| **IRSS**<br>**Information Requirements and**<br>**Standards Sub Committee** | **Subject:**<br><br>Revised definitions for Phase 2 of the<br>Outpatient Data Quality Project |
| --- | --- |
| | **Implementation date:**<br>Immediate |

### DATA SET CHANGE CONTROL PROCEDURE

**Summary of change:**

The Outpatient Data Quality project has reviewed the data definitions and standards of all the data items for the Outpatient minimum data set. This DSCN will cover changes to definitions for some of data items which have been developed during Phase 2 of the project.

This change will be included in version 2.11 of the NHS Wales Data Dictionary.

> *Change Proposal Reference No:*
> *IRSS 20060320/01*

The Information Requirements and Standards Sub Committee (IRSS) is currently responsible for approving information standards.

*Please address enquiries about data set change proposals to the Data Standards and Information Quality Team, HSW, Brunel House, 2 Fitzalan Road, Cardiff CF24 0HA Tel: 029 20502539 or E-mail Data.Standards@hsw.wales.nhs.uk*

*Data Set Change Notices are available via the Intranet Service HOWIS http://howis.wales.nhs.uk/ or by contacting the above address.*

**DSCN numbering format (draft)** = (*year of draft*) 2-*alphacharacter sequence* (W)

Upon receiving approval for the change by IRSS, the draft DSCN number will be reformatted to:
**DSCN number format** = *year of issue /sequence number*, (W)
In addition,

**Change Proposal Reference No. format** = yearmonthday/sequence number (relates to when IRSS approved change)

# DATA SET CHANGE NOTICE (2006) 04 (W)

**Reference:**          IRSS 20060320/01

**Subject:**            Revised definitions for Phase 2 of the Outpatient Data Quality
Project

**Reason for Change:**    To improve clarity of data definitions and quality of data

**Effective Date:**      Immediately

## Background:

The Outpatient Data Quality project was originally aimed at ensuring that 14 key data items meet the national Data Accreditation levels.

A Phase 2 of the project was established to review and improve data definitions and standards for a further 10 data items.

It has been identified that changes to the definitions of 5 of these data items need to be made to improve the understanding of the data item and improve the quality of the data being submitted.

VAS checks have been developed to meet these definitions so providing consistency across the Switching service and dictionaries.

These data items are: -

- o Date of Birth – to introduce the value of '00000000' for date of birth unknown
- o Date Format – to introduce the value of '00000000' for date of birth unknown
- o Administration Category – to provide a list of countries for which a reciprocal agreement is in place to use when classifying an overseas patient as being an NHS Patient
- o GP Code – remove references to referring codes and improve layout of definition
- o GP Practice Code – improved definition for the code V81998
- o Referrer Code – inclusion of referring bucket codes; removal of N99999998
- o Site Code of Treatment – enhancement to definition

## Effect on the NHS Wales Data Dictionary:

Appendix A details the changes to these data items.

## Additional Information:

*Please address enquiries about this DSCN to: -*

*Data Standards and Information Quality Team*
*Health Solutions Wales*
*14ᵗʰ Floor - Brunel House*
*2 Fitzalan Road*
*Cardiff*
*CF24 0HA*

*Tel: 029 20502539*
*Fax: 029 20502504*

*E-mail*: Datastandards@hsw.wales.nhs.uk

## Appendix A: Proposed Change

Changes to the NHS Wales Data Dictionary are detailed below, with new text being highlighted in **blue** and deletions marked with a ~~strikethrough~~.

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*Change Description:*        *Data Item*

## Birth Date

See BIRTH DATE STATUS

**See** DATE FORMAT

**(APC ds99/EAL mds/ OP mds)**

Date of birth of patient. **Date Status** is associated with this data item and should be used to indicate whether Birth Date is supplied or is not applicable .Format: 8 digit numeric, CCYYMMDD

**If the Data of Birth is unknown; use '00000000'**

**(Non - Medical Staffing)**

Date of birth of non - medical staff for demographic analyses of staff. Only required as at 30th September.

Format: 8 digit numeric, CCYYMMDD

**(Psychiatric Census)**

Date of birth of patient.

Format: 8 digit numeric, DDMMCCYY

**(SBH50-59a)**

Date of birth of medical or dental officer.

Format: 6 digit numeric, DDMMYY

# Date Format

**(General)**

*For information*

Dates appear in a variety of different formats.

Format: 4, 6 or 8 digit numeric: MMYY, DDMMYY, YYMMDD, DDMMCCYY or CCYYMMDD.

| Value | Meaning |
|---|---|
| DD | Day of date, (01 - 31) |
| MM | Month of date, (01 - 12) |
| YY | Year of date, (00 - 99) |
| CC | Century of date, (18, 19, 20) |
| All zeroes | Date of Birth unknown |
| Spaces* | Characters I and O should not be used - because of the confusion with 1 (one) and 0 (zero) |

## Administrative Category

**(APC ds99/ EAL mds/ OP mds)**

This is to indicate whether the patient is treated as an NHS, private or amenity patient etc.

