

**DSC Notice: (2006) 09 (W)**

**English DSCN Equivalent: N/A**

**Initiating Welsh Reference: RFC (2006) 02**

**Date of Issue for External Consultation: April 2006**

<b>IRSS</b> <b>Information Requirements and</b> <b>Standards Sub Committee</b>	<b>Subject:</b> Guidance for the Reporting of Outpatients Activity
	<b>Implementation date:</b> 1 <sup>st</sup> April 2006

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### DATA SET CHANGE CONTROL PROCEDURE

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#### Summary of change:

To provide guidance on the management of recording and reporting patient based Outpatient activity to the NHS Wales Data Switching Service, and aggregated outpatient data to the Bed Use Statistics (QS1) and Corporate Quarterly Indicators (eQuest).

This guidance will clarify which organisation will be responsible for ensuring the recording and submitting of Outpatient activity through the Outpatient minimum dataset. It will also confirm the reporting of Outpatient Activity through the QS1 returns.

<b>Change Proposal Reference No:</b> <b>IRSS 20060704/01</b>
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The Information Requirements and Standards Sub Committee (IRSS) currently is 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](mailto: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) 09 (W)

<b>Reference:</b>	IRSS 20060704/01
<b>Subject:</b>	Guidance for the Recording for Outpatients Activity
<b>Reason for Change:</b>	To ensure that all Outpatient activity is reported to the NHS Wales Data Switching Service and included in QS1 returns
<b>Effective Date:</b>	Immediately

### **Background:**

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

During the project, a problem was encountered with the Bulk Delete process, whereby activity for a site would be deleted if a Bulk Delete Header was submitted for that site by another Trust. That is, Trusts unaware of activity being recorded for the same site by another Trust(s).

Hence, one of the main issues highlighted during the Outpatient Data Quality project was centred on the recording and submitting of Outpatient activity. There are no agreed standards for the recording of this activity to the National databases, and, consequently, Providers have put in place local procedures. This DSCN provides guidance to ensure a consistent approach in recording this activity in NHS Wales.

### **Main issues arising:-**

1. The requirement for managing Providers to know when other provider facilities are being used for their activity
2. New Regional Services being implemented so, potentially, introducing new ways of working and recording of activity.
3. Duplicate activity being recorded or activity not being recorded at all.

Clarity is required on how activity should be reported on the QS1 returns and the Outpatient Minimum dataset

To ensure consistency and accuracy across the service, guidance for the recording and submitting of Outpatient activity must be in place.

**A. Recording and Reporting of Person Based Outpatient Activity to the NHS Wales Data Switching Service**

- **For the purpose of this DSCN, the Originating Provider refers to the Trust which holds and manages the waiting list for the patient. This terminology is in line with the terminology used in (Draft) DSCN (2006) HH (W) - Recording and Reporting of the 2<sup>nd</sup> Offer Scheme**

1. All Trusts are to ensure the outpatient activity they manage is submitted to the National Outpatient Database hosted by HSW.
2. If activity is being undertaken at another Trust's site, then it is the Originating Provider's responsibility to ensure that the information is submitted to the National Outpatient Database. Procedures between Trusts need to be agreed and put in place to secure this requirement.
3. The provider code of the Originating Provider is to be entered in the Provider Code of the Outpatient minimum dataset
4. The data item 'Site Code of Treatment' will be populated as per guidance in Section C.
5. If a consultant from another Provider is commissioned to hold a clinic for the Originating Provider, his/her Consultant Code must be set up on Reference Data under the Originating Provider.

**B. Returns of Aggregated Counts of Outpatient Activity for the Bed Use Statistics (QS1) and the Corporate Quarterly Indicators (eQuest).**

1. The Originating Provider must include **all** Outpatient appointments in their regular QS1 returns.
2. To avoid double counting, only the Originating Provider will submit QS1 returns for its Outpatient activity.
3. Clarification on sites to be used for QS1 returns will be found in Section C.

## C. Site Codes

New ways of working have introduced diverse ways of delivering clinical services. This has resulted in Trusts' holding Outpatient Clinics at sites located outside of their organisation. Also, clinics may be held at non-hospital locations, e.g. GP Surgeries. This activity has previously been reported against different site codes.

