H.I.P.E.

Hospital In-Patient Enquiry

2020

INSTRUCTION MANUAL

 For use with the HIPE Portal

May 2020

V1.3

Healthcare Pricing Office

INSTRUCTIONS FOR THE CODER

Before you begin, make sure you have the following (which are available from the Healthcare Pricing Office):

- 10th Edition ICD-10-AM/ACHI/ACS classification:

    5 Volume book set or e-book

- ICD-10-AM/ACHI/ACS training material (as issued at training courses)

- HIPE Instruction Manual

- Irish Coding Standards

- Record summary sheets (if required)

Also have for reference

- Medical Dictionary e.g. Dorland's

- M.I.M.S. - Index of Drugs

For definitions of all HIPE variables please refer to the

- HIPE Data Dictionary at www.hpo.ie

HIPE Support

Clinical Coding Queries:	Please submit by email with as much detail as possible to hipe.coding@hpo.ie. **Remove any identifying information.**
HIPE Data Requests & Statistics:	To access HIPE information please email: HIPEData.Requests@hpo.ie with details of your information requirements.
Consultant Number Requests:	To add a HIPE number for a consultant applications can be made through the HPO Meta Data Services (MDS) Web app. For registering on MDS please contact HIPEIT@hpo.ie
HIPE Software Support:	Queries relating to HIPE software can be submitted to HIPEIT@hpo.ie
HIPE Training Requests & Queries:	Any queries relating to HIPE training can be submitted to hipe.training@hpo.ie
HIPE Exports:	To be submitted monthly via email to export@hpo.ie See page 23 for list of export dates in 2020 and information on HIPE coding deadlines.
Contact Details:	Healthcare Pricing Office 1st Floor The Brunel Building Heuston South Quarter St. John's Road West Dublin 8 D08 X01F **Website**: www.hpo.ie **E-mail**: info@hpo.ie **Fax No.**; 01-7718414

Hospital In-Patient Enquiry (HIPE) Summary Sheet

For use with HIPE on ALL DISCHARGES FROM 01.01.2020

Patient's Hospital of Discharge | | |

MRN | | | | | | |

Sex | | Date of Birth | / / |

Admission Date | / / |

Admission Time | _ _ : _ _ |

Discharge Date | / / |

Discharge Time | _ _ : _ _ |

Type (priority) of Admission | |

W/List If Type=1-2	Type of Elective Adm If Type=1-2	Mode If Type=4,5,7

IF TRANSFER IN:
Tick if this a transfer of a non-admitted patient | |

Admission Source | |

Discharge Code | |

Duration of continuous ventilatory support (hours) Cumulative | | |

Area of Residence | | |

*Eircode | | | | |

Marital /Civil Status | |

Medical Card | |

Health Insurer | |

Parity | Still | + | Live |

Infant Admit Weight (grams) | | | |

Admitting Ward | | | | | |

Discharge Ward | | | | |

Transfer from | | |

Transfer to | | |

Temp Leave Days | |

Date of Transfer to rehab/PDU | / / |

Days in a Critical Care Bed | |

Discharge Status | |

Day Case | | Day Ward | |

Day Ward ID | | | | |

Days in ITU/ICU | |
Where status on discharge is "Private" also enter:
Days in Single Occupancy ITU/ICU | |
Days in multiple occupancy ITU/ICU | |

Number of Days by Bed Type:
Private Bed | | Semi Private Bed | | Public Bed | |

Number of Days by Room Type:
Single Room Bed | | Multiple Room Bed | |

Admitting Consultant | | |

Primary Consultant | | |

Intensive Care Consultant | | |

Up to 10 **Intensive Care** consultants may be recorded

Discharge Consultant | | |

Specialty of **Discharge** Consultant | | |

Medical Discharge Date | / / |

PDX = *The diagnosis established after study to be chiefly responsible for occasioning the patient's episode of care in hospital (ACS 0001)*

ICD-10-AM Code	Principal Diagnosis (PDX)	Hospital Acquired Dx ^	Consultant #	Specialty
(1)					
(2)					
(3)					
(4)					
(5)					
(6)					
(7)					
(8)					
(9)					
(10)	Up to 30 diagnoses codes may be entered.			

For use on all discharges from 01.01.2020

Procedure/Intervention Codes	Block No.		Consultant #	Consultant Anaesthetist #	Date of Procedure
(1)	-	[ ]	Principal Procedure			/ /
(2)	-	[ ]				/ /
(3)	-	[ ]				/ /
(4)	-	[ ]				/ /
(5)	-	[ ]	Up to 20 procedure codes may be entered.			/ /

Case entered on HIPE: | | Hospital Ref No. For HPO Use: | | |

* Patient Name, Full Address, full DOB, and Full Eircode are currently <u>not</u> exported to the HPO. These are collected only at hospital level.

More than one consultant can be recorded.

^ HADx flag can be assigned for PDx in **Neonates on the birth episode only**.

HIPE Instruction Manual

HIPE collects information on in-patient and day patient activity from participating hospitals. A HIPE discharge record is created when a patient is discharged from (or dies in) hospital. This record contains administrative, demographic and clinical information for a discrete episode of care. An episode of care begins at admission to a ward (inpatient or daycase) in hospital and ends at discharge from (or death in) that hospital.

This manual provides instruction on the capture of administrative and demographic data for each HIPE discharge record. Clinical data are captured in accordance with the classification and associated standards.

All variables listed are for collection for discharges from 01.01.2020. When reviewing HIPE data for previous years, please refer to the Instruction Manual for the relevant period.

