DEFINITIONS AND COUNTING RULES FOR COMPLETION OF THE HA215B FORM

The item numbers below correspond to the numbers on the HA215B form. A sample of the form can be found at the end of this attachment.

For the different types of occasions of service given below, the National Health Data Dictionary version 13.0 also provides brief definitions.

1. Hospital
   The name of the reporting hospital should be completed.

2. Month
   Enter the calendar month in which the service was provided.

3. Year
   Enter the year in which the service was provided.

4. Occasions of Service
   An occasion of service is defined in the National Health Data Dictionary version 13.0 as any examination, consultation, treatment or other service provided to a patient.

   A diagnostic test or a simultaneous set of related diagnostic tests for one patient referred to a hospital’s pathology department should be reported as one occasion of service i.e. multiple pathology tests performed on one sample are counted as a single occasion of service. Likewise multiple X-rays taken at a single referral represent one occasion of service (see Item 23 below).

   However, if a patient attends two different outpatient areas of the hospital on the same day, two different occasions of service must be recorded. Similarly, if a patient visits a cardiology clinic at which blood is taken for pathology testing and has a single script made up in the pharmacy department, the visit to the cardiology clinic is recorded under the medical/diagnostic clinic heading and the services provided by the pathology and pharmacy departments are also each counted separately. The hospital has provided three occasions of service for that patient.

   Non-admitted occasions of service can be provided in a hospital’s emergency department, outpatient clinics, pathology, pharmacy or radiology departments or may be provided off the hospital site in community settings or in private homes.

   Occasions of service may comprise individual consultation and/or treatment or may be provided to groups of patients. (See points 5 and 6 below.)

5. Individual Consultation
   An individual occasion of service includes consultation or treatment (or both consultation and treatment) by medical, nursing, allied health or other hospital employees.

   The service may be provided in an outpatient clinic, emergency, pathology, pharmacy or radiology department of a hospital or in a private home or community setting. The service is provided on a one to one basis but may include consultation with the patient in the presence of a relative or consultation with a relative on behalf of and in the presence of a patient.

6. Group Consultation
   A group occasion of service is defined in the National Health Data Dictionary version 13.0 as two or more patients receiving a service together where all individuals are not members of the same family. Family services are to be treated as occasions of service to an individual.
Each group is to be counted once, irrespective of the size of the group or the number of staff providing services. Patients may receive counselling, treatment or therapy in a group setting. One or more clinicians may provide the service.

Each group session contributes a count of one to the Groups column 12. Each attending clinician at each group session contributes one to the Clinician column 13. Each patient attending each group session contributes one to the Attendees column 14.

7. Admitted patient
An admitted patient is a patient who meets the admission criteria for WA hospitals and has undergone a hospital’s admission process. Admitted patients should have their details recorded when they receive treatment in an outpatient clinic.

Note: Column 7 Admitted Patients records details of the activity of patients who already have been admitted and also receive treatment in a non-admitted area. Those who receive treatment in an emergency department and are subsequently admitted should be recorded in columns 8, 9, 10 or 11 of row 15 as appropriate. It is not likely that there will be a great number of patients who attend medical and diagnostic or surgical outpatient clinics while inpatients.

8. Private
A private patient is one who is responsible for payment for the service provided by the hospital.

Most visits to outpatient clinics in public hospitals will not be classified private insurance. However, there may be occasions when a private patient will be seen by a medical officer in an outpatient clinic for convenience and these patients should be classified as private.

Do not record HA215B information on private patients seen by Visiting Medical Officers who have made arrangements to lease hospital rooms and run clinics for private patients.

9. Compensable
A compensable patient is one whose hospital care is being paid by a source other than private insurance, Medicare or the Department of Veterans’ Affairs (DVA).

Refer to the Hospital Morbidity Data System (HMDS) Reference Manual for the full details (Chapter/Section: Funding Source For Hospital Patient) of the funding source descriptions1.

