



# Hospital Morbidity Data Reporting Cycle and Edit Protocol Policy

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## 1. Purpose

The purpose of this policy is to outline the protocols, requirements and schedules for the submission of admitted activity data by Health Service Providers and Contracted Health Entities to the Hospital Morbidity Data Collection (HMDC). The HMDC is the primary source of admitted activity data used for performance reporting, planning, monitoring, funding and research. It is also used to provide data in accordance with Section 7 of the *National Health Care Agreement*. This data is subsequently incorporated into the National Hospital Morbidity Database and is instrumental in funding negotiations between the State of Western Australia (WA) and the Commonwealth.

This policy outlines the hospital morbidity inpatient data submission requirements and timeframes for all applicable Health Service Providers and Contracted Health Entities. This policy also documents the process of inpatient data validation and how and when Health Service Providers and Contracted Health Entities are required to correct, return and comment on submitted inpatient data to ensure data quality and integrity.

This policy supersedes *OD 0136/08 – Edit Protocol for Hospital Morbidity Data System* and *OD 0137/08 – Hospital Morbidity Data Reporting Cycle* and is a mandatory requirement under the *Information Management Policy Framework*.

## 2. Applicability

This policy is applicable to all Health Service Providers and Contracted Health Entities who provide admitted public patient care as per their contract or other agreement with the State, a Health Service Provider or the Minister.

With regards to Health Service Providers, admitted activity is to be submitted by Public Hospitals outlined within schedule 2, *Health Services (Health Service Providers) Order 2016* and identified as reporting establishments in the Hospital Morbidity Data System Reference Manual Part B.

## 3. Policy requirements

To ensure the availability of accurate and timely HMDC data, that is compliant with all local and national data reporting requirements, Health Service Providers and Contracted Health Entities must be aware of and meet the relevant HMDC reporting deadlines and processes as listed in section 3.3 *Health Service Providers and Contracted Health Entities Data and Edit Submission Schedule*. All sites are to notify the Inpatient Data Collection team via [InpatientDataCollections@health.wa.gov.au](mailto:InpatientDataCollections@health.wa.gov.au) should they be unable to meet timeframes at any stage

### 3.1. Data Reporting Protocol

Health Service Providers and Contracted Health Entities must ensure that:

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- Admitted activity data provided is complete and representative of all relevant admitted activity that has taken place during the reporting period.
- Admitted activity data is submitted to HMDC electronically in accordance with the *HMDC Interface File Specifications* found in the *HMDS Reference Manual*.

## 3.2. Data Edit Protocol

### 3.2.1. Edit Validations

The HMDC has an extensive number of edit validations designed to screen the data as it is being processed and quarantine any separations containing potentially invalid, inconsistent or omitted data.

- Formal edit validations are issued by the Data Quality Team (DQT) to Health Service Providers and Contracted Health Entities via data quality reports provided in a Microsoft Excel format. Health Service Providers need to apply for access to download edit reports by completing the Inpatient Data Collection Access Agreement form found in the *HMDS Reference Manual Part B* and forwarding it to the DQT via the following email address: [Morbidity.Data@health.wa.gov.au](mailto:Morbidity.Data@health.wa.gov.au). Edit reports are available to be downloaded daily. Contracted Health Entity contacts receive edit reports via email each week.
- Health Service Providers and Contracted Health Entities have 10 working days from the time the data quality report is generated, to review and correct any edits or issues.
- For each record listed in a data quality report, Health Service Providers and Contracted Health Entities must provide a comment in the relevant column specifying the exact correction that is to be made or providing evidence confirming the information is correct.
- Commented data quality reports must be returned to the following email address within the timeframes specified above [HMDS.Edits@health.wa.gov.au](mailto:HMDS.Edits@health.wa.gov.au). Please refer to the *HMDS Reference Manual* for further information regarding the process of correcting, commenting and returning episodes of care that are in edit.

It is pivotal to hospital funding and activity reporting that all edit validations or issues are addressed in a timely manner. Any edit validations or issues that are not addressed will remain in error and will not flow through to the HMDC.

Please note, HMDC records that remain in error cannot be classified for funding purposes and are not visible in any activity reporting or funding processes.