The arrow beside a field below refers to items downloaded by the PAS where available. These fields must always be verified against the information in the chart.

__All__ HIPE Data are subject to Audit (including chart based reviews)

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1.   **Patient's Hospital of Discharge:** The code of the hospital that the patient is under the care of using the four digit Hospital Code List (see full listing on page 17-19).

2.   **Chart Number:**   Up to 7 characters allowed. If less than 7, place zeros before the chart number (or case reference number). Up to 2 alpha characters allowed, again place these before the chart number and in the first position(s).

3.   **Date of Admission:**   Enter day, month and year in appropriate boxes, inserting zeros where necessary.

   e.g.   1st March 2020 = | 01 | 03 | 2020 |

   The date of admission is the date the patient is admitted to an inpatient ward or a registered dayward.

3a.   **Time of Admission:**   The time of admission in the 24 hour format for the patient will be collected for all patients discharged from hospital. The time of admission will be the time, as recorded on the PAS, the patient was admitted to a ward as either a daycase or an inpatient.

Admission codes
Type of Admission This indicates the *priority* of the admission

4. Type of Admission

1 Elective
The patient's condition permits adequate time to schedule the availability of suitable services. An elective admission may be delayed without substantial risk to the health of the individual.

2 Elective Readmission
Patient admitted electively to continue ongoing treatment or care.

4 Emergency
The patient requires immediate care and treatment as a result of a severe, life threatening or potentially disabling condition. Generally, the patient is admitted through the Emergency Department.

5 Emergency Readmission
This is an unscheduled readmission following a previous spell of treatment in the same hospital and relating to the treatment or care previously given.

6 Maternity
The patient is admitted related to their obstetrical experience. (From conception to 6 weeks post delivery).

Collection of the patient's parity is mandatory for this Admission Type – see pg. 15 for further details.

7 New born (0-27 days)
Neonate admitted to hospital for care or observation. Type of admission '7' will be used for patients up to the age of 28 days (0-27 days old) who are admitted to the hospital as an emergency or where the admission is unplanned. *Note*: Any other neonatal patients (0-27 days old) admitted routinely will be assigned the regular booked admission type.

Elective MAU /ASAU Admissions:
Elective re/admissions to registered MAUs/ASAUs are **not** reported to HIPE, this activity is to be reported as Outpatient activity.

"Type" of Elective Admission

When the admission type is either **1- Elective** or **2 - Elective Readmission** the **Type of Elective Admission** is also required to indicate if the elective admission is from a waiting list or is a planned admission. It is coded as:

1 - Planned Admission

2 - Admission from Waiting List

3 - Unknown

"Type" of Waiting List category
When a user indicates that the admission type is either **1-Elective** or **2 - Elective Readmission** a display box appears on the screen to ask if the case is funded by the National Treatment Purchase Fund (NTPF).

0 – Not NTPF   1 – Yes NTPF

Note: This field is subject to review and validation by the HSE and NTPF.

Mode of Emergency Admission

This indicates *where the patient was treated immediately prior to being admitted* into the hospital as an inpatient or when the patient was treated only in a registered Acute Medical Assessment Unit (AMAU*) or in a registered Acute Surgical Assessment Unit (ASAU§).

When the user chooses a **Type of Admission**: **Emergency or Newborn,** a display box presents the Mode of Emergency Admission options:

1 ED (Emergency Department) of the admitting hospital

2 AMAU **Admitted as Inpatient:** This code is assigned if the patient is admitted as an emergency to the hospital through the AMAU.

3 Other

4 Unknown

5 AMAU **Only :**   This code is assigned if the patient is admitted as an emergency to the AMAU and is discharged from there.

6 Local Injury Unit: Admission directly from a HSE listed Local Injury Unit

7 ASAU **Admitted as Inpatient.** This code is assigned if the patient is admitted as an emergency to the hospital through the ASAU.

8 ASAU **Only:**   This code is assigned if the patient is admitted as an emergency to the ASAU and is discharged from there

Note: *AMAUs /ASAUs must be registered in order for the Healthcare Pricing Office to activate this field for collection (contact* HIPEIT@HPO.ie)

*Mode of emergency admission for AMAU cases can only be 2 – *AMAU Admitted as inpatient* **or** 5 – *AMAU Only*
§Mode of emergency admission for ASAU cases can only be 7– *ASAU Admitted as inpatient* **or** 8 – *ASAU Only*

5. Source of Admission - *Where* the patient was prior to admission.

    1   Home

    2   Transfer from nursing home/convalescent home or other long stay accommodation

    3   Transfer of admitted or non-admitted patient from Hospital or Covid -19 facility in Hospital code list or transfer from *any* Acute Hospital not specified in Hospital Code Listing (see pages 17-19 in this manual).

> When the coder enters a transfer (3) as a source of admission the system will respond with:
> - a request to identify the hospital in question. This hospital may be entered as a 4-digit code from the Hospital Code List (See pull down menu on PC or listing on pages 17-19 of this instruction manual).
> - An indicator to identify if this is the transfer of a non-admitted patient. E.g. patient transferred from an ED in another hospital.
> - Transfer specific codes are provided for transfer from Covid-19 facilities. See hospital listings Pg. 19
> - Transfer specific codes are provided for transfer from private hospitals. See hospital listings Pg. 19

    4   Transfer from Non-Acute Hospital

    5   Transfer from hospice

    6   Transfer from psychiatric hospital/unit

    7   New born

    8   Temporary place of residence (e.g. hotel)

    9   Prison

    0   Other

6. Date of Discharge

    Enter the appropriate date in the appropriate boxes inserting zeros where necessary.

        e.g. 10th March 2020 = | 10 | 03 | 2020 |

    Where a patient is discharged from the same hospital more than once in the same day, these episodes are consolidated into one discharge record for HIPE purposes.