This data item became effective in April 1999 and together with the data item Legal Status, replaced the data item Category of Patient.

Format: 2 digit numeric

| Value | Meaning |
|-------|---------|
| 01 | **NHS Patient**, including overseas visitors charged under Section 121 of the NHS Act 1977 as amended by Section 7(12) and (14) of the Health and Medicine Act 1988 |
| 02 | **Private Patient**, one who uses accommodation or services authorised under Section 65 and/or 66 of the NHS Act 1977 (Section 7(10) of Health and Medicine Act 1988 refers) as amended by Section 26 of the National Health Service and Community Care Act 1990 |
| 03 | **Amenity Patient**, one who pays for the use of a single room or small ward in accord with Section 12 of the NHS Act 1977, as amended by Section 7(12) and (14) of the Health and Medicine Act 1988 |
| 04 | Category II patient (for diagnostic requests only) |

**Notes:** For Overseas visitors, if a reciprocal agreement is in place they can be classified as an NHS Patient (01). If no reciprocal agreement is in place the patient must pay for treatment and be classified as a Private Patient (02).

**The reciprocal agreement covers the following countries:-**

**A ) Country by Country List of the UK's healthcare agreements with the EEA countries and Switzerland. The countries pseudo-postcodes are shown in brackets).**

**Austria (ZZ99 4MZ)**
**Belgium (ZZ99 2DZ)**
**Cyprus (ZZ99 6AZ)**
**Denmark (ZZ99 4FZ)**

**Estonia (ZZ99 7LZ)**
**Finland (ZZ99 4BZ)**
**France (ZZ99 4GZ)**
**Germany (ZZ99 4QZ)**
**Greece (ZZ99 4RZ)**
**Iceland (ZZ99 4CZ)**
**Ireland (ZZ99 3AZ)**
**Italy (ZZ99 4LZ)**
**Latvia (ZZ99 7RZ)**
**Liechtenstein (ZZ99 2PZ)**
**Lithuania (ZZ99 7SZ)**
**Luxembourg (ZZ99 2EZ)**
**The Netherlands (ZZ99 4EZ)**
**Norway (ZZ99 2AZ)**
**Portugal (ZZ99 4JZ)**
**Spain (including the Canary and Balearic Islands) (ZZ99 4HZ)**
**Sweden (ZZ99 2CZ)**
**Switzerland (ZZ99 4PZ)**


**B) Country-by-country guide to entitlements outside the EEA**

**Anguilla (ZZ99 6RZ)**
**Armenia*(ZZ99 7JZ)**
**Australia (ZZ99 6GZ)**
**Azerbaijan*(ZZ99 7KZ)**
**Barbados (ZZ99 6MZ)**
**Belarus* (ZZ99 7MZ)**
**Bosnia and Herzegovina *(ZZ99 5NZ)**
**British Virgin Islands (ZZ99 6RZ)**
**Bulgaria (ZZ99 4UZ)**
**Channel Islands (ZZ99 3HZ)**
**Croatia * (ZZ99 5VZ)**
**Czech Republic* (ZZ99 5XZ)**
**Falkland Islands (ZZ99 6UZ)**
**Georgia* (ZZ99 7NZ)**
**Gibraltar * (ZZ99 5AZ)**
**Hungary* (ZZ99 4XZ)**
**Iceland (ZZ99 4CZ)**
**Isle of Man (ZZ99 3BZ)**
**Kazakhstan* (ZZ99 7PZ)**
**Kyrgyzstan*(ZZ99 7QZ)**
**Macedonia *(ZZ99 5QZ)**
**Malta* (ZZ99 5BZ)**
**Moldova* (ZZ99 9TZ)**
**Montserrat (ZZ99 6RZ)**

**New Zealand (ZZ99 6HZ)**
**Poland\* (ZZ99 4YZ)**
**Romania\* (ZZ99 4ZZ)**
**Russia \*(ZZ99 7UZ)**
**Slovenia\*(ZZ99 5UZ)**
**St. Helena (ZZ99 6UZ)**
**Serbia and Montenegro (ZZ99 9SZ)**
**Tajikistan\* (ZZ99 7VZ)**
**Turkmenistan\* (ZZ99 7XZ)**
**Turks and Caicos Islands (ZZ99 6RZ)**
**Ukraine\* (ZZ99 7YZ)**
**Uzbekistan\*(ZZ99 7ZZ)**

**Countries with an asterisk (\*) have agreements covering their nationals and UK nationals only.  The others cover all residents, irrespective of nationality.  It is for non-nationals resident in an "all residents" country to produce evidence of their residential status.**

**N.B This list is current as at January 2006. Further information can be obtained from the 'Guidance for NHS Trust Hospitals in Wales' (issued 31st May 2004), which refers to 'Implementing the Overseas Visitors Hospital Charging Regulations'.  Copies of this guidance can be obtained from the Welsh Assembly Government's web site.**

# GP Code

**(General)**

*For information*

The Department of Health code for the GP.

