

THE MINIMUM DATA SET FOR OUTPATIENT SERVICES

February 2014

Outpatient Services Performance Improvement Programme

Guidance

006

A range of data is currently collected in relation to outpatient services by the BIU, NTPF and the HPO (Health Pricing Office formerly the National Case Mix Programme).

In order to enable effective management of outpatient services an extended and enhanced data set will be required. This data set will be developed and rolled out across 2014 and 2015.

The collection of the full data set will require significant ICT and business process changes. Required changes will be scoped out nationally and the new data set will be rolled out in a structured, phased manner that will be notified to service-providers in due course.

Table A sets out in summary format this new minimum data set for outpatient services. Definitions of items described in the table are contained in the document *A Guide to the Measurement & Data in Outpatient Services* and in the Glossary of Terms contained in the *Protocol for the Management of Outpatient Services*. The 'Options' column in Table A describes the potential variables for selection (reference values), while the 'Status' column describes the current/proposed roll-out state of each data item (current, in-development, for 2014/2015).

The relevant data collection agencies will issue service-providers with detailed technical specifications for the collection of the new data set in advance of the commencement of collection.

Table A: A minimum data set for outpatient services (2014 & 2015)

| Item | Description | Options | Status |
|------|--|---|-----------------|
| 1 | Service-provider | Name of the service-provider institution | Current |
| 2 | Patient Name Details | First and surname of the patient | Current |
| 3 | Patient Address details | Address of the primary residence of the patient | Current |
| 4 | Patient Gender | Patient's gender | Current |
| 5 | Patient Postcode | Official post code of the patient's residence | InDev |
| 6 | Patient Area of Residence | Hospital group or community group within which the patient lives | 2014 |
| 7 | Patient Landline Number | Fixed phone line number for contacting patient | Current |
| 8 | Patient Mobile Number | Mobile phone number for contacting patient | Current |
| 9 | Patient Unique Identifier | Unique healthcare identifier assigned nationally to patient | InDev |
| 10 | Patient Healthcare Record Number | Unique healthcare record number | Current |
| 11 | Outpatient Episode of Care Status | Determination as to whether the episode of care is on-going, paused or terminated. | Table 1 2014 |
| 12 | Outpatient Episode of Care Number | A unique number assigned to one or a series of healthcare events related to an outpatient referral for a specific healthcare problem or condition. | 2014 |
| 13 | Private Public Status for this Episode | Private or public status of the patient at initiation of the episode of care | 2014 |
| 14 | Outpatient Episode of Care Initiation Date | The date on which the outpatient episode of care was initiated | 2014 |
| 15 | Outpatient Event Number | A unique number assigned to each event in the episode of care for a specific healthcare problem or condition, linked to the episode of care number. | 2014 |
| 16 | Outpatient Event Type | Description of the type of outpatient event | Table 2 2014 |
| 17 | Outpatient Episode Terminated Date | Date the episode of care was terminated | 2014 |
| 18 | Outpatient Episode Terminated Reason | Reason the episode of care was terminated | Table 3 2014 |
| 19 | Outpatient Episode Re-Start date | Date the episode of care was re-started on receipt of completed referral (after return to SOR due to invalid referral) | 2015 |
| 20 | Outpatient Episode Re-Instatement Date | Date the episode of care was re-instated (after termination) where care re-commenced within 28 days of termination | 2015 |
| 21 | Outpatient Referral Status | Determination as to whether the referral is valid or invalid. | Table 4 2014 |
| 22 | Source of Referral (SOR) | The healthcare professional who has submitted the referral on behalf of the patient | Table 5 2014 |
| 23 | Source of Referral Details | Name, address and professional details of the SOR | Current |
| 24 | Specialty/Service Referred to by SOR | The specialty or service (name and code) to which the patient is referred | Current |

Table A: A minimum data set for outpatient services (2014 & 2015)