6a. Time of Discharge

    The time of discharge, in the 24 hour format, for the patient will be collected for all patients, both daycases and inpatients, discharged from hospital. The time of discharge will be the time, as recorded on the PAS, that the patient was discharged.

7. Discharge codes identify the <u>discharge destination</u>

    00 - Self discharge

    01 - Home

    02 - Nursing home, convalescent home or long stay accommodation

    03 - **Emergency** Transfer to Hospital in Hospital Code Listing or transfer to *any* <u>Acute</u> Hospital not specified in Hospital Code Listing (see pages 17-19 in this manual).

    04 - **Non Emergency** Transfer to Hospital in Hospital Code Listing , or Covid-19 facility, or transfer to *any* <u>Acute</u> Hospital not specified in Hospital Code Listing (see pages 17-19 in this manual).

> When the coder enters a transfer (03 or 04) as a discharge code the system will respond with a request to identify the hospital in question. This hospital may be entered by a 4-digit code number from the Hospital Code List (See pull down menu on PC or listing at the end of this instruction manual).
> - Transfer specific codes are provided for transfer to Covid-19 facilities. See hospital listings Pg. 19
> - Transfer specific codes are provided for transfer to private hospitals. See hospital listings Pg. 19

05 - Transfer to psychiatric hospital/unit	**13** - Absconded
06 - Died with post mortem	**14** - Other (e.g. Foster care)
07 - Died no post mortem	**15** - Temporary place of residence (e.g. hotel)
08 - Emergency Transfer to Non-Acute hospital	
09 - Non Emergency Transfer to Non-Acute hospital	
10 - Transfer to rehabilitation facility	
11 - Hospice	
12 - Prison	

8. **Date of Birth**

The date of birth is stored as 8 digits (dd/mm/yyyy). It is possible to key the last two digits of the year (yy) and the software will convert this to a year this century (20yy). If the date of birth is unknown the year must be estimated and entered with the day and month being keyed as 00/00 e.g. 1981 = 00/00/1981.

The full date of birth is collected only at hospital level. Full details are not currently exported to the HPO.

9. **Infant Admission Weight**

For patients aged less than 1 year of age, admission weight is collected in grams in the following circumstances:

- Required for all neonates (0-27 days old)

- Required for infants up to 1 year of age **with** an admission weight less than 2,500 grams.

The value collected will be the weight in whole grams on admission. If the patient is admitted on the day of birth, the admission weight will be the birth weight.

10. **Sex**

Enter appropriate code:
1 - Male   **2** – Female   (**3** – Unknown) Rare and Unlikely

11. **Marital /Civil Status**

Enter appropriate code:
1 – Single	**5** – Unknown	**9** – Surviving Civil Partner
2 – Married	**6** – Divorced	
3 – Widowed	**7** – Civil Partner	
4 – Other (includes Separated)	**8** – Former Civil Partner	

12. **Medical Card Indicator**

This relates to the patient's eligibility and not to the status of bed used by the patient during the stay in hospital. If the patient has full eligibility for health services <u>and</u> has a medical card, the coder will enter the appropriate code

0 - No   **1** - Yes   **2** – Unknown

13. **EIRCODE*** (This field is not mandatory for 2020).

Eircode is a smart location postcode system for all Irish addresses. An Eircode is a 7 alphanumeric character code consisting of a "Routing key"(consisting of the first 3 characters) and a "Unique Identifier" (consisting of the remaining characters). While the complete Eircode is recorded on the HIPE Portal locally in hospitals, **only the routing key is exported to the HIPE national file** for data protection reasons. It is expected that the Eircode will be downloaded from the PAS/IPMS/HIS. The Eircode refers to the normal address of the patient. The Eircode is collected for all cases except where the patient has a non-Irish address or has no fixed abode. Eircode is collected in addition to area of residence.

Eircode	Routing Key	Unique Identifier		Example Eircode	Routing Key	Unique Identifier
	| | |	| | | |			A| 6 | 5	F | 4 | E | 2
	Exported	Not Exported			**Exported**	Not Exported

* Please see https://www.eircode.ie/home

14. Area of Residence

The area of residence code identifies the place where the person would normally reside, i.e. 'home address'. Foreign nationals now resident in this country would have a code assigned for where they now live in Ireland. Foreign visitors here for short stays would be coded to the country where they normally reside.
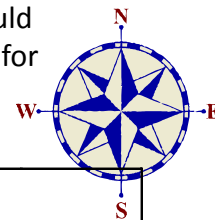
No fixed abode	0000

Ireland*

County	Code
Carlow	0500
Cavan	2900
Clare	1600
Cork (City)	1101
Cork (County)	1200
Donegal	2800
North Dublin City & County†	0100
South Dublin City & County†	0200
Galway (City)	1801
Galway (County)	1900
Kerry	1300
Kildare	0300
Kilkenny	0700
Laois	2500
Leitrim	2600
Limerick (City)	1401
Limerick (County)	1500
Longford	2200
Louth	3100
Mayo	2100
Meath	3200
Monaghan	3000
Offaly	2400
Roscommon	2000
Sligo	2700
Tipperary North Riding††	1700
Tipperary South Riding††	0800
Waterford (City)	0901
Waterford (County)	1000
Westmeath	2300
Wexford	0600
Wicklow	0400
Northern Ireland	3310