Format: 8 character alpha-numeric

| Value | Meaning |
|---|---|
| GNNNNNNN | A code issued by the Department of Health (DH) for practising GP's in Wales and England. The codes are available from the Information Products Unit of HSW or via the Intranet service HOWIS |
| G9999981 | No registered GP |
| ~~R9999981~~ | ~~No referring GP~~ |
| ~~A9999998~~ | ~~MOD doctor refers~~ |
| ~~P9999981~~ | ~~Prison doctor~~ |

Note 1:

MOD and prison doctors are not GMPs and should not be recorded as Registered GMPs. **In this instance use** ~~and~~ the default code of 'G99999981' is to be used. ~~. They can only refer (Referrer code). The registered GP is always to be recorded as 'G9999981'. The referring GP can be either 'A9999998' or 'P9999981' as appropriate~~

Note 2:

When a locum refers, use the code of the GP for whom the locum is acting.

New GP's: where a new GP has joined a practice and no code is available in the HSW GP directory the following options are available:

1. Contact the appropriate LHB and ask for a code.

2. If this fails contact the Prescription Pricing Unit of HSW for a code. Tel (029) 2045 6039.

3. As a last resort code the senior partner.

Structure

Each GP code begins with the letter G.

The $2^{nd}$ to $7^{th}$ characters are the DH Index Number. Index Numbers and addresses are issued quarterly by the Prescription Pricing Authority (PPA). The eighth character is a check digit calculated thus:

first numeric character

+ 3 x second character

+ 7 x third character

+ 1 x fourth character

+ 3 x fifth character

+ 7 x sixth character

The check digit is then the unit digit (last digit) of the result of this calculation.

e.g.PPA code 334512. Check digit is computed by:

$3 + (3 \times 3) + (7 \times 4) + 5 + (3 \times 1) + (7 \times 2) = 62$

The check digit is 2 and the full code G3345122.

## GP Practice Code

**(General)**

A code which uniquely identifies the GP Practice of the GP.

Format: 6 character alpha-numeric

| Value | Meaning |
|-------|---------|
| XAABBB | Code as listed for Practices in Wales. These are updated monthly by the Information Products Unit of HSW with information derived from The National Administrative Codes Service (NACS) and can be viewed on the Health Reference Data Web Pages on HOWIS. |
|        | Codes for Practices in England are available from the Information Products Unit of HSW |
| V81998 | ~~No referring doctor. Practice code of MOD doctor. Practice code if General Dental Practitioner (GDP) referring .~~ |
|        | **Practice not applicable. i.e. MOD or Prison GP** |
| V81999 | Practice code is unknown |

## Referrer Code

**(APC ds99/ EAL mds/ OP mds)**

The code of the person making the referral. This may be a GMP, GDP or a Consultant.

If the referral is not from a GMP, GDP or a Consultant, use one of the default codes below:

Format: 8 character alpha-numeric

**Default code:**

| Value | Meaning |
|-------|---------|
| M9999998 | Midwife |
| N9999997 | NHS Direct * |
| ~~N9999998~~ | ~~Nurse Referral~~ |
| S9999998 | Self Referral |
| **A9999998** | **MOD doctor refers** |
| **P9999981** | **Prison doctor refers** |
| **R9999981** | **Referrer other than GMP, GDP or Consultant** |

See [Consultant Code](#)

See [GP Code](#)

See [GP Code (Referring)](#)

- **Note:**

- Emergency patients referred via NHS Direct will require the data item **Method of Admission** to have the value **27** ('Via NHS Direct Services').

  The value for the data item **Referring Organisation Code** will be **RVCLA** ('NHS Direct – Wales'

## Site Code (of Treatment)

**(APC ds99/ OP mds)**

The organisation code for the site where the patient is treated, **regardless of the Provider**. ~~This may be a site of the main health care provider or a site belonging to another health care provider, which has been subcontracted to provide treatment. Thus the site code of treatment should be either the main contracting provider or a site of the main contractor but with a different, nationally recognised code or a different provider.~~

~~Note: this would equate to organisation site code, but what is actually recorded is the organisation code for the provider, the last two digits being the organisation site code, identifying the site. This identifies the site on which the patient was treated, since facilities may vary on different hospital sites and hence different charging rates apply. The code recorded should always be the national code; if the treatment is sub-contracted to another provider, the site code used should be that of the provider actually carrying out the work.~~

For outpatients, activity may take place outside the hospital, such as in the patients home; in such cases, raising a site code is impractical. The following default code should be used in the Outpatient mds when required:

Format: 5 character alpha-numeric

**Default code:**

| Value | Meaning |
|-------|---------|
| R9998 | Not a hospital site |
| 89999 | Not applicable: Non-NHS providers where no site code has been requested and issued |
| 89997 | Not applicable: Non-UK provider |

Where treatment for an NHS patient is sub-commissioned to an overseas provider the default code 89997 is applicable.

See Organisation Code