10. DVA
A DVA patient is one who holds a DVA entitlement and for whom that Department has agreed to pay for hospital services provided (as per Technical Bulletin 332).

11. Other
All public patients are included in this category. Also included are nationals from those countries that have a reciprocal health care agreement with Australia. Refer to the HMDS Reference Manual for the full details of the funding source descriptions3 (Chapter/Section: Funding Source For Hospital Patient).

12. Groups
The number of group sessions should be recorded. A group session is a consultation in which more than one patient is being attended to by a clinician or clinicians.

13. Clinicians
The number of clinicians conducting group consultations is recorded. A clinician is defined as a health professional who makes decisions about patient treatment and care. The definition includes medical officers, midwives, registered nurses and allied health professionals.

14. Attendees
The total number of patients seen within group consultations.

15. Emergency
The number of patients who receive unplanned services in the emergency section of the hospital should be recorded (including those subsequently admitted). Many patients treated in the emergency department will have sudden illness or injury that is too severe for treatment in a general practitioner’s rooms. However, in some cases patients may be treated in emergency departments for conditions that may be classed as primary care (the care usually provided in a general practitioner’s rooms) when GP services are not available.

Note: Some smaller hospitals may use the same physical location for emergency and non-admitted patient care (i.e. there may be no separately designated emergency or outpatient areas.) Emergency care is the care that is unplanned. This care may treat injury, a sudden medical condition or the exacerbation of a pre-existing medical condition. A follow up treatment after the emergency visit is counted as a non-admitted occasion of service and should also be recorded on HA215B.

16. Medical and Diagnostic Clinics
A medical and diagnostic clinic is defined as one of the clinic types on the following list. The main provider of the service will be a medical officer. While some patients seen at some of these clinics may be booked for surgery, the clinics are classified as medical, based on the medical specialty of the medical officer providing care.

<table>
<thead>
<tr>
<th>Allergy</th>
<th>Gastroenterology</th>
<th>Neurology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anaesthetic or Pre Admission</td>
<td>General Medicine</td>
<td>Neurology (Jackson)</td>
</tr>
<tr>
<td>Antenatal</td>
<td>Genetics</td>
<td>Obstetrics</td>
</tr>
<tr>
<td>Burns</td>
<td>Gynaecology</td>
<td>Oncology</td>
</tr>
<tr>
<td>Cardiology</td>
<td>Haematology</td>
<td>Ophthalmology</td>
</tr>
<tr>
<td>Clinical Haematology</td>
<td>Immunology</td>
<td>Pain Clinic</td>
</tr>
<tr>
<td>Communicable Diseases</td>
<td>Infertility</td>
<td>Paediatric</td>
</tr>
<tr>
<td>Dermatology</td>
<td>Medical Oncology</td>
<td>Paediatric Medicine</td>
</tr>
<tr>
<td>Developmental Paediatrics</td>
<td>Menopause</td>
<td>Rehabilitation Medicine</td>
</tr>
<tr>
<td>Diabetes</td>
<td>Neurology</td>
<td>Rheumatology</td>
</tr>
<tr>
<td>Endocrinology</td>
<td>Neonatology</td>
<td>Urology</td>
</tr>
<tr>
<td>Family Planning Maternity</td>
<td>Nephrology</td>
<td></td>
</tr>
</tbody>
</table>

17. Surgical Clinics
A surgical clinic is defined as one of the following clinic types where the main service provider is a medical officer. Consultation and treatment in these clinics may take place before the planned surgery or after the surgery has taken place.

