

Specifications for revisions to the Elective Surgery Information System (ESIS) for 1 July 2005

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Executive Summary

This document details the revisions to the Elective Surgery Information System (ESIS) for 1 July 2005. These revisions are summarized below.

1. To report the date the waiting list episode is entered onto the reporting organisations waiting list system.
2. Amendment of the name of the data item Registration Date to Clinical Registration Date to reflect its new definition.
3. To report Indigenous Status for episodes registered onto the waiting list.
4. To include an end date in the ESIS extract file name.

Introduction

The need for Elective Surgery Information System (ESIS) modifications

From 1 July 2005, changes to the Elective Surgery Information System are necessary to better inform Victorian health program monitoring, planning and policy development by the Department of Human Services (DHS).

Comments from hospitals and software suppliers regarding the content of the document *Proposals for Revisions the Elective Surgery Information System (ESIS), December 2004* have been taken into account and where possible, suggestions have been accommodated.

Distribution and components of this document

This document has been distributed to all Victorian hospitals, software suppliers known to have Victorian clients, and to a range of industry bodies and DHS staff. It provides the following information:

- New data items
- Amended file naming convention

The *ESIS Manual, 9th Edition, July 2005* will be distributed at a later date. In the meantime, the *ESIS Manual, 7th Edition, July 2004, Specifications for Revisions the Elective Surgery Information System (ESIS) for 1 January 2005* (as amended by HDSS Bulletins 74 onwards) together with this document form the ESIS specification for 2005–06.

Victorian hospitals are required to arrange for their software to be modified in accordance with the revised specifications.

The *ESIS Manual, 7th Edition, July 2004* may be accessed on the Internet at <http://www.health.vic.gov.au/hdss/esis/index.htm>

HDSS Bulletins may be accessed on the Internet at <http://www.health.vic.gov.au/hdss/bulletin/index.htm>

Any questions related to this document may be directed to the HDSS Help Desk on 9616 8141, or PRS2.Help-Desk@dhs.vic.gov.au

Orientation to this document

As this document provides 'specifications' for revisions, there are a few features that require explanation:

- New values and definitions relating to existing items appear in boxes
- ~~Redundant values and definitions relating to existing items are struck through.~~
- The text is divided into the categories of 'Specification' and 'Administration' as presented in the *Elective Surgery Information System (ESIS 7th Edition, 1 July 2004)*.
 - Specification*: details the reporting requirements for the item.
 - Administration*: provides additional information including the purpose of the collection of the data item and the source of the code set and definitions.
- Further information, such as the background to each specification is provided.

Abbreviations

ABS	Australian Bureau of Statistics
ACES	Advisory Committee on Access to Elective Surgery
AIHW	Australian Institute of Health and Welfare
DHS	Department of Human Services, Victoria
ESAS	Elective Surgery Access Service
ESIS	Elective Surgery Information System
HDSS	Health Data Standards and Systems
KRA	Key Result Area
NHDC	National Health Data Committee
NHDD	National Health Data Dictionary
NESWTDC	National Elective Surgery Waiting Times Data Collection

New/Amended Data Definitions

Administrative Registration Date (*New*)

Revision summary To report the date the waiting list episode is entered onto the reporting organisation's waiting list management system.

Specification

Definition The date the waiting list episode is entered onto the reporting organisation's waiting list system.

Label Administrative_Registration_Date

Field size Eight **Layout** DDMMCCYY

Reported in Episode Table

Reported for All waiting list episodes registered on or after 1 July 2005.

Reported when The Waiting List episode is first reported.

Reporting guide The Administrative Registration Date will be on or after the date that the patient is informed by the clinician of the need for an elective procedure (Clinical Registration Date). It should be an automatic date stamp of the date of data entry. There are no circumstances under which a waiting list episode reportable to ESIS should be entered onto a system if the clinical determination of the need for a procedure has not yet occurred.

Because this date should reflect the system's processing date it cannot be updated once reported.

It is possible that an episode may commence and conclude before staff have had a chance to enter it into the system. For example a patient is told by his or her surgeon on 23 August 2005 that he or she needs to go on the waiting list for a procedure. On 26 August the patient deteriorates and has the awaited procedure as an Emergency. On 27 August 2005, the booking office belatedly receives the notification, and discovers that the procedure has already been performed. The reporting organisation should register and remove the episode, and the system should still extract the date on which the data entry was performed.