| | | | | |
|----|---|---|---------|---------|
| 25 | Preferred consultant/Healthcare Professional of SOR | The named professional to whom the SOR directs the referral. (name and code) | | Current |
| 26 | Date of Referral by SOR | Date of the referral by the SOR | | Current |
| 27 | Date of Receipt of Referral by Service-Provider | Date of receipt of referral by the service-provider | | Current |
| 28 | Waiting List the Patient is Placed on Pre-Clinical Prioritisation | The waiting list the patient is placed on, at receipt of referral and placement of referral on PAS system (name and code) | | Current |
| 29 | Date of Rejection of Invalid Referral by Service-Provider (episode pause) | Date of rejection of an invalid referral by service-provider | | 2015 |
| 30 | Date of Phone Contact to Complete Invalid Referral | Date of phone contact with SOR to complete invalid urgent referral | | 2015 |
| 31 | Date of Return of Referral to SOR to Complete Invalid Routine Referral | Date of Return of Referral to SOR to Complete Invalid Routine Referral (date of phone call where relevant) | | 2015 |
| 32 | Waiting List Transfer Flag | A flag to indicate that a patient has been transferred onto a waiting list from another service-provider | | 2015 |
| 33 | Waiting List Transfer Source | The service-provider and clinician (names and codes) the patient is transferred from. | | |
| 34 | New to Clinician Flag | A transferred review patient who is new to the current clinician | | 2015 |
| 35 | Date of Transfer on to Waiting List | Date the patient was transferred onto a new, review or planned consultation waiting list from another service-provider | | 2015 |
| 36 | Transfer on to Waiting List Type | The type of waiting list transfer | Table 6 | 2015 |
| 37 | Red Flag Query Cancer | Flag to indicate if the referral is query cancer | | 2014 |
| 38 | Red Flag Other | Flag to indicate if the referral is in relation to other specified red-flags (non-cancer) | | 2015 |
| 39 | Presenting Complaint | The complaint with which the patient is presenting | | 2015 |
| 40 | Complex Clinical Need Flag | Determination by the SOR as to whether the patient has complex clinical needs | | 2015 |
| 41 | SOR Clinical Priority | Determination by SOR as to whether the patient requires urgent or routine access to outpatient services | | Current |
| 42 | Date Sent for Clinical Prioritisation | The date the patient's referral was sent for clinical prioritisation | | Current |
| 43 | Clinical Prioritisation Date | The date the patient's referral was clinically prioritised | | Current |
| 44 | Clinical Prioritisation By | The healthcare professional (name and code) who clinically prioritised the referral. | | 2014 |
| 45 | Specialty/Discipline Pre Clinical Prioritisation | The outpatient specialty/discipline to whom the patient is assigned by the receiving service-provider for clinical prioritisation | | 2014 |
| 46 | Specialty/Discipline Post Pre Clinical Prioritisation | The outpatient specialty/discipline that the patient is assigned to after acceptance and clinical prioritisation | | Current |
| 47 | Waiting List the Patient is Placed on Post-Clinical Prioritisation | Waiting list (name, code and type) the patient is placed on post clinical prioritisation | | Current |
| 48 | Clinical Prioritisation Outcome | Determination of urgency by the receiving clinician | | Current |
| 49 | Referral Outcome | Care pathway that the patient is placed on after the clinician assesses/clinically prioritises the referral. | Table 7 | 2014 |
| 50 | Waiting List the Patient is Placed on Post Attendance | The waiting list (name and code) the patient is placed on post attendance | | 2014 |
| 51 | Clinic/Service Code Appointed To | The unique code of the clinic or service to which the patient is appointed | | Current |
| 52 | Service-Provider Type Appointed To | The type of service-provider to whom the patient is appointed | Table 8 | 2014 |
| 53 | Governing Service-Provider Appointed To | The unique code of the individual with responsibility for the service to whom the patient is appointed | | 2014 |
| 54 | Clinic/Service Code Seen In | The unique code of the clinic/service in which the patient was seen | | 2014 |
| 55 | Service-Provider Type Seen In | The type of service-provider the patient is seen in | Table 8 | 2014 |
| 56 | Governing Service-Provider Seen In | The code of the individual who governs the service within which the patient is seen | | 2014 |
| 57 | Service-Provider Seen By | The unique code of the primary service-provider who sees the patient and delivers the substantive component of the attendance | | 2014 |
| 58 | Appointment Type (urgent, routine, planned) | The type of appointment the patient is assigned to | | 2014 |
| 59 | Appointment Date | The date the patient is scheduled to attend for appointment | | Current |
| 60 | Appointment Time | The time of the appointment the patient is assigned to | | Current |
| 61 | Outpatient Attendance Type | Description of manner in which the service is delivered | Table 9 | 2014 |
| 62 | Attendance Registration Time | The time the patient registers at a dedicated registration for his/her attendance | | 2014 |

Table A: A minimum data set for outpatient services (2014 & 2015)