### 3.3. Health Service Providers and contracted health entities: Data and Edit Submission Schedule

Separations for the month of:	Submission to HMDC must include all separations between the following dates:	Due date for submission to HMDC:	Due date for return of edit validations:			Last date for finalising data for inclusion in national submissions
<i>Notes</i> All separations (seps) must be clinically coded as per current edition of ICD-10-AM and compliant with the Clinical Coding Policy.	All seps data must be included in data submissions for the reporting period	<i>Notes</i> All separations must be clinically coded and ready for processing.	<i>Notes</i> All edit validations must be addressed and submitted within 10 working days of issue. # The due dates noted below for edit completion across the financial years take into consideration known public holidays to ensure 10 working days have been allowed.			<i>Notes</i> HMDC must fulfil quarterly reporting deadlines to the Commonwealth. The dates below reflect that last acceptable date that HMDC will accept data for the period due for submission.
			2017-2018	2018 -2019	2019 -2020	
July	1 <sup>st</sup> to 31 <sup>st</sup> Jul inclusive	31-Aug	14-Sep-17	14-Sep-18	13-Sep-19	
August	1 <sup>st</sup> to 31 <sup>st</sup> Aug inclusive	30-Sep	13-Oct-17	15-Oct-18	14-Oct-19	
September	1 <sup>st</sup> to 30 <sup>th</sup> Sep inclusive	31-Oct	14-Nov-17	14-Nov-18	14-Nov-19	23 November (all seps 1 Jul – 30 Sep of current financial year)
October	1 <sup>st</sup> to 31 <sup>st</sup> Oct inclusive	30-Nov	14-Dec-17	14-Dec-18	13-Dec-19	
November	1 <sup>st</sup> to 30 <sup>th</sup> Nov inclusive	31-Dec	15-Jan-18	15-Jan-19	15-Jan-20	
December	1 <sup>st</sup> to 31 <sup>st</sup> Dec inclusive	31-Jan	14-Feb-18	14-Feb-19	14-Feb-20	28 February (all seps 1 Jul – 31 Dec of current financial year)
January	1 <sup>st</sup> to 31 <sup>st</sup> Jan inclusive	28/29 February	15-Mar-18	15-Mar-19	16-Mar-20	
February	1 <sup>st</sup> to 28 <sup>th</sup> /29 <sup>th</sup> Feb inclusive	31-Mar	17-Apr-18	12-Apr-19	16-Apr-20	
March	1 <sup>st</sup> to 31 <sup>st</sup> Mar inclusive	30-Apr	14-May-18	14-May-19	14-May-20	31 May (all seps 1 Jul – 31 Mar of current financial year)
April	1 <sup>st</sup> to 30 <sup>th</sup> Apr inclusive	31-May	15-Jun-18	17-Jun-19	15-Jun-20	
May	1 <sup>st</sup> to 31 <sup>st</sup> May inclusive	30-Jun	13-Jul-18	12-Jul-19	14-Jul-20	
June	1 <sup>st</sup> to 30 <sup>th</sup> Jun inclusive	31-Jul	14-Aug-18	14-Aug-19	14-Aug-20	31 August (all seps 1 Jul – 30 Jun of preceding financial year)

**NOTE:** Please note that should a due date fall on a weekend or public holiday, the due date will be the **first working day that precedes it.**

#### **4. Compliance, monitoring and evaluation**

To ensure the availability of accurate and timely admitted data for local and Commonwealth mandatory reporting, Health Service Providers and Contracted Health Entities are responsible for complying with this policy.

The System Manager will monitor compliance with this policy by monitoring Health Service Providers and Contracted Health Entities meeting the data submission and data validation timeframes as outlined at 3.3 *Health Service Providers and Contracted Health Entities: Data and Edit Submission Schedule*.

#### **5. Related documents**

The following documents are required to give affect to this policy (i.e. the documents included are mandatory):

- HMDC Interface File Specifications contained in the *HMDS Reference Manual*

#### **6. Supporting information**

The following documents inform this policy (i.e. documents that are not mandatory to the implementation of this policy but may support the implementation of the policy):

- *HMDS Reference Manual* (aside from the HMDC Interface File Specifications)
- International Statistical Classification of Diseases and Related Health Problems, Tenth Revision, Australian Modification

#### **7. Definitions**

The following definitions are relevant to this policy.

N/A

#### **8. Policy owner**

**Assistant Director General Purchasing and System Performance Division**

Enquiries relating to this policy may be directed to:

Title: Data Quality Manager

Division: Data Quality & Governance

Email: [Morbidity.Data@health.wa.gov.au](mailto:Morbidity.Data@health.wa.gov.au)

#### **9. Review**

This mandatory policy will be reviewed and evaluated as required to ensure relevance and recency. At a minimum it will be reviewed within 3 years after first issue and at least every 3 years thereafter.

<b>Version</b>	<b>Effective from</b>	<b>Effective to</b>	<b>Amendment(s)</b>
MP 0059/17	01 July 2017	16 November 2017	Original version
MP 0059/17 v.1.1	16 November 2017	24 May 2018	Minor amendment
MP 0059/17 v.1.2	24 May 2018	01 July 2020	Minor amendment including the following: <ul style="list-style-type: none"> <li>• Clarification under section 2. Applicability,</li> <li>• Change in frequency of edit reports under section 3.2.1 dot point 1,</li> <li>• Change in Data &amp; Edit Schedule change to August 2017-2018 Due date for return of edit validations,</li> <li>• Correction to typographical error under section 9. Review,</li> <li>• Updated hyperlinks,</li> <li>• Corrections on page 20 and 29 of the Hospital Morbidity Data Reference Manual</li> <li>• Updated columns within Data and Edit Submission Schedule at 3.3</li> </ul>

The review table indicates previous versions of the mandatory document and any significant changes.

## 10. Approval

This mandatory policy has been approved and issued by the Director General of the Department of Health.

<b>Approval by</b>	Dr David Russell-Weisz, Director General, Department of Health
<b>Approval date</b>	23 June 2017
<b>Published date</b>	24 May 2018
<b>RMR#</b>	F-AA-34846

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