



# Admission Policy

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## 1. Purpose

Fundamental to the management of the WA health system is the way we capture and classify the details of the services we deliver to the Western Australian (WA) community – our activity. Information about the care we provide is used in many ways, including ensuring that Health Service Providers are appropriately funded for the services they provide. Activity Based Funding and Management (ABF/ABM) is used to allocate resources to Health Service Providers, based on the activities, procedures and outputs they provide to clients.

Admitted activity data are also used to inform clinical research, performance reporting, health services planning, epidemiology, clinical governance, and to provide information to the Commonwealth, Parliament, the Minister for Health, other state government agencies and the media.

The *National Health Reform Act 2011* requires Health Service Providers and the Department to accurately count, classify and report admitted activity data according to the Independent Hospital Pricing Authority specifications.

The Admission Policy and the associated Reference Manual have been specifically designed to assist Health Service Providers and Contracted Health Entities to count, classify and report admitted activity correctly and to mitigate the risks associated with failing to do so.

This Policy is a mandatory requirement under the *Information Management Policy Framework* pursuant to section 26(2) of the *Health Services Act 2016*.

## 2. Applicability

This Policy is applicable to Health Service Providers. It is also applicable to Contracted Health Entities to the extent that this Policy forms part of their contract and to the extent that they provide admitted care to public patients.

## 3. Policy requirements

To enable admitted activity to be reported correctly, all Health Service Providers and Contracted Health Entities must comply with the Admission Policy Reference Manual which provides detailed rules and criteria for classifying and reporting admitted activity.

Health Service Providers and Contracted Health Entities must apply the following governance processes when complying with this Policy:

- assign roles and responsibilities necessary to enact and manage compliance with this Policy

- provide and maintain local procedures to facilitate correct recording and reporting of admitted activity
- maintain adequate clinical documentation to validate admitted care
- provide education and direction to staff members in the application of this Policy.

#### 4. Compliance monitoring

Health Service Providers are responsible for monitoring and ensuring compliance with this Policy.

The System Manager, through the Purchasing and System Performance Division, will perform a range of activities including ad hoc monitoring, edit validations and audits to ensure compliance with this Policy. Updates to Chief Executives of Health Service Providers, the Director General, contract managers and other relevant persons regarding the findings of compliance monitoring activities will be undertaken.

#### 5. Related documents

The following documents are mandatory pursuant to this Policy:

- [Admission Policy Reference Manual 2020-21](#)

#### 6. Supporting information

The following information is not mandatory but informs and/or supports the implementation of this Policy:

- [Hospital Morbidity Data System Reference Manual](#)
- [SANADC Reference Manual 2016/2017](#)
- [WA Health System Type B Admittable Procedures List](#)
- [WA Health System Type C Non-Admitted Procedures List](#)

#### 7. Definitions

The following definition(s) are relevant to this Policy.

Term	Definition
Admitted care	<p>Care which meets the criteria for admission and additional criteria specific to the applicable admission category and care type (refer to Admission Policy Reference Manual) and undergoes a hospital's documented admission process to receive inpatient treatment and/or care for a period of time.</p> <p>Admitted care is provided in a hospital inpatient ward or unit, or in the patient's home under specific admission criteria within Hospital in the Home programs.</p> <p>Admitted care may also be referred to as inpatient care or admitted activity.</p>

## 8. Policy contact

Enquiries relating to this Policy may be directed to:

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## 9. Document control

Version	Published date	Effective from	Review date	Effective to	Amendment (s)
MP 0058/17	1 July 2017	1 July 2017	January 2017	18 October 2018	Original version
MP 0058/17 v.2.0	18 October 2018	18 October 2018	April 2018	29 May 2019	Major amendment
MP 0058/17 v.2.1	29 May 2019	29 May 2019	May 2019	6 August 2019	Minor amendment – Fixed broken links
MP 0058/17 v.3.0	6 August 2019	6 August 2019	January 2020	30 June 2020	Major amendment <i>detail set out below:</i>
<ul style="list-style-type: none"> <li>▪ Policy title amended to replace the previous title <i>Admission, Readmission, Discharge and Transfer Policy</i>. Refinement and consolidation of policy statements and terminology. Deletion of requirement for discharge summary.</li> <li>▪ Minor changes to the <i>Admission Policy Reference Manual</i> (Related document), including clarification of admitted and non-admitted care definitions, movement of specific exceptions to Type B and C lists, clarification of admission criteria for a number of care types, modification of HITH requirements to include approved homebirths, alignment of reporting requirements for different types of leave.</li> <li>▪ Update of <i>WA health system type B admissible procedures 2018-19 list</i> and <i>WA health system Type C non-admitted procedures list 2018-19</i>, clarification of instructions and updating of procedure codes to ICD-10-AM 11<sup>th</sup> edition (Supporting information).</li> </ul>					
MP 0058/17 v.4.0	13 July 2020	10 July 2019	January 2021	30 June 2021	Amendment details set out below
<p>Major amendment to Related document <i>Admission Policy Reference Manual</i>. Document renamed to <i>Admission Policy Reference Manual 2020-21</i>. Subsequent changes made to related document:</p> <ul style="list-style-type: none"> <li>▪ Section 3.1 Qualification for admission – clarification of authorisation and documentation requirements</li> <li>▪ Section 4.1 Same day admissions - corrections to medical admission criteria, removal of some procedure exclusions and new sections for short stay unit admissions</li> <li>▪ Section 5.1 Care type – clarification of exclusions and documentation requirements</li> <li>▪ Section 5.3 Newborn Care – alignment with national data definitions and removal of</li> </ul>					

qualified same day exclusion.

- Section 5.5 Subacute Care – admission criteria provided specific to each subacute care type
- Section 9.0 Leave – new sections for hospital leave and emergency attendances during leave
- Section 11.0 Appendices – Appendix 3: Request to review same day non-admitted procedure status and Appendix 5: Admission policy reference manual query submission removed. Appendix 3: Emergency Department - Short Stay Admission Flowchart and Appendix 4: Classification of Newborn Admitted Care Guide included.

Minor amendment to update *WA Health System Type B Admittable Procedures List* and *WA Health System Type C Non-Admitted Procedures List* to reflect changes made to the *Admission Policy Reference Manual 2020-2021*.

## 10. Approval

<b>Approval by</b>	Dr David Russell-Weisz, Director General, Department of Health
<b>Approval date</b>	23 June 2017

**This document can be made available in alternative formats on request for a person with a disability.**

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