

# Bulletin

## Health Data Standards and Systems

**Issue 94 – 9 February 2005**

Attention: Health Information Managers – For Action  
VAED/ESIS/VEMD Submission Officers – For Action  
VAED/ESIS/VEMD Software suppliers – For Action  
Emergency Department Directors – For Action

This edition of the Health Data Standards and Systems (HDSS) Bulletin has been published in electronic format only. It has been posted on our website at: <http://www.health.vic.gov.au/hdss/bulletin/94-090206.pdf> and can be viewed as a downloadable file.

This bulletin provides information regarding:

- Hospital code table update
- Notifiables spreadsheet naming convention
- DHS circular update
- Australian Government circular update
- "Protection and Use of Your Health Care Records" publication available
- Notifiable edits 579 and 580
- ESIS and VEMD new passwords

Please download the document from our website. If you do not have internet access, please contact the HDSS Help Desk to obtain a hard copy of this bulletin. It is essential that this document be distributed to relevant staff in your organisation.

Yours faithfully,

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## Global Update

### 94.1 Hospital code table update

An updated version of the Hospital Code Table file, including the details below, has been posted onto the HDSS Website:

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

The Excel file contains multiple worksheets that categorise public, private and non-Victorian hospitals, both in alphabetical and numerical order.

#### New hospital registration

Name	Campus code	Effective date
Manningham Day Procedure Centre	7140	19 January 2006

#### Relinquishing of registration

Name	Campus code	Effective date
Oral and Maxillofacial Surgery Services	8470	16 January 2006

## 94.2 Notifiable edits spreadsheet naming convention

To assist HDSS in accurately identifying the source of notifiable edits feedback spreadsheets and the time period or submission covered by each spreadsheet, a naming convention has been developed for each dataset.

### **VAED**

If you are returning a spreadsheet emailed from HDSS, simply return the spreadsheet with the same name.

If you are sending a spreadsheet as a result of checking episodes on your PRS/2 report, please use the filename convention below, including the date range of data covered in the spreadsheet:

{ campus\_code }\_Notifiables\_{ period }.xls  
For example, 108\_VAED\_Notifiables\_Nov-Dec.xls

### **ESIS**

Follow the naming convention below:

[Submission organisation's code] & "\_" & [Year] & "\_" & [Month] & "\_" & [Extraction end date] & "\_" & [Submission Number] & [Notifiables] ".xls"

For example:  
1150\_05\_12\_18\_012\_Notifiables.xls

Please ensure that the notifiables spreadsheet is zipped and encrypted separately to the ESIS submission file.

### **VEMD**

Follow the naming convention below:

[Submission organisation's code][VEMD 10<sup>th</sup> (0) Edition Number][Month][Submission letter]\_ [Notifiables].xls

For example:  
1150012b\_Notifiables.xls

Please ensure that the notifiables spreadsheet is zipped and encrypted separately to the VEMD submission file.

## 94.3 DHS circular update

The following circulars have been released, and can be found at:

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

### **Hospital Circular 26/2005**

Subject:

1. Highly Specialised Drugs Program

### **Hospital Circular 27/2005**

Subject:

1. Revised Arrangements for Public Hospital Services to Asylum Seekers

### **Hospital Circular 28/2005**

Subject:

1. Non-Emergency Patient Transport Regulations 2005

### **Hospital Circular 01/2006**

Subject:

1. Highly Specialised Drugs Program

## 94.4 Australian Government circular update

The following circulars have been released:

<b>PHI 01/06</b>	<b>Health Legislation Amendment Act 2005 – Dependants</b>
<b>PHI 02/06</b>	<b>Approval for Second Tier Default Benefits</b>
<b>PHI 03/06</b>	<b>Conditions of registration for registered health benefits organisations</b>
<b>PHI 04/06</b>	<b>Prosthesis List – Freight and Loan Kit Fees</b>
<b>PHI 05/06</b>	<b>General information on amended hospital facilities</b>
<b>PHI 06/06</b>	<b>Review of Overseas Student Health Cover (OSHC) and amendment to National Health Regulations 1954</b>
<b>PHI 07/06</b>	<b>Amendments to the Basic Default Table of Health Insurance (Schedule 3) and information on a new private hospital facility</b>
<b>PHI 08/06</b>	<b>Advice to health funds: Ancillary Framework</b>
<b>PHI 09/06</b>	<b>August 2006 Prostheses List – Application Forms</b>
<b>PHI 10/06</b>	<b>Amendments to the Basic Default Table of Health Insurance and new Day Hospitals – Victoria and Queensland</b>

Private Health Insurance circulars can be found at:

<http://www.health.gov.au/internet/wcms/Publishing.nsf/Content/health-privatehealth-providers-circulars.htm>

To subscribe to the circulars, email your subscription details to Private Health Insurance Branch at [privatehealth@health.gov.au](mailto:privatehealth@health.gov.au)

## 94.5 Publication '*Protection and use of your health care records*'

As advised in Bulletin 93, the HDSS Unit has a limited supply of the publication '*Protection and use of your health care records*'.