| | | | | |
|----|---|--|----------|---------|
| 63 | Attendance First Contact with Clinical Staff Time | The time at which the patient has first contact with a clinical staff member (nurse, doctor, allied health professional, technician) | | 2015 |
| 64 | Attendance Primary Contact Time | The time the patient has first contact with the primary service-provider for that attendance | | 2015 |
| 65 | Attendance Departure Time | The time the patient is administratively 'departed' at the end of the attendance | | 2014 |
| 66 | Appointment Cancellation by Service-Provider Date | The date on which the service-provider cancels a scheduled outpatient appointment (where no replacement appointment is assigned) | | Current |
| 67 | Appointment Re-Schedule by Service-Provider Date | The date on which the service-provider cancels and re-schedules an outpatient appointment | | Current |
| 68 | Appointment Cancellation/Re-Schedule by Service-Provider Reason | The reason for cancellation/re-scheduling of outpatient appointment by service-provider | Table 10 | 2014 |
| 69 | Indicative Date of Review Appointment | An appointment date/ time frame set by a clinician by/within which the patient must be seen | | 2014 |
| 70 | Indicative Date of Planned Consultation | An appointment date/ time frame set by a clinician by/within which the patient must be seen | | 2014 |
| 71 | Removal from New Waiting List Reason | The reason the patient was removed from a new waiting list | Table 11 | 2014 |
| 72 | Removal from Review Waiting List Reason | The reason the patient was removed from a review waiting list | Table 11 | 2014 |
| 73 | Removal from Planned Consultation Waiting List Reason | The reason the patient was removed from a planned consultation waiting list | Table 11 | 2014 |
| 74 | Planned Consultation Reason | The reason the patient is scheduled for a planned consultation | Table 12 | 2014 |
| 75 | OP attendance by | Did the patient attend or during telemedicine was the attendance by the patient's SOR, or via care plan | Table 13 | 2014 |
| 76 | Failure to Attend Date | The date on which the patient failed to attend a scheduled outpatient appointment | | Current |
| 77 | Reschedule by Patient Date | The date on which the patient requested an appointment re-schedule | | Current |
| 78 | Reschedule by Patient on Day of Appointment Flag | A flag to indicate that the patient requested an appointment re-schedule on the day of the scheduled appointment | | 2014 |
| 79 | Cancel by Patient Date | The date on which the patient cancelled an appointment (and requested removal from the WL) | | 2014 |
| 80 | Cancellation by Patient Reason | Reason the patient requires no further appointment | Table 14 | 2014 |
| 81 | Clinic/Attendance Outcome | The end result of the patient's attendance in outpatient services | Table 15 | 2014 |
| 82 | Activity Type | Description of the type of activity reported after attendance | Table 16 | 2014 |

Tables of Response Options (Reference Values) for Data Items

| Table 1 | Outpatient Episode of Care Status |
|---------|--|
| 1 | On-going |
| 2 | Paused |
| 3 | Terminated |
| | |
| Table 2 | Type of Outpatient Event |
| | |
| 1 | Episode initiation (receipt of referral) |
| 2 | Return of invalid referral to SOR |
| 3 | Episode re-confirmation (receipt of completed referral after return to SOR) |
| 4 | Referral re-route |
| 5 | Attendance for consultation |
| 6 | Attendance for stand-alone diagnostic |
| 7 | Attendance for treatment/procedure |
| 8 | Failure to attend for consultation |
| 9 | Failure to attend for stand-alone diagnostic |
| 10 | Failure to attend for treatment/procedure |
| 11 | Admission (day case or inpatient) relating to original referral |
| 12 | Cancellation or rescheduling by service-provider of scheduled appointment |
| 13 | Healthcare separation (death, discharge, sign out against medical advice, transfer) |
| 14 | Episode Re-instatement |
| | |
| Table 3 | Reason for Termination of Episode of Care |
| 1 | Discharge |
| 2 | Requested removal from waiting list |
| 3 | Removal from waiting list due to failure to attend |
| 4 | Removal from waiting list due to frequent rescheduling |
| 5 | Patient deceased |
| 6 | Patient re-routed/transferred to another service-provider (not including 'out-sourcing') |
| 7 | Referral rejected (not suitable to specialist care/this service-provider) |
| | |
| Table 4 | Referral Status |
| 1 | Valid new referral |
| 2 | Valid review referral |
| 3 | Valid planned consultation |
| 4 | Invalid new referral |
| 5 | Invalid review referral |
| 6 | Invalid planned consultation |
| 7 | No referral in progress |
| | |

| Table 5 | | Source of Referral |
|---------|------------------|--|
| 1 | | GP |
| 2 | | Dentist |
| 3 | | Consultant same hospital |
| 4 | | Consultant other (public) hospital |
| 5 | | Consultant other (private) hospital |
| 6 | | ED same hospital |
| 7 | | ED other (public) hospital |
| 8 | | ED other (private) hospital |
| 9 | | Advanced nurse practitioner |
| 10 | | Primary care team member |
| 11 | | Allied health professional |
| 12 | | Public health nurse |
| 13 | | MAU/AMAU |
| 14 | | Inpatient/day case services |
| 15 | | Mental health services |
| 16 | | Disability services |
| 17 | | Older persons services |
| 18 | | Consultant (this hospital) private rooms |
| 19 | | Consultant (other hospital) private rooms |
| 20 | | Private hospital clinic |
| 21 | | Private hospital day case service |
| 22 | | Private hospital inpatient service |
| | | |
| Table 6 | | Type of Waiting List Transfer |
| 1 | Transfer type 1: | Succession management |
| 2 | Transfer type 2: | Service-provider brings a patient from another hospital |
| 3 | Transfer type 3: | Where a child patient is transferred to adult services |
| 4 | Transfer type 4: | Where a patient is transferred (by request of original service-provider) |
| | | |
| Table 7 | | Referral Outcome |
| 1 | | Accepted face-to-face consultation with consultant-led service |
| 2 | | Accepted face-to-face consultation with allied health or nurse led service |
| 3 | | Accepted, but requires stand-alone diagnostic prior to first consultation |
| 4 | | Accepted to outpatient procedure clinic |
| 5 | | Re-routed to other clinician/specialty/ANP/AHP same hospital |
| 6 | | Re-routed to other clinician/specialty/ANP/AHP other hospital |
| 7 | | Direct admission to day case service |
| 8 | | Direct admission to in-patient service |
| 9 | | Return to SOR with advice/care plan |
| 10 | | Return to SOR (reject) (State reason) |
| | | |