Europe

Country	Code
Austria	3318
Belgium	3301
Bulgaria	3331
Croatia	3333
Cyprus	3321
Czech Republic	3322
Denmark	3302
England	3303
Estonia	3323
Finland	3316
France	3304
Germany	3305
Greece	3306
Hungary	3324
Italy	3308
Latvia	3325
Lithuania	3326
Luxembourg	3309
Malta	3327
Norway	3317
Poland	3328
Portugal	3314
Romania	3332
Scotland	3311
Slovak Republic	3329
Slovenia	3330
Spain	3313
Sweden	3315
Switzerland	3319
The Netherlands (Holland)	3307
Wales	3320
All other European	3350

Rest of the World

Africa	3400
America North and Canada	3501
America South, Central and The Caribbean	3502
Asia, Middle East, Far East & South East Asia	3600
Australia, New Zealand & Oceania	3700

*   Please note that in addition to the area of residence variable, HIPE collects the Eircode for Irish addresses when present of which the first 3 characters (routing key) are exported to the HPO – see also page 6.
† See also detailed listing of Dublin HIPE postal codes on page 8
†† See also listing for Tipperary North and South Riding on page 9

Dublin HIPE Postal Districts

North Dublin – 0100 (all **odd** numbered postal codes)
South Dublin – 0200 (all **even** numbered postal codes)
For further specificity a patient's own Dublin postal codes may be incorporated into these codes, 0100 & 0200.
Please see the list of examples below.

Address	Code	Address	Code	Address	Code
Arbour Hill (7)	0107	Darndale (17)	0117	Monkstown	0200
Artane (5)	0105	Dartry (6)	0206	Mt. Merrion	0200
Baily (13)	0113	Deans Grange	0200	Mulhuddart (15)	0115
Balbriggan	0100	Dollymount (3)	0103	Neilstown (22)	0222
Baldoyle (13)	0113	Dolphin's Barn (8)	0208	Newtown Park	0200
Balgriffin (17)	0117	Donaghmede (13)	0113	Oldbawn (24)	0224
Ballinteer (16)	0216	Donnybrook (4)	0204	Palmerstown (20)	0220
Ballsbridge (4)	0204	Drimnagh (12)	0212	Pembroke (4)	0204
Ballybough (3)	0103	Drumcondra (9)	0109	Phibsboro (7)	0107
Ballybrack	0200	Dubber (11)	0111	Porterstown (15)	0115
Ballyedmonduff (18)	0218	Dundrum (14)	0214	Portmarnock	0100
Ballyfermot (10)	0210	Dun Laoghaire	0217	Portobello (8)	0208
Ballygall (11)	0111	East Wall (3)	0103	Priorswood (17)	0117
Ballyogan (18)	0218	Edmonstown (16)	0216	Raheny (5)	0105
Bawnogue (22)	0222	Elm Mount (9)	0109	Ranelagh (6)	0206
Bayside (13)	0113	Fairview (3)	0103	Rathgar (6)	0206
Beaumont (9)	0109	Finglas (11)	0111	Rathmines (6)	0206
Belcamp (17)	0117	Firhouse (24)	0224	Ringsend (4)	0204
Blackrock	0200	Four Courts (7)	0107	Riverside (17)	0117
Blanchardstown (15)	0115	Foxrock (18)	0218	Rockbrook (16)	0216
Bluebell (12)	0212	Goatstown (14)	0214	Roebuck (14)	0214
Bohernabreena (24)	0224	Griffith Ave. (9)	0109	S.C.R (8)	0208
Cabinteely (18)	0218	Harmonstown (5)	0105	Sandford (6)	0206
Cabra (7)	0107	Howth (13)	0113	Sandyford (18)	0218
Cappagh (11)	0111	Inchicore (8)	0208	Sandymount (4)	0204
Carrickmines (18)	0218	Irishtown (4)	0204	Santry (9)	0109
Castleknock (15)	0115	Island Bridge (8)	0208	Shankill (18)	0218
Chapelizod (20)	0220	Jamestown (11)	0111	Skerries	0100
Churchtown (14)	0214	Jobstown (24)	0224	Stepaside (18)	0218
Clondalkin (22)	0222	Kilmacud	0200	Stillorgan	0200
Clonee (15)	0115	Kilmainham (8)	0208	Sutton (13)	0113
Clonliffe (3)	0103	Kilmashogue (16)	0216	Tallaght (24)	0224
Clonshaugh (17)	0117	Kilnamanagh (24)	0224	Terenure (6)	0206
Clonsilla (15)	0115	Kilshane (11)	0111	The Coombe (8)	0208
Clontarf (3)	0103	Kilternan (18)	0218	Ticknock (18)	0218
Coolock (5)	0105	Kimmage Rd. (6w)	0206	Wadelai (11)	0111
Corduff (15)	0115	Knocklyon (16)	0216	Walkinstown (12)	0212
Cornelscourt (18)	0218	Malahide	0100	Whitechurch (16)	0216
Cremore (11)	0111	Marino (3)	0103	Whitehall (16)	0216
Cruagh (16)	0216	Merchants' Qy. (8)	0208	Whitehall (9)	0109
Crumlin (12)	0212	Merrion (4)	0204	Windy Arbour (14)	0214

