: Compilation and Submission***

- File structure and format
- File naming conventions, period of extract, and file security
- Data quality, schedule requirements, and related policies
- Test Transmission and VEMD Editor

## ***Section 6: Control Reports***

- Summary of control report structure

## ***Section 7: Editing***

- Summary of edit messages
- Specific details of each edit message
- Matrix of VEMD edits

## ***Section 8: Supplementary Code Lists***

- Country of Birth Codes: summary and detailed numerical order, alphabetical order
- Emergency Department ICD-10-AM Diagnosis Codes
- Nature of Main Injury / Body Region and ICD-10-AM Matrix and Editing Table
- Preferred Language code
- Emergency Department Procedure Codes

# ***VEMD Reference Files***

<b><i>Reference File</i></b>	<b><i>Location</i></b>
• Campus Code	<a href="http://hdss.health.vic.gov.au/reffiles/index.htm">http://hdss.health.vic.gov.au/reffiles/index.htm</a>
• Postcode Locality	<a href="http://hdss.health.vic.gov.au/reffiles/index.htm">http://hdss.health.vic.gov.au/reffiles/index.htm</a>
• Country of Birth	<a href="http://hdss.health.vic.gov.au/reffiles/index.htm">http://hdss.health.vic.gov.au/reffiles/index.htm</a>
• Preferred Language	<a href="http://hdss.health.vic.gov.au/reffiles/index.htm">http://hdss.health.vic.gov.au/reffiles/index.htm</a>
• ICD-10-AM Library File	<a href="http://hdss.health.vic.gov.au/vemd/index.htm">http://hdss.health.vic.gov.au/vemd/index.htm</a>
• Body Region Matrix	<a href="http://hdss.health.vic.gov.au/vemd/index.htm">http://hdss.health.vic.gov.au/vemd/index.htm</a>

All of the reference files listed above are available to software suppliers in excel format, or in hard copy in Section 8 – Supplementary Code Lists (except for Statistical Local Area (SLA) and Campus Code tables). Alternatively, access the related web sites or contact the HDSS Help Desk to request a copy, see also Section 1—Introduction (Contact Details).

## ***VEMD Updates***

Although the VEMD manual is accurate at the time of release, changes to policy and procedures or the external references utilised by the VEMD often result in modifications to the dataset.

All modifications are published in the HDSS Bulletin, which is produced by the Health Data Standards and Systems Unit when important information needs to be circulated to contributors and users of the databases it manages. The Bulletin is distributed via email to all interested parties, as listed on the HDSS mailing list, and is available on the HDSS website.

It is therefore vital that all contributors and users of the VEMD ensure that their current contact details, including email address, are provided to HDSS. Alternative arrangements can be made for receipt of the HDSS Bulletin, if email is not a suitable option by contacting HDSS. (Section 1 – Introduction (Contact Details)).

# DHS Publications

## Main DHS publications (relating to the VEMD):

<b>Publication</b>	<b>Where</b>	<b>Contains</b>
<b>HDSS Bulletins</b>	<a href="http://www.health.vic.gov.au/hdss/bulletin/index.htm">http://www.health.vic.gov.au/hdss/bulletin/index.htm</a> Emailed to users on HDSS mailing list.	VEMD, ESIS VAED, AIMS and general information
<b>Proposals for revisions</b>	<a href="http://www.health.vic.gov.au/hdss/vemd/index.htm">http://www.health.vic.gov.au/hdss/vemd/index.htm</a> Notification of release emailed to users on HDSS mailing list.	Proposals for revisions to the dataset
<b>Specification for Revisions</b>	<a href="http://www.health.vic.gov.au/hdss/vemd/index.htm">http://www.health.vic.gov.au/hdss/vemd/index.htm</a> Notification of release emailed to users on HDSS mailing list.	Specified revisions to dataset for next manual
<b>VEMD Manual</b>	<a href="http://www.health.vic.gov.au/hdss/vemd/index.htm">http://www.health.vic.gov.au/hdss/vemd/index.htm</a> Hardcopies mailed to all EDs reporting to the VEMD.	Policy, data items, edits etc
<b>Policy &amp; Funding Guidelines</b>	<a href="http://www.health.vic.gov.au/pfg2003/index.htm">http://www.health.vic.gov.au/pfg2003/index.htm</a>	Hospital Demand Management Strategy

## Other Relevant Publications

### Department of Human Services:

#### *Hospital Circulars*

Majority of circulars are also available on the Internet at:

<http://www.health.vic.gov.au/hospitalcirculars/>

#### *Victorian Health Services*

Maps and information are available on the Internet at:

<http://www.health.vic.gov.au/maps/index.htm>

#### *Hospital Demand Management Group*

<http://www.dhs.vic.gov.au/ahs/hosdem.htm>

#### *Auditor Generals Report 'Managing emergency demand in public hospitals'*

Presented to Victoria Parliament in May 2004

[http://www.audit.vic.gov.au/reports\\_par/1agp96cv.html](http://www.audit.vic.gov.au/reports_par/1agp96cv.html)

## **Legislation:**

### Commonwealth:

The following Commonwealth Acts are available on the Internet under the heading 'Commonwealth' at: <http://scaleplus.law.gov.au/>

*National Health Act 1953,*

*Health Insurance Act 1973,*

*Privacy Act, 1988*

*Privacy Amendment (Private Sector) Act, 2000*

### Victorian:

The following Victorian Acts are available on the internet: <http://www.dms.dpc.vic.gov.au/>

*Health Act 1958*

*Health Services Act 1988*

*Health Records Act 2001*

*Aged & Disabled Persons Care Act 1954*

*Annual Reporting Act 1983*

*Health Services (Private Hospitals and Day Procedure Centre) Regulations 1991*

*Hospital & Charities Commission (Fees) Regulations 1986*

## **Other:**

*Australia Post* website listing of postcodes and localities: [www.austpost.com.au/postcodes/](http://www.austpost.com.au/postcodes/)

*Australian Standard Classification of Countries for Social Statistics*, Australian Bureau of Statistics (ABS), Catalogue No. 1269.0. This document is only available on floppy disk. See also the ABS website at: <http://www.abs.gov.au/>

*National Health Data Dictionary*, Australian Institute of Health and Welfare. Available on the Internet at: <http://www.aihw.gov.au/publications/>

*White Pages* website permits searches for postcodes and localities:

<http://www.whitepages.com.au/wp/>


# ***Abbreviations Used in the Manual***

ASCII	American Standard Code for Information Interchange
CCIHT	Critical Care Inter-Hospital Transfer
CCU	Coronary/Cardiac Care Unit
DHS	Department of Human Services Victoria
DVA	Department of Veterans' Affairs
DWH	Data Warehouse
ED	Emergency Department
EDIS	Emergency Department Information System
EMU	Emergency Medical Unit
ESIS	Elective Surgery Information System
HDM	Hospital Demand Management
HDSS	Health Data Standards & Systems Unit, Metropolitan Health and Aged Care Services Division, DHS
ICD-10-AM	Statistical Classification of Diseases and Related Health Problems, 10th Revision, Australian Modification
ICU	Intensive Care Unit
LMO	Local Medical Officer
LOS	Length of Stay
MAPU	Medical Assessment and Planning Unit
MAS	Metropolitan Ambulance Service
MHS	Metropolitan Health Service
MICA	Mobile Intensive Care Ambulance
MUARC	Monash University Accident Research Centre
NHDD	National Health Data Dictionary, produced by the Australian Institute of Health and Welfare
PRS/2	Patient Reporting System Version 2
RAV	Rural Ambulance Victoria
SLA	Statistical Local Area
SOU	Short Stay Observation Unit
TAC	Transport Accident Commission
the Department	Department of Human Services
VAED	Victorian Admitted Episodes Dataset
VEMD	Victorian Emergency Minimum Dataset
VISAR	Victorian Injury Surveillance and Applied Research System


# Contact Details


## **Dataset and submission, VEMD manual:**


For general assistance and queries relating to the collection and reporting of VEMD data, Data Quality and Timeliness Penalties and this manual, contact Health Data Standards & Systems Unit (HDSS), DHS:

Email  [submit.vemd@dhs.vic.gov.au](mailto:submit.vemd@dhs.vic.gov.au) Forward data submission and related queries and monthly patient level data and queries

Help-Desk  (03) 9616 8141 Log call: name, number, specify call is regarding VEMD, message

Fax  (03) 9616 7743


Post  VEMD Coordinator  
Heath Data Standards & Systems Unit  
Metropolitan Health & Aged Care Services  
Department of Human Services  
4/555 Collins Street  
MELBOURNE VIC 3001


Website  [hdss.health.vic.gov.au/vemd/index.htm](http://hdss.health.vic.gov.au/vemd/index.htm) Related documents, reference files

## **Hospital Demand Management**

Contact David Gardner

E-mail  [David.Gardner@dhs.vic.gov.au](mailto:David.Gardner@dhs.vic.gov.au)

Telephone  (03) 9616 7798

Fax  (03) 9616 8347

Post  GPO Box 4057  
MELBOURNE VIC 3001

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# ***Acknowledgments***

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Ms Sally Christie	Royal Children’s Hospital
Mr Dennis Clare	Royal Women’s Hospital
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Dr Andrew Dent	St Vincent’s Hospital - Director of Emergency Medicine
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