In order to provide a consistent approach to the recording and submitting of Outpatient activity to the central national databases, new codes have been allocated. These codes will be used in both QS1 and Outpatient minimum dataset returns.

For the central reporting of QS1, there is no requirement for individual site reporting other than at hospital level. For future analysis work: -

- QS1 will provide details of aggregated activity figures
- The OP National Database will provide activity information at site level

### 1. Outpatient Minimum Dataset

The data item 'Site Code of Treatment' will be populated with one of the following sites codes: -

#### 1.1 Existing Welsh Organisation Site Code

If a Welsh Organisation site code already exists on Reference Data, this site code is to be used in the Site Code of Treatment.

Historically, Trusts have requested site codes to be created to identify those clinics which are held at sites located in another Trust; this has resulted in sites having 2 site codes. Such codes will be made inactive in Reference Data thus ensuring that each site has a unique site code.

Details of Welsh Organisation sites can be found in: -

<http://howis.wales.nhs.uk/microsite/page.cfm?OrgID=286&PID=5322>

#### 1.2 Non-hospital Sites

For clinics that are held at non-hospital sites and where no Welsh Organisation code exists, the Site Code of Treatment will be populated with the newly allocated sites codes depending on whether the site is inside or outside the Trust.

See Appendix A for the list of newly allocated Site Codes. These can also be seen under the Reference Data 'Welsh Organisation' web page (link as above).

## 2. Bed Use Statistics (QS1) and Corporate Quarterly Indicators (eQuest)

Historically, QS1 returns have been published under numerous sites. As it is no longer required to report QS1 figures at individual site level, from April 2006 onwards, QS1 returns will be submitted under newly created site codes.

2.1 For activity undertaken at a hospital site within the Trust's organisation, QS1 returns are to be submitted under the relevant Welsh Organisation Site Code.

2.2 Where clinics are held at sites outside of the Trust's organisation, but are held on another Trust site, the newly created site codes to identify activity undertaken outside the Trust will be used for QS1 returns.

These new site codes for activity undertaken in another Trust are listed in Appendix A.

2.3 Where clinics are held at sites, which are not part of a hospital and are within the Trust's organisation, the newly created site codes to identify activity at a non-hospital site will be used for the QS1 returns.

These new non-hospital site codes are listed in Appendix A.

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**Additional Information:**

*Please address enquiries about this DSCN to: -*

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## **Appendix A**

1. New Site Codes for the recording of activity undertaken in another Trust, and includes activity undertaken at hospital and non-hospital sites.

Site Code	Description
6C4RT	Powys activity in another Trust
RKURM	Ceredigion activity in another Trust
RR6RE	Pembs & Derwen activity in another Trust
RRSRJ	North Glam activity in another Trust
RQFRN	Velindre activity in another Trust
RT7RK	North West Wales activity in another Trust
RT9RH	North East Wales activity in another Trust
RT8RD	Conwy & Denbigh activity in another Trust
RVARF	Carmarthen activity in another Trust
RVCRJ	Swansea activity in another Trust
RVDRG	Bro Morgannwg activity in another Trust
RVERC	Ponty & Rhondda activity in another Trust
RVFRL	Gwent activity in another Trust
RWMRB	Cardiff & Vale activity in another Trust

2. New site codes for the recording of activity undertaken at a site which is not a hospital site within the Trust's organisation

Site Code	Description
RWMNF	Cardiff & Vale activity not at a Hospital site
RVFNE	Gwent activity not at a Hospital site
RT9NT	North East Wales activity not at a Hospital site
RT8NS	Conwy & Denbigh activity not at a Hospital site
RVDN1	Bro Morgannwg activity not at a Hospital site
RVANC	Carmarthen activity not at a Hospital site
RRSNH	North Glam activity not at a Hospital site
RT7NR	North West Wales activity not at a Hospital site
RR6N3	Pembs & Derwen activity not at a Hospital site
RVCND	Swansea activity not at a Hospital site
RQFNG	Velindre activity not at a Hospital site
6C4NA	Powys activity not at a Hospital site
RVEN2	Ponty & Rhondda activity not at a Hospital site
RKUNB	Ceredigion activity not at a Hospital site