Tipperary North Riding: 1700

Ballinastick	Silvermines
Ballina	Sherry
Ballingarry	Templemore
Ballynonty	Templetouhy
Ballycahill	Thurles
Birr	Toomevara
Borrisokane	Tyane
Borrisoleigh	Upperchurch
Bouladuff	
Birdhill	
Ballinahow	
Coalbrook	
Cloughjordan	
Clonea	
Clonlea	
Dolla	
Dronard	
Drangan	
Drumbane	
Glencarragh	
Gaile	
Gortnahoe	
Glengoole	
Holycross	
Inch	
Kyle	
Littleton	
Lorrha	
Loughnafulla	
Lisnaginly	
Milestone	
Nenagh	
Newhill	
Newport	
Puckane	
Portroe	
Roscrea	

Tipperary South Riding: 0800

Abbey	Grantstown
Abbeyside	Glohihan
Annacarthy	Golden
Ardfinnan	Goolds Cross
Athenny	Hollyford
Ballinilard	Loughtally
Ballinure	Kilfeackle
Ballydrehid	Kellenaule
Ballykisteen	Kilcross
Ballyloogy	Kishane
Ballymacarberry	Kilshelan
Ballypatrick	Knockroe
Ballyporeen	Knockgraffan
Bansha	Lattin
Bonorlahan	Limerick Junction
Burncourt	Lisronagh
Bohererowe	Loughtally
Cullen	Monard
Cahir	Mullinahone
Cappawhite	Noan
Carrick-On-Suir	Newcastle
Cashel	New Inn
Clerihan	Rossmore
Clogheen	Tipperary Town
Cloneen	Nine-Mile-House
Clonmel	
Crohan	
Commins	
Drumiomogue	
Donaskeigh	
Dondhill	
Dualla	
Dundrum	
Emly	
Fethard	

9

15. Patient status on discharge

Refers to the public/private status of the patient and not to the type of bed occupied. Either public or private must be specified.

Enter appropriate code:

1 - Public

2 - Private
Where the patient has a discharge status of Private the **Health Insurer** of the patient will be collected where applicable. The coder will have the option to select from the following list:

Code	Description
1	Voluntary Health Insurance (VHI)
2	Laya (formerly Quinn Healthcare)
3	Irish Life Health (formerly Aviva)
5	Company Insurance plan (ESB etc.)
6	State employee insurance (Prison Officer, Garda, Army)
~~7~~	~~GloHealth~~
8	Not stated
9	Other
0	No Insurance

16. Day Case

A day case is a patient who is admitted to hospital on an elective basis for care and/or treatment which does not require the use of a hospital bed overnight and who is discharged as scheduled. (*Source*: Department of Health and Children, September 1993).

Enter appropriate code for Day Case: **0** - No **1** – Yes

17. Day Ward Indicator

If the patient is identified as a day case it is necessary to denote that the patient was admitted to a dedicated named day ward. The options presented will be

0 - No   **1** - Yes   **2** - Unknown.

Hospitals must register their dedicated day wards with the Healthcare Pricing Office prior to using this facility.

18.   Day Ward Identifier

If the answer to Day Ward Indicator is **1 – Yes**, the pre-registered Day Ward name must be entered to identify the day place where the patient was treated.

19.   Number of ITU/ICU days (where applicable)*:

This identifies the number of days, or part thereof, the patient spent in an intensive care environment e.g. ICU/ITU/CCU/HDU/NITU etc.
Where part of day is spent in ICU the allocation of public/private/semi- private days (see below) can be adjusted accordingly.

This variable collects the total number of days in an ITU/ICU bed.
In addition, <u>where the patient status on discharge is private the following will also be collected</u>:
   * Number of days in an ITU/ICU bed – single occupancy ITU/ICU room/ward
   * Number of days in an ITU/ICU bed – multiple occupancy ITU/ICU room/ward

20.   Number of days (where applicable) by Bed Type*:

Bed Type: A patient may be in any or all of the bed types during the episode of care- the total number of days for bed type must equal the length of stay.

   a) Private Bed - Total number of days† in a Private Bed

   b) Semi-private Bed - Total number of days† in a Semi-private bed

   c) Public Bed - Total number of days† in a Public bed

Please note that the length of stay may also include temporary leave days and ITU days where appropriate.

† The total number of days in a private/semi-private/public bed are based on the designation of the bed and not the public/private status of the patient.

21.   Number of days by Room Type*:

Room Type: A patient may be in either or both room types during the episode of care – the total number of days for room type must equal the length of stay.

   a) Single Room Bed - Total number of days in a bed in a single occupancy room/ward §

   b) Multiple Room Bed - Total number of days in a bed in a Multiple occupancy

      room/ward §

Please note that the length of stay may also include temporary leave days.

§The total number of days in a bed in a single or multiple occupancy room is not dependant on the public/private designation of the bed or whether the bed is an ITU bed.

* The following guidelines apply to 19, 20 and 21 above;
The midnight census can be used to determine the number of days spent in these environments. If the patient spends less than 1 day in these environments and is not present at the time of the midnight census, a stay of less than one day can optionally be recorded as '1' day.

22.   Consultant Identifiers

Each consultant has a unique number (4 digit code) assigned by the HPO which may *not* be used for any other consultant. When a consultant (including non-permanent consultants) takes up duty a written request for a new (or existing) number is sent to the HPO (please email HIPEnumber@HPO.ie).
All consultant numbers are encrypted on export to the HPO.

Notes:

- **For data entry purposes, where the entire case is handled by one consultant his/her code number need only be entered opposite the principal diagnosis.**

- **If more than one consultant is involved in a case** the relevant consultant code number will be placed opposite the relevant diagnoses/procedures.
  See ICS 0027   Multiple Coding.

