



# Patient Activity Data Policy

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## 1. Purpose

The purpose of the *Patient Activity Data Policy* is to maintain the integrity of patient activity data collected within the WA health system.

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

This policy is also a mandatory requirement for the Department of Health pursuant to section 29 of the *Public Sector Management Act 1994*.

This policy supersedes:

- MP 0058/17 *Admission Policy*
- MP 0056/17 *Clinical Coding Policy*
- MP 0143/20 *Emergency Department Data Collection and Reporting Policy*
- MP 0059/17 *Hospital Morbidity Data Reporting Cycle and Edit Protocol Policy*
- MP 0088/18 *Elective Services Wait List Data Collection Data Reporting Requirements Policy*
- MP 0087/18 *Non-admitted Activity Recording and Reporting Policy*
- MP 0036/16 *Data Reporting Requirements for Episodes of Admitted Maintenance Care Policy*
- MP 0061/17 *Data Reporting Requirements for Episodes of Admitted Palliative Care Policy*.

## 2. Applicability

This policy is applicable to the WA health entities.

The requirements contained within this policy are applicable to the services purchased from contracted health entities where it is explicitly stated in the contract between the contracted health entity and the State of Western Australia or HSP. The State of Western Australia or HSP contract manager is responsible for ensuring that any obligation to comply with this policy by the contracted health entity is accurately reflected in the relevant contract and managed accordingly.

### 3. Policy Requirements

Patient activity data informs and supports system performance management, health service planning, clinical governance, safety and quality, clinical research, national reporting and funding of the WA health system.

WA health entities are required to:

- accurately report and must comply with the:
  - Admitted Patient Activity Data Business Rules
  - Hospital Morbidity Data Collection Data Specifications
  - Hospital Morbidity Data Collection Data Dictionary
  - Elective Services Wait List Data Collection Data Specifications
  - Elective Services Wait List Data Collection Data Dictionary
  - Subacute and Non-acute Data Collection Data Specifications
  - Subacute and Non-acute Data Collection Data Dictionary
  - Emergency Department Patient Activity Data Business Rules
  - Emergency Department Data Collection Data Specifications
  - Emergency Department Data Collection Data Dictionary
  - Community Mental Health Patient Activity Data Business Rules
  - Mental Health Data Collection Data Specifications
  - Mental Health Data Collection Data Dictionary
  - Non-Admitted Patient Activity Data Business Rules
  - Non-Admitted Patient Data Collection Data Specifications
  - Non-Admitted Patient Data Collection Data Dictionary
  - Non-Admitted Dental Data Collection Data Specifications
- implement and comply with any audit and/or assurance requirements as requested by the Department of Health and within the required timeframes
- rectify any identified data anomalies within required timeframes requested by the Department of Health
- have local policies and procedures in place that ensure compliance with this policy
- ensure applications that feed data into the patient activity data information assets comply with the related documents in this policy
- ensure that data provided to the Department of Health accurately reflects information held by HSPs.

### 4. Compliance Monitoring

The System Manager, through the Purchasing and System Performance Division, Department of Health, will carry out, and/or request compliance audits to ascertain the level of compliance with this policy to address risks as required. Audit findings will be

communicated to the WA health entity, to Information Stewards, HSP Chief Executives, the Director General and/or other relevant persons regarding the findings of compliance monitoring activities.

To facilitate compliance monitoring, the WA health entities are required to provide any information and/or resources requested by the Department of Health.

## 5. Related Documents

The following documents are mandatory pursuant to this policy:

### Admitted Activity

- [Admitted Patient Activity Data Business Rules](#)
- [Hospital Morbidity Data Collection Data Specifications](#)
- [Hospital Morbidity Data Collection Data Dictionary](#)
- [Elective Services Wait List Data Collection Data Specifications](#)
- [Elective Services Wait List Data Collection Data Dictionary](#)
- [Subacute and Non-acute Data Collection Data Specifications](#)
- [Subacute and Non-acute Data Collection Data Dictionary](#)

### Emergency Department Activity

- [Emergency Department Patient Activity Data Business Rules](#)
- [Emergency Department Data Collection Data Specifications](#)
- [Emergency Department Data Collection Data Dictionary](#)