Edits

- S315 Clinical Urgency Cat 1, Wait More Than 30 days
- S422 Clinical Registration Date after Administrative Registration Date
- S423 Administrative Registration Date has changed
- S424 Administrative Registration Date Invalid

Related items Section 3: *Clinical Registration Date*.

Administration

Purpose To calculate the time between referral by doctor to time waiting episode is entered onto the reporting organisations waiting list system.

To enable close compliance with national reporting requirements.

Principal data users DHS

Collection start July 2005

Version 1 (Effective 01 July 2005)

Definition source DHS

Code set N/A

Clinical Registration Date (*Amended*)

Revision summary To amend the name of the data item to reflect the change in definition.

Specification

Definition ~~The date on which a hospital accepts notification that a patient requires admission for elective hospital care.~~

The date on which the need for a procedure to treat a clinical condition is identified, where a patient requires admission for elective care.

Label Clinical_Registration_Date

Field size 8 **Layout** DMMCCYY

Reported in Episode Table

Reported for All waiting list episodes.

Recorded when The episode is first registered on the waiting list.

Reporting guide ~~It is expected that registration will occur within three working days of the receipt of notification (with complete patient information), from the referring clinician, Outpatient Department, private clinic or consultant's rooms.~~

Where data entry of a patient's waiting episode takes place after the date on which the need for a procedure is identified, the Clinical Registration Date should be backdated. For example if a patient goes to Outpatients on 21 August 2005 and is informed of the need for a procedure, and the data entry is not performed until 25 August 2005, the Clinical Registration Date should still be entered as 21 August 2005.

For further information regarding the registration process refer to the Waiting List Referral and Patient Information guidelines available from:

<http://electivesurgery.health.vic.gov.au/>

Changes to Clinical Registration Date

The Registration Date may only be altered if a data entry error has occurred, and the reporting organisation has notified HDSS of the circumstances.

Edits

- S099 Clinical Registration Date Before Date Of Birth
- S135 Patient Already On Waiting List For Same PPP
- S169 Clinical Registration Date Invalid
- S174 New Episode, Old Clinical Registration Date
- S291 Removal Date Is Before Clinical Registration Date
- S311 Wait Equals Five Years Or More
- S388 Clinical Registration Date Has Changed

- S397 Unmatched Transfer As Reported By Receiving Organisation
- S412 Episode Registered Without A Clinical Urgency
- S413 Episode Registered Without A Readiness For Care Value

Related items

Section 2: *Total Waiting Time Calculation.*

Section 3: *Event Date, Clinical Urgency, Date of Birth, Locality, Postcode, Medicare Suffix and Removal Date.*

Administration

Purpose

Used to calculate Total Waiting Time.

Principal data users

DHS, AIHW and the Commonwealth Department of Health and Aged Care.

Collection start

July 1997

Version

1 (Effective 01.07.99)

2 (Effective 01.07.05)

Definition source

DHS

Indigenous Status (*New*)

Revision summary	Report Indigenous Status for all waiting list episodes.
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Specification

Definition An Aboriginal or Torres Strait Islander is a person of Aboriginal or Torres Strait Islander descent who identifies as an Aboriginal or Torres Strait Islander and is accepted as such by the community in which he or she lives.

Label Indigenous_Status **Valid values** Code from Indigenous Status code set

Field size N/A

Reported in Episode Table

Reported for All waiting list episodes.

Reported when The waiting list episode is first registered and whenever the field is updated. This field should be updated on each occasion that any other demographics are updated.

Code set	Code	Descriptor
	2	Not indigenous - <i>Not</i> Aboriginal or Torres Strait Islander origin
	5	Indigenous - Aboriginal but not Torres Strait Islander origin
	6	Indigenous - Torres Strait Islander but not Aboriginal origin
	7	Indigenous - Aboriginal and Torres Strait Islander origin
	8	Question unable to be answered <u>asked</u>
	9	Patient refused to answer

Reporting guide A person of Aboriginal descent is a person descended from the original inhabitants of Australia.

The Torres Strait Islands are the islands directly to the north of Cape York, between Cape York and New Guinea.

In Victoria, the community of Torres Strait Island people is small and the community of Aboriginal *and* Torres Strait Island people is smaller again, therefore code 6 *Indigenous-Torres Strait Islander but not Aboriginal origin* and code 7 *Indigenous-Aboriginal and Torres Strait Islander origin* would not be widely used.