- **Specialty of A Case: A specialty code is assigned to the case on the basis of the specialty assignment of the consultant associated with the principal diagnosis.**
  The specialty assignment of the consultant is determined locally. All specialty codes are listed at the end of this instruction manual. The specialty code of the discharge consultant is also collected.

- **See also consultant types listed in 22(a) to 22(f)**

Consultant Types:

22(a) Primary Consultant

The primary consultant is the consultant who has overall responsibility for the case. If there is no clear information in the chart on the identity of the primary consultant, the code for the discharge consultant will be used.

22(b) Admitting Consultant

The admitting consultant is the consultant who admits the patient. If there is no clear information in the chart on the identity of the admitting consultant, the code for the primary consultant will be used.

22(c) Discharge Consultant and Specialty

The discharge consultant is the consultant who discharges the patient at the end of the episode.

22(d) Specialty of Discharge Consultant

The specialty of the discharge consultant.

22. Consultant identifiers Contd./

22(e) Consultant Anaesthetists

The consultant anaesthetist should be recorded next to the procedure where a coded anaesthetic was administered as part of the procedure. The operating consultants' and consultant anaesthetists' codes will also be repeated against the anaesthetic code for the procedure.

If there is no coded anaesthetic for a procedure then there will be no code entered for the consultant anaesthetist. The existing coding standard on the administration of local anaesthetic (ACS 0031) continues to apply and, as such, neither local anaesthetics nor the consultants who administer them should be coded.
Anaesthetics administered by a non-anaesthetist will record the particular consultant's code.

22(f) Intensive Care Consultant

Consultant codes are assigned for Intensive Care Consultants/Consultant Intensivists when a patient spends any time in an intensive care environment and this is documented in the chart. Codes for up to ten Intensive Care Consultant/Consultant Intensivists can be entered on the patient's HIPE record.

23. Procedure Dates

A procedure date is collected for <u>all</u> coded procedures. The principal procedure is sequenced first regardless of the date performed. See ICS 002X *Date for Each Procedure Performed.*

24. Ward Identification

The ward identifier can be up to 6 characters in length.

- <u>Admitting ward:</u>

  The ward to which the patient is formally admitted. If the admission ward is unclear the coder should determine the ward based on the midnight census**.** The admitting ward can be an inpatient ward or a registered dayward.

- <u>Discharge ward:</u>

  The ward occupied prior to discharge.

  (Source: Department of Health & Children CX06/2006)

  Please note that the discharge ward <u>cannot</u> be a discharge lounge.

25. **Temporary leave days** (where applicable)

For all discharges the number of temporary leave days will be collected to "enable the collection of information on the number of days during an in-patient stay where the patient is not in the hospital and has been temporarily sent home." (Source: Department of Health & Children CX06/2006)

There will be a single HIPE record to include the total length of stay in days from the patient's original admission to the eventual final discharge.

This field will **not** be collected where:

- A patient is considered to be "clinically discharged" but continues to reside in a bed for a number of days prior to being transferred to another facility.

- Where a patient is temporarily sent to another hospital for a day to undergo a particular procedure.

- Where the patient returns home during a day and returns before midnight.

- Where a patient returns home for more than three days and is readmitted after this.

26. **Number of days in a Critical Care Bed** (where applicable)

This field will record the number of days a patient spent in a Level 2, Level 3 or Level 3s critical care bed using the definitions used by the Critical Care Programme [1]

- The number of days is to be based on the midnight census
- Intensive care beds are considered to be non-designated and as such are neither public nor private
- This information is collected for all patients
- The 'number of days in a critical care bed' field is not related to the 'number of days in a ITU bed' field and should be collected separately. This field is to distinguish level 2, level 3 and level 3s beds from other types of ICU/ITU beds.

[1]http://www.hse.ie/eng/about/Who/clinical/natclinprog/criticalcareprogramme/modelofcare/criticalcare.pdf

27. **Parity** (see also Irish Coding Standards: HIPE Guidelines for Administrative Data; Parity)

Collection of the patient's parity is mandatory for all cases with admission type "6 *Maternity"*. For this variable, two separate integer (whole) numbers are collected to record:

- The number of previous livebirths
- The number of previous stillbirths (over 500g)

For multiple births, each birth is counted. The current pregnancy is not included. Where information is available, parity may be collected for all other females regardless of admission type.

Please note the following:

- Please use '0' to record where there are no previous live births and/or stillbirths.
- If the number of previous live births or the number of previous stillbirths is not documented this will be recorded as NA (not available).

28. **Hospital Reference Number for HPO Use:**

A 3 digit code allocated to your hospital by the HPO for HIPE operational purposes and is automatically assigned by the data entry software. This code is for HPO operational use only. It differs from the 4-digit Hospital Code List (see pages 17-18) which are used for transfers and to identify the hospital that the patient attends (see item 1 on page 3).

29. **Medical Discharge Date/ Medically Fit for Discharge Date**

Where a clinician documents and dates that a patient is medically fit for discharge a date can be collected. Where a "medical discharge date" is not documented the field will default to the discharge date of the patient.

This date is collected since 1.1.2017.

Queries on this variable can be directed to the appropriate clinician.

30. **Duration of Continuous Ventilatory Support (CVS) - Cumulative**

For patients receiving continuous ventilatory support/mechanical ventilation HIPE will, from 01.01.2019, collect the total number of hours of CVS. Cases with a procedure code from block [569] *Ventilatory support* require the total cumulative number of hours of CVS to be collected as an administrative variable on HIPE.

The maximum number of hours that can be recorded as an administrative variable for duration of CVS - cumulative is 9999.

See also Irish Coding Standards, Guidelines for administrative data, Section 1, X. *DURATION OF CONTINUOUS VENTILATORY SUPPORT (CVS) - Cumulative*

- **Batch Coding Facility for Radiotherapy and Dialysis Episodes**

  A program is available to facilitate the collection of same day radiotherapy
  and dialysis episodes. Please contact the Healthcare Pricing Office for information on
  this software.

- **Optional Field:** Date of transfer to a Pre-Discharge Unit/Rehab
  (where applicable)

  A date may be collected to identify when a patient was *transferred* to a Pre-Discharge
  Unit/Rehab within the hospital <u>prior</u> to being discharged as planned.
  Prior to collecting this additional field hospitals must register the Pre-Discharge Unit/Rehab
  with the Healthcare Pricing Office and contact the HIPEIT@hpo.ie to activate the optional
  field:

  <u>By definition this will not be the same as discharge date.</u>

  e.g.   A patient is transferred to the Pre Discharge Unit/Rehab of their
  hospital on 16th March 2020 and is discharged home from the Pre-
  Discharge Unit/Rehab 3 days later on the 19th March 2020.

Date of transfer to Pre Discharge Unit/Rehab	16	03	2020
Date of Discharge from Hospital	**19**	**03**	**2020**

HOSPITAL CODE LIST
(For use with transfers and on download)

Dublin and Mid Leinster Region

0100   St. Mary's Hospital, Phoenix Park

0101   St. Columcille's Hospital, Loughlinstown

0102   Naas General Hospital

0106   Cherry Orchard Hospital, Ballyfermot

0201   Midland Regional Hospital, Portlaoise

0202   Midland Regional Hospital, Mullingar

0203   Midland Regional Hospital,Tullamore

Dublin and North East Region

0400   Louth County Hospital, Dundalk

0402   Cavan General Hospital

0403   Our Lady's Hospital, Navan

0404   Monaghan General Hospital

0922   Our Lady of Lourdes Hospital, Drogheda

0108   Connolly Hospital Blanchardstown

Western Region

0300   University Hospital Limerick (Dooradoyle)

0301   University Maternity Hospital, Limerick

0302   Croom Orthopaedic Hospital, Limerick

0304   UL Hospitals, Nenagh Hospital

0305   UL Hospitals, Ennis Hospital

0500   Letterkenny University Hospital

0501   Sligo University Hospital

0502   Our Lady's Hospital, Manorhamilton

0800   Galway University Hospitals

~~0801   Merlin Park University Hospital, Galway~~

[From June 2011 the use of code 0801 is invalid. All transfers to/from Galway University Hospital and the hospital previously known as Merlin Park are now identified using the code for the single entity 'Galway University Hospitals' 0800]

