

Distribution: Public Hospitals

Subject: AIMS Statistical Reporting 1995-96

Purpose: To advise method of distribution for AIMS Manual
To provide details of the data collection process for this year

AIMS Public Hospital User Manual

Copies of the latest version of the Agency Information Management System (AIMS) Public Hospital User Manual (Version 3.0) is being distributed to all contact people registered as holders of the Manual. The Manual provides details of the Department's aggregate statistical and financial reporting requirements for public hospitals and denominational hospitals with effect from 1 July 1995, and includes copies of the revised public hospital statistical returns.

The Manual is being sent direct to all public hospitals and is addressed to the person previously nominated by the hospital as the contact person. As various sections of the manual will be relevant to different people and/or departments in the hospital, the registered holder should provide copies of the Manual or access as appropriate. The Manual is the property of the hospital and not the person receiving it.

Electronic Data Collection Process

The Department is in the process of revising the data entry mechanism to enable agencies to electronically store and submit all monthly AIMS data. The system, which has been installed in Regional Offices in previous years, is being revised to accommodate data item changes for 1995/96, and will allow agency's to enter their own data for all AIMS returns.

The software will be provided free-of-charge to funded agencies for use on a suitable microcomputer.

The AIMS Bulletin Board System (AIMSBBS) is also being upgraded to allow agencies the capability to electronically transmit their returns. A function of the software will enable the transmission of data to occur over telephone lines, using a modem. Agencies wishing to use this facility will need to have a modem, and *must* complete the attached registration form for access to the AIMSBBS. Alternatively, hospitals can submit data on diskette to their Regional Office.

Ongoing support for the system will be provided by your Regional Office.

Hardware & Software Requirements

The minimum hardware and software configuration required is:

- IBM compatible microcomputer with an Intel 80486 (or equivalent) microprocessor.
- Eight(8) Megabytes of random access memory(RAM).
- Seven(7) Megabytes of free hard disk space to install the software.
- An on-screen pointing device, such as a mouse.
- Microsoft Windows Version 3, or higher.
- MS DOS Version 4, or higher.

A package of materials will be provided to agencies which will comprise software installation diskettes, and a user manual.

Implementation and Training

Implementation of the revised system is scheduled to be operational on 8 September 1995, to coincide with the collection of data for August 1995. Regional training sessions are planned for late August to early September which will be organised so that agencies are able to view the system in operation, and ask questions. You will be advised by your Regional Office of the venue shortly.

Agencies will need to ensure they have a suitable microcomputer on which to run the software, and be available on one of the dates set aside for training.

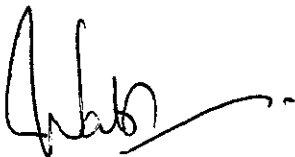
Some agencies have been identified as requiring equipment upgrades. These agencies will be contacted by their Regional Office.

Collection of Data

Agencies are requested to *prepare and 'hold onto' data for the month of July 1995 and submit July data with August 1995 data* once the new data entry system is operational in the hospital. An exception to this is Form A1: Hospital Registration Details which will remain a paper based return and should be completed and returned to the Regional Office by 31 August 1995.

Enquiries

Hospitals should contact their Regional Office for any general enquiries relating to this Circular.



DR MICHAEL WALSH
DIRECTOR
ACUTE HEALTH SERVICES

Our reference
Your reference



Agency Management Information System

Registration for AIMS Bulletin Board System

555 Collins Street
Melbourne 3000
(GPO Box 4057
Melbourne 3001)
Tel: (03) 616 7777
Fax: (03) 616 8329

This form is to be completed and faxed to Acute Health Services Division on (03) 9616 7629 prior to the system operator registering you as a user.

Username	First Name	
	Last Name	
Agency Name		
Street Address		
Suburb		
Postcode		
Chief Executive Officer		
Nominated Password (NB This may be changed by the user in the AIMS BBS, after registration)		
Telephone Number		
Facsimile Number		
Modem Telephone Number		
I certify that the above person is authorised on behalf of this hospital to be the system operator responsible for this organisation's interaction with the AIMS Bulletin Board System.		
Chief Executive Officer:		Date:
List any specific data that you would like to access through the AIMS BBS. Please provide comments below.		
Acute Health Services Division use only Registration Authorised		