Code 8 *Question unable to be asked* should only be used under the following circumstances:

- When the patient's medical condition prevents the question of Indigenous Status being asked; or
- In the case of an unaccompanied child who is too young to be asked their Indigenous Status; or
- Where registration for a waiting list episode occurs without the patient being present and cannot be determined from the information supplied. In this case it is expected that Indigenous Status will be updated prior to or at admission.

Systems must not be set up to input a default code.

Amended Compilation and Submission

Naming Convention (*Amended*)

Revision summary	Modify the extract naming convention to identify the end date of the data contained within. The extract will contain all changes occurring since the end date of the last extract, up to and including and the end date of this extract.
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Submission zip file

The zip file submitted to ESIS must be named according to the following naming convention:

Position	Variable Required	Format	Example
1 – 4	Submission Organisation's code	NNNN	1010
5	Underscore		
6 – 7	Year	YY	05
8	Underscore		
9 – 10	Month	MM	09
11	Underscore		
12 – 13	Extract end date	DD	01
14	Underscore		
12 – 13 15 – 17	Submission number for this financial year.	NNN	001
16 – 19 18 – 21	".zip"		.zip

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

The year, month and date represent the end date up to which the data has been extracted.

For example a file named 1010_05_11_15_024.zip should only contain episodes with registration dates (clinical and administrative) on or before 15 November 2005 *and* those episodes should not have removal dates that are later than 15 November 2005. Intra episode event dates in this file must all be before or on 15 November 2005.

The same end date may be resubmitted multiple times but the sequence number must still be incremented by one each time. For example:

- 24th submission for the financial year: 1010_05_11_15_024.zip
- 25th submission for the financial year: 1010_05_11_15_025.zip

The extract end date cannot be greater than today's date and cannot be less than the previous extract's end date.

Text files

The text files submitted to ESIS must be named according to the following convention:

Position	Variable Required	Format	Example
1 – 4	Submission Organisation's code	NNNN	1010
5	Underscore		
6 – 7	Year	YY	05
8	Underscore		
9 – 10	Month	MM	07
11	Underscore		
12 - 13	Submission end date	DD	01
14	Underscore		
12 – 13 15 - 17	Submission number	NNN	001
14 18	Underscore		
18 19	Table identifier P = patient table E = episode table I = Intra episode table R = Reconciliation table M = Merge table	A	P
16 – 19 20 - 23	".txt"		.txt

[Reporting organisation's code] & "_" & [Year] & "_" & [Month of Submission] & "_" & [Submission end date] & "_" & [Submission Number] & "_" & [Table identifier] & ".txt"

For example:

- 1010_05_11_15_024_P.txt (Alfred, 24th submission for this year, 15 November 2005 submission, Patient Table records).

The first eighteen characters of the text file's name should be identical to the first eighteen characters of the name of the zip file in which the text file is submitted.

S422 Clinical Registration Date After Administrative Registration Date

Effect Rejection

Problem The Clinical Registration Date for this episode-level record is after the Administrative Registration Date.

Remedy It is assumed that the Administrative Registration Date is a timestamp and is therefore accurate. The Clinical Registration Date must have occurred on or before this date.

Report this error to your software supplier.

Refer:

Section 3-Data Definitions: *Administrative Registration Date* and *Clinical Registration Date*.

S423 Administrative Registration Date has changed

Effect Rejection

Problem The Administrative Registration Date is different to the previously reported Administrative Registration Date.

Remedy The Administrative Registration Date is assumed to be a system generated date, representing the date a waiting list episode is first entered onto the system. Therefore it is unable to be changed. Please report the Administrative Registration Date previously reported.

Refer:

Section 3-Data Definitions: *Administrative Registration Date* and *Clinical Registration Date*.

S424 Administrative Registration Date Invalid

Effect Run termination

Problem The Administrative Registration Date is blank or in an invalid format.

The Administrative Registration Date is assumed to be a system generated date, representing the date a waiting list episode is first entered onto the system. Therefore it is unable to be altered by the end user.

This entire submission has not been processed.

Remedy Resubmit the file with the correct Administrative Registration Date.

Report this error to your software supplier.

Refer:

Section 3-Data Definitions: *Administrative Registration Date* and *Registration Date*.

S425 Indigenous Status Invalid

Effect Rejection

Problem An Indigenous Status code has not been reported or the code specified does not exist in the Indigenous Status code set

Remedy Correct or allocate the Indigenous Status and resubmit.

Refer:

Section 3-Data Definitions: *Indigenous Status*.