### Community Mental Health Activity

- [Community Mental Health Patient Activity Data Business Rules](#)
- [Mental Health Data Collection Data Specifications](#)
- [Mental Health Data Collection Data Dictionary](#)

### Non-Admitted Activity

- [Non-Admitted Patient Activity Data Business Rules](#)
- [Non-Admitted Patient Data Collection Data Specifications](#)
- [Non-Admitted Patient Data Collection Data Dictionary](#)
- [Non-Admitted Dental Data Collection Data Specifications](#)

## 6. Supporting Documents

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

- [Patient Activity Data Policy Information Compendium](#)

## 7. Definitions

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

Term	Definition
Contracted Health Entity	As per section 6 of the <i>Health Services Act 2016</i> , a non-government entity that provides health services under a contract or other agreement entered into with the Department CEO on behalf of the State, a health service provider or the Minister.
Data Collection	Refer to Information Asset.
Data Dictionary	A Data Dictionary provides detailed metadata for the data elements included in the Data Specifications, including definition, field name, format and data type and links to national standards for each data element.
Data Specifications	Data Specifications mandate the list of data elements, format and submission schedule for each data collection.
Health Service Provider	As per section 6 of the <i>Health Services Act 2016</i> , a health service provider established by an order made under section 32(1)(b).
Information asset	A collection of information that is recognised as having value for the purpose of enabling the WA health system to perform its clinical and business functions, which include supporting processes, information flows, reporting and analytics.
Information Management Policy Framework	The Information Management Policy Framework specifies the information management requirements that all Health Service Providers must comply with in order to ensure effective and consistent management of health, personal and business information across the WA health system.
Patient Activity Data Business Rules	Patient Activity Data Business Rules mandate the rules, scope and criteria to be used when recording health service patient activity data and reporting to the Department of Health.
WA health entities	WA health entities include: <ul style="list-style-type: none"> <li>i. health service providers as established by an order made under section 32 (1)(b) of the <i>Health Services Act 2016</i>; and</li> <li>ii. Department of Health as an administrative division of the State of Western Australia pursuant to section 35 of the <i>Public Sector Management Act 1994</i>.</li> </ul>
WA health system	The WA health system is comprised of: <ul style="list-style-type: none"> <li>(i) the Department;</li> <li>(ii) health service providers (North Metropolitan Health Service, South Metropolitan Health Service, Child and Adolescent Health Service, WA Country Health Service, East Metropolitan Health Service, PathWest</li> </ul>

	Laboratory Medicine WA, Quadriplegic Centre and Health Support Services); and (iii) contracted health entities, to the extent they provide health services to the State.
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## 8. Policy Contact

Enquiries relating to this Policy may be directed to:

Title: Director, Information and Performance Governance  
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## 9. Document Control

Version	Published date	Effective from	Review date	Amendment(s)
MP 0164/21	15 June 2021	1 July 2021	June 2022	Original version
MP 0164/21 v.1.0	9 September 2021	9 September 2021	June 2022	Updated version of Supporting Information – <i>Contracted Care Supplementary Information</i> .
MP 0164/21 v.2.0	1 July 2022	1 July 2022	June 2023	Annual review and inclusion of 2022-2023 Related Documents and Supporting Information.
MP 0164/21 v.2.1	29 August 2022	1 July 2022	June 2023	Minor amendment to Related Document – <i>Non-Admitted Patient Data Collection Data Dictionary</i> .
MP 0164/21 v.2.2	31 August 2022	1 July 2022	June 2023	Minor amendment to Supporting Information – <i>Patient Activity Data Policy Information Compendium</i> .
MP 0164/21 v.2.3	3 February 2023	1 July 2022	June 2023	Minor amendments – see below.
Amendment to broken link in related documents: Hospital Morbidity Data Collection Data Specifications (HMDC Data Validation Manual link-page 4) and Mental Health Data Collection Data Specifications (MIND Data Validation Manual link – page 3).				
MP 0164/21 v3.0	1 July 2023	1 July 2023	June 2024	Amendments as per below.
Annual review and inclusion of 2023-2024 related documents and supporting information.				

## 10. Approval

<b>Approval by</b>	Nicole O'Keefe, Assistant Director General, Strategy and Governance, Department of Health
<b>Approval date</b>	12 June 2021

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