0802   Mayo University Hospital

0803   Roscommon University Hospital

0805   Ballina District Hospital

0919   Portiuncula University Hospital, Ballinasloe

Southern Region

0600   University Hospital Waterford (Ardkeen)

0601   St. Luke's General Hospital, Kilkenny

0602   Kilcreene Orthopaedic Hospital

0605   Wexford General Hospital

0607   South Tipperary General Hospital, Clonmel

0608   Our Lady's Hospital, Cashel

0701   St. Mary's Orthopaedic Hospital, Gurranabraher

0703   Mallow General Hospital

0704   Bantry General Hospital

0705   St. Finbarr's Hospital, Cork

0724   Cork University Hospital (Includes Cork University Maternity Hospital)

0725   Erinville Hospital, Cork (Closed March 2007)

0726   University Hospital Kerry

Voluntary and Other Hospitals

0901   Adelaide Hospital, Dublin

0903   Meath Hospital, Dublin

0904   St. James's Hospital, Dublin

0908   Mater Misericordiae University Hospital, Dublin

0910   St. Vincent's University Hospital, Elm park

0912   St. Michael's Hospital, Dun Laoghaire

0913   Mercy University Hospital, Cork.

0915   South Infirmary/Victoria University Hospital, Cork

0918   St. John's Hospital, Limerick

0923   Beaumont Hospital, Dublin

0925   Peamount Hospital, Newcastle

0930   Coombe Women and Infants University Hospital, Dublin

0931   National Maternity Hospital, Holles St, Dublin

0932   Rotunda Hospital, Dublin

0934   Waterford Maternity Hospital

0938   Children's Health Ireland (CHI) at Connolly

0940   Children's Health Ireland (CHI) at Temple St.

0941   Children's Health Ireland (CHI) at Crumlin

0943   National Children's Hospital, Harcourt St

0945   St. Anne's Hospital, Dublin

0946   Hume St. Hospital, Dublin

0947   St. Luke's Hospital, Rathgar

0948   St Luke's Radiation Oncology Network - St James's Centre

0949   St Luke's Radiation Oncology Network - Beaumont Centre

0950   Royal Victoria Eye & Ear Hospital, Dublin

0954   Incorporated Orthopaedic Hospital, Clontarf

0955   Cappagh National Orthopaedic Hospital,

0956   St. Mary's Auxiliary Hospital, Baldoyle

0960   Nat. Rehabilitation Hospital (NRH), Dun Laoghaire

0978   Our Lady's Hospice, Harold's Cross, Dublin

1225   St. Joseph's Unit, Harold's Cross

1270   Tallaght University Hospital

1762   St. Joseph's Hospital, Raheny

1001   Blackrock Hospice

Private Hospitals

1901 Aut Even, Kilkenny
1902 Bons Secours Limerick
1903 Beacon Hospital, Dublin
1904 Blackrock Clinic, Dublin
1905 Bons Secours Cork
1906 Bons Secours Dublin
1907 Bons Secours Galway
1908 Bons Secours Tralee
1909 UPMC Kildare, Clane, Kildare
1910 The Galway Clinic, Galway
1911 Hermitage Medical Clinic, Dublin
1912 Highfield Healthcare, Dublin
1913 KingsBridge Private Hospital, Sligo
1914 Mater Private Hospital ,Dublin
1915 Santry Sports Surgery Clinic, Dublin
1916 St Francis Private Hospital, Mullingar, Westmeath
1919 St Vincent's Private Hospital, Dublin
1920 UPMC Whitfield, Waterford
1921 Mater Private Hospital, Cork

Other Acute Hospitals and Covid 19 facilities (not in Hospital Code List above)

9070   Covid 19 Intermediate care facility
9071   Covid 19 Step down care facility
9072   Covid 19 Community isolation facility
9030   Acute Hospital in Northern Ireland
9031   Acute Hospital in England
9032   Acute Hospital in Scotland
9033   Acute Hospital in Wales
9040   Acute Hospital in France
9041   Acute Hospital in Germany
9050   Acute Hospital in the United States of America
9060   Private Hospital (only where not elsewhere specified)
9099   Other Acute Hospital (only where not elsewhere specified)

Department of Health

Database list of consultant specialties

0100 Cardiology

0300 Dermatology

0400 Endocrinology

    0402 Diabetes Mellitus

0600 Otolaryngology (ENT)

    0601 Paediatric ENT

0700 Gastro-Enterology

0800 Genito-Urinary medicine

0900 Geriatric medicine

    0902 Psychogeriatric medicine

1100 Haematology

    1102 Transfusion Medicine

1300 Neurology

    1302 Paediatric Neurology

1400 Neurosurgery

    1402 Paediatric Neurosurgery

1500 Obstetrics/Gynaecology

    1502 Obstetrics

    1503 Gynaecology

1600 Oncology

1700 Ophthalmology

    1702 Neuro-Ophthalmic Surgery

    1703 Vitro-Retinal Surgery

1800 Orthopaedics

    1802 Paediatric Orthopaedic Surgery

1900 Paediatrics

    1902 Paediatric Cardiology

    1903 Paediatric Oncology

    1904 Neonatology

    1905 Paediatric Endocrinology

    1906 Paediatric Gastro-enterology

    1907 Paediatric Haematology

    1908 Paediatric A/E (ED) Medicine

    1909 Paediatric Infectious Diseases

    1910 Paediatric Metabolic Medicine

    1911 Paediatric Nephrology

    1912 Paediatric Respiratory Medicine

    1913 Perinatal Paediatrics

    1914 Paediatric Physical Handicap

    1915 Paediatric Dermatology

    1916 Paediatrics Development

Department of Health

Database list of consultant specialties Contd.

2000 Plastic Surgery
    2003 Maxillo-Facial
2100 Psychiatry
    2102 Child/adolescent Psychiatry
    2103 Forensic Psychiatry
    2104 Substance Abuse
    2105 Old Age Psychiatry
    2106 Rehabilitation Psychiatry
2200 Radiology
    2202 Paediatric Radiology
    2203 Neuroradiology
2300 Nephrology
2400 Respiratory Medicine
2500 Rheumatology
2600 General Surgery
    2602 Gastro-Intestinal Surgery
    2603 Hepato-Biliary Surgery
    2604 Vascular Surgery
    2605 Breast Surgery
2700 Infectious Diseases
    2702 Tropical
2800 Accident & Emergency
3000 Rehabilitation Medicine
    3002 Spinal paralysis
5000 General Medicine
6000 Audiological Medicine
6100 Public Health Medicine
6200 Clinical Neurophysiology
6300 Clinical Pharmacology
6400 Clinical Physiology
6500 G.P. Medicine
6700 Clinical (Medical) Genetics
6800 Mental Handicap
6900 Nuclear Medicine

Department of Health

Database list of consultant specialties Contd.

7000	Dental Surgery	
	7001	Oral Surgery
	7002	Orthodontics
7100	Occupational Medicine	
7200	Paediatric Surgery	
7300	Palliative Medicine	
7400	Pathology	
7500	Radiotherapy	
7600	Cardio-Thoracic Surgery	
7700	Metabolic Medicine	
7800	Urology	
	7802	Renal Transplantation
	7803	Paediatric Urology
7900	Clinical Immunology	
8000	Anaesthetics	
	8002	Intensive Care
	8003	Pain Relief
	8004	Paediatric Anaesthetics
8300	General Pathology	
8400	Chemical Pathology	
	8402	Paediatric Chemical Pathology
8500	Histopathology	
	8502	Neuropathology
8600	Biochemistry	
8700	Cytology	
8800	Immunology	
8900	Microbiology	
	8902	Virology
9000	Other*	

* Specialty code not for use in HIPE portal from 01.01.2019

Coding Schemes Used in HIPE in Ireland

- ➤ 2020 -   10th Edition ICD-10-AM/ACHI/ACS for both
                    Diagnoses and Procedures

- ➤ 2015 - 2019   8th Edition ICD-10-AM/ACHI/ACS for both
                    Diagnoses and Procedures

- ➤ 2009 – 2014