<table>
<thead>
<tr>
<th>Cardiothoracic</th>
<th>Neurosurgery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ear, Nose and Throat</td>
<td>Orthopaedics</td>
</tr>
<tr>
<td>General Paediatric Surgery</td>
<td>Plastic Surgery</td>
</tr>
<tr>
<td>General Surgery</td>
<td>Spinal Surgery</td>
</tr>
<tr>
<td>Neck of Femur</td>
<td>Vascular</td>
</tr>
</tbody>
</table>
18. Allied Health, Nursing and Technical Services Clinics
Allied health, nursing and technical services clinics are provided by nurses, speech therapists, social workers, nutritionists, podiatrists, physiotherapists, psychologists, technicians and other hospital staff in clinics on the following list.

<table>
<thead>
<tr>
<th>Service</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Antenatal (Nurse)</td>
<td>Occupational Therapy</td>
</tr>
<tr>
<td>Audiology</td>
<td>Optometry</td>
</tr>
<tr>
<td>Appointment Scheduling (Nurse)</td>
<td>Orthoptics</td>
</tr>
<tr>
<td>Audiology</td>
<td>Optometry</td>
</tr>
<tr>
<td>Audiology</td>
<td>Optometry</td>
</tr>
<tr>
<td>Appointment Scheduling (Nurse)</td>
<td>Orthoptics</td>
</tr>
<tr>
<td>Chiroprody</td>
<td>Physiotherapy</td>
</tr>
<tr>
<td>Continence</td>
<td>Plaster Room</td>
</tr>
<tr>
<td>CTG</td>
<td>Pre Admission Clinic (Nurse)</td>
</tr>
<tr>
<td>Diabetic Education (Nurse)</td>
<td>Podiatry</td>
</tr>
<tr>
<td>Diabetic (Nurse)</td>
<td>Psychology</td>
</tr>
<tr>
<td>Dietetics</td>
<td>Speech Therapy</td>
</tr>
<tr>
<td>ECG</td>
<td>Spirometry</td>
</tr>
<tr>
<td>Family Planning (Nurse)</td>
<td>Social Work</td>
</tr>
<tr>
<td>Maternity (Nurse)</td>
<td>Stomal Therapy</td>
</tr>
<tr>
<td>Medical Illustration</td>
<td>Ulcer Clinic</td>
</tr>
<tr>
<td>Neurophysiology</td>
<td>Well Woman’s Clinic</td>
</tr>
<tr>
<td>Nutrition</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Some hospitals conduct multidisciplinary clinics with treatment or assessment by a medical officer and other health professional/s during the same visit. Each visit to a functional unit of a hospital should be counted as one occasion of service irrespective of the number of attending clinicians.

19. Dental
Dental includes any occasion of service for a patient attending a designated dental health unit within a hospital as an outpatient.

20. Mental Health
Occasions of service data for non-admitted mental health patients are now reported through the Mental Health Information System, via PSOLIS. (See Operational Circulars 1914, 1915, 1916, and 1917).

21. Pathology
This category includes all occasions of service to non-admitted patients from designated pathology laboratories. One specimen taken is counted as one occasion of service.

Where the specimen is collected by staff other than laboratory staff, the occasion of service is to be recorded under Allied Health, Nursing and Technical Services.

22. Pharmacy
The Pharmacy category includes counts of all scripts dispensed for patients from a hospital pharmacy department. Those drugs dispensed/administered in other departments such as the emergency or outpatient, are to be counted by the respective departments.

23. Radiology / Organ Imaging
Radiology includes all occasions of service to patients undertaken in radiology (X-ray) departments as well as specialised clinics carrying out ultrasound, computerised tomography (CT) and magnetic resonance imaging (MRI).

One referral for X-rays within the same sub-group of the Medicare Benefits Schedule (MBS) represents one occasion of service. For example a non-admitted patient who has X-rays of the
hand, foot (Group 13 Subgroup 1) and hip (Group 13 Subgroup 2) would be counted as two occasions of service.

24. Community Health
Community health occasions of service are services provided by designated community health units whether located on a hospital campus or not. This includes aged care assessment, immunisation, maternal and child health, and health promotional activities.

Community Health services are usually provided in numerous locations within a health service/region by community health practitioners. The service may be provided by medical officers, community health nurses or allied health professionals.

These occasions of service will preferably be reported on the HA215 B form of the largest or closest hospital in a health service/region if they cannot be reported by the facility (hospital, health centre, nursing post, etc.) providing the service.

Care should be taken that the same services are not counted twice. For example the community health services provided in the Avon Health Service would be counted in Northam Hospital’s figures even though a service may have been provided in York.

25. Domiciliary Care
Domiciliary care occasions of service are those services provided to non-admitted patients in their own normal place of residence or another off site location or dwelling (for example a relative’s home). The service provided may be medical, post surgical, psychiatric, rehabilitative or palliative care.

The care may be provided by a medical officer, nurse or allied health professional. The health provider will travel from the hospital or service unit to provide the care. Examples of this type of care include those provided to individuals in an early discharge program, those receiving chemotherapy, daily dressing or physiotherapy.

26. Psychiatric Day Hospital
Mental health data are now reported through the Mental Health Information System via PSOLIS. (See Operational Circulars 1914, 1915 1916, and 1917).

27. Other
This category comprises any service provided to non-admitted patients by the hospital that does not fit a category from 15 to 26. This includes the fitting of home appliances, delivered meals (Meals on Wheels), equipment provided to ambulatory peritoneal dialysis patients and other services.

Some Home and Community Care (HACC) services are currently reported here, however this is under review for future reporting. (Refer to HACC Program Technical Bulletin 74.

The fitting of home appliances while a patient is an admitted patient is considered part of the admitted patient care and as such should not be included.

### HA215B FORM: NON-ADMITTED PATIENT SERVICES INFORMATION REPORTING

To be completed by the 15th day after the month being reported

Original Form + □

HCARe report PHATS511.RPT contains most/all data for Rural hospitals Revised Form + □

<table>
<thead>
<tr>
<th>1. Hospital</th>
<th>2. Month</th>
<th>3. Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Admitted Patients</td>
<td>Private</td>
</tr>
<tr>
<td>Emergency</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Medical &amp; * Diagnostic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surgical **</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allied Health, *** Nursing, Technical</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dental</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mental Health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pathology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pharmacy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Radiology / Organ Imaging</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Health</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Domiciliary Care</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Psych Day Hospital</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Other (including Meals on Wheels)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Medical & Diagnostic Clinics**
- Allergy
- Anaesthetic or Pre Admission
- Antenatal
- Burns
- Cardiology
- Clinical Haematology
- Communicable Diseases
- Dermatology
- Development Paediatrics
- Diabetic
- Endocrinology
- Family Planning
- Gastroenterology
- General Medicine
- Genetics
- Gynaecology
- Infertility
- Haematology

**Surgical Clinics**
- Cardiac
- Cardiothoracic
- Ophthalmology
- E.N.T.
- General Paediatric Surgery
- General Surgery
- Neurosurgery
- Orthopaedics
- Plastic Surgery
- Spinal Surgery
- Vascular

**Allied Health, Nursing & Technical Services**
- Antenatal (Nurse)
- Audiology
- Appointment Scheduling (Nurse)
- Chiroprody
- Continence
- CTG
- Diabetic Education (Nurse)
- Diabetic (Nurse)
- Dietetics
- ECG
- Family Planning (Nurse)
- Maternity (Nurse)
- Medical Illustration
- Neurophysiology
- Nutrition
- Occupational Therapy
- Optometry
- Orthotics
- Physiotherapy
- Plaster Room
- Podiatry
- Pre Admission Clinic (Nurse)
- Psychology
- Social Work
- Speech Therapy
- Spirometry
- Stomal Therapy
- Ulcer Clinic
- Well Woman's Clinic

Please forward completed forms to the
Department of Health, Information Collection and Management by the 15th day of the month.
Fax: 9222 4408 or Email: HA215B@health.wa.gov.au Tel: 9222 4216