Originally distributed to all public hospitals during 2000 in anticipation of the introduction of the *Health Records Act 2001 (Vic)*, and updated in December 2003, the publication was designed to assist services in providing information to their patients. Public hospitals are required to communicate to their patients the information contained in this publication.

It is expected the vast majority of public hospitals now have their own patient information pamphlets, reflecting their local policies and procedures relating to, and in accordance with, the relevant Health Privacy Principles.

This brochure also contains some information assisting non-English speakers to understand the content. Languages included Macedonian, Vietnamese, Italian, Greek, Chinese.

The publication is available for viewing and is downloadable from

<http://www.health.vic.gov.au/healthrecords/healthrecords.pdf>

HDSS is still holding a number of these pamphlets that will be disposed on Friday 17 March 2006. Any hospital that requires these should send a request before this date (no questions asked!). Please email the PRS/2 Help Desk with your requests.

Please note that DHS will not be reprinting this brochure.

## 94.6 Supplementary Code Lists

Barwon Health, Campus Code 2050, has approval for Accommodation Type 8 *Emergency Medical Unit* as of 1 January 2006.

An updated Supplementary Code Lists spreadsheet has been placed on the HDSS website:  
<http://www.health.vic.gov.au/hdss/reffiles/index.htm>

# Victorian Admitted Episodes Dataset (VAED)

## 94.7 PRS/2 Notifiable Edits 579 and 580

In the last distribution of notifiable edits, two new notifiable edits were included for all care type 5x (Mental Health) episodes during the period. These edits *579 Mental Health State Wide Patient Identifier valid, no matching date of birth* and *580 Mental Health State Wide Patient Identifier valid, no matching sex* pinpoint mismatches between date of birth and sex data submitted to the VAED and the same data items recorded on the CMI/ODS. These edits have previously been warnings, however, have been upgraded to notifiable to improve the reliability and usefulness of the two data sets, particularly in relation to Victoria's reporting requirements to the Commonwealth.

These edits use the Mental Health State Wide Patient Identifier (MHSWPI) submitted to the VAED for matching each episode. If the MHSWPI submitted to the VAED is incorrect, there is a high probability of a mismatch on the date of birth and a possibility of a mismatch on sex.

**Both** the hospital PAS and the CMI/ODS must be checked for accuracy and appropriately corrected. Where the hospital PAS is found to be incorrect, each episode must be corrected and then retransmitted to the VAED. Where the CMI/ODS is found to be incorrect, the data must be updated and saved on the CMI/ODS. These actions are essential to prevent the same errors appearing on subsequent reports.

It is insufficient to return N579 or N580 edits to HDSS with comments such as 'unable to determine' or 'is correct on both systems'. This edit will not be raised if the data is the same on both systems. If the date of birth and sex data is the same on both systems (when you have searched the CMI by client name) and you have received these edits, it is likely the MHSWPI reported to the VAED is incorrect for that particular client.

To assist services in processing these transactions, future notifiable edits spreadsheets will include the MHSWPI submitted to the VAED. Both edits will continue to appear as warnings on your PRS/2 Control Report, and should be addressed and resolved at the first episode.

Health Information Managers and VAED submission officers who do not have access to the CMI/ODS will need to liaise with their local CMI Coordinator to arrange a method to resolve these edits and coordinate data submission. If you do not know the name of your local CMI Coordinator, you should, in the first instance, contact a manager within your mental health service to obtain this information. If unsuccessful, you may contact Karen Walker on 9616 7953 or email [Karen.Walker@dhs.vic.gov.au](mailto:Karen.Walker@dhs.vic.gov.au)

## **Elective Surgery Information Systems (ESIS) and Victorian Emergency Minimum Dataset (VEMD)**

### **94.8 ESIS & VEMD - New passwords**

In February 2006, all sites reporting to ESIS and VEMD will be issued with new passwords. You will receive further notification and details via email within the next week. The new passwords will be valid from 1 March 2006 until 30 June 2006.

## Contact Details

The Health Data Standards and Systems (HDSS) Unit of the Metropolitan and Aged Care Services Division has responsibility for maintaining data standards for four Victorian health data collections:

- Victorian Admitted Episodes Dataset (VAED)
- Victorian Emergency Minimum Dataset (VEMD)
- Elective Surgery Information System (ESIS)
- Agency Information Management System (AIMS)

The HDSS Bulletin, produced on an ad hoc basis, provides:

- Answers to common questions recently directed to the HDSS Helpdesk;
- Communication regarding the implementation of revisions to data collection specifications, including notification of amendments to specified data collection reference tables;
- Feedback on selected data quality studies undertaken; and
- Information on upcoming events.

**HDSS Website:** <http://www.health.vic.gov.au/hdss>

### HDSS Help Desk:

Telephone: (03) 9616 8141

Fax: (03) 9616 7743

Email:

VAED  
VEMD  
ESIS

[PRS2.Help-Desk@dhs.vic.gov.au](mailto:PRS2.Help-Desk@dhs.vic.gov.au)  
[submit.vemd@dhs.vic.gov.au](mailto:submit.vemd@dhs.vic.gov.au)  
[ESIS.ESIS@dhs.vic.gov.au](mailto:ESIS.ESIS@dhs.vic.gov.au)

### AIMS Help Desk:

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Email:

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