| Table 8 | Service-Provider Type |
|-----------------|--|
| 1 | Consultant-led, medical delivered provider |
| 2 | Consultant-led, nurse delivered provider |
| 3 | Consultant-led, allied health delivered provider |
| 4 | Consultant-led, multidisciplinary delivered provider |
| 5 | Nurse-led provider |
| 6 | Allied health-led provider |
| 7 | Stand-alone diagnostics |
| 8 | Other provider (specify) |
| | |
| Table 9 | Attendance Type |
| 1 | Face-to-face with patient |
| 2 | Tele-medicine with patient or SOR |
| 3 | Provision of approved care plan to SOR |
| | |
| Table 10 | Reason for Cancellation/Re-schedule by Service-Provider |
| 1 | Consultant unavailable due to illness |
| 2 | Consultant unavailable due to other leave |
| 3 | Consultant unavailable due to on call rota/scheduling conflict |
| 4 | Consultant unavailable unspecified reasons |
| 5 | Non-consultant personnel unavailable due to illness |
| 6 | Non-consultant personnel unavailable due to other leave |
| 7 | Non-consultant personnel unavailable due to on call rota/scheduling conflict |
| 8 | Non-consultant unavailable unspecified reasons |
| 9 | Financial curtailment |
| 10 | Infrastructural reasons |
| | |
| Table 11 | Reason for Removal from Waiting List |
| 1 | Patient attended a scheduled appointment |
| 2 | Patient failed to attend for appointment (DNA) |
| 3 | Patient cancelled appointment and did not reschedule (CP) |
| 4 | Patient repeatedly re-schedules appointment |
| 5 | Patient admitted as inpatient, day case or attends an AMAU for the specified condition |
| 6 | Patient referral re-routed to another hospital/service- provider |
| 7 | Patient re-routed to another clinician same specialty |
| 8 | Patient re-routed to another specialty in the hospital/service-provider |
| 9 | Patient re-routed to a stand-alone advance nurse practitioner service |
| 10 | Patient re-routed to a stand-alone allied health service |
| 11 | Patient returned to SOR with advice/care plan |
| 12 | Patient discharged |
| 13 | Referral rejected |
| 14 | Patient deceased |
| 15 | Validation exercise |
| 16 | Data error |
| | |

| Table 12 | Reason for Planned Consultation |
|----------|---|
| 1 | Surveillance |
| 2 | Fitness for treatment issues |
| 3 | Developmental reasons |
| 4 | Phased/bilateral treatments |
| 5 | Time-stamped or series-dependent treatments |
| | |
| Table 13 | Attendance by: |
| 1 | Patient |
| 2 | Patient via telemedicine |
| 3 | Patient's SOR via telemedicine |
| 4 | Patient's SOR via care plan |
| | |
| Table 14 | Reason for Cancellation by Patient |
| 1 | Patient seen elsewhere as public patient |
| 2 | Patient seen elsewhere as private patient |
| 3 | Patient recovered |
| 4 | Patient deceased |
| 5 | No reason specified |
| 6 | Other (specify) |
| | |
| Table 15 | Clinic/Attendance Outcome |
| 1 | Review consultation |
| 2 | Diagnostic work-up and review |
| 3 | For scheduled consultation at specific time greater than 1 year as outpatient |
| 4 | For minor procedure as outpatient |
| 5 | For treatment/intervention as outpatient |
| 6 | For scheduled day case procedure |
| 7 | For scheduled inpatient procedure |
| 8 | Emergency admission |
| 9 | Refer on to another clinician |
| 10 | Repeat offer of appointment for clinical reasons post failure to attend (DNA) |
| 11 | Discharged |
| | |
| Table 16 | Activity Type |
| 1 | New Urgent |
| 2 | New Routine |
| 3 | Review Urgent |
| 4 | Review Routine |
| 5 | New Planned Consultation |
| 6 | Review Planned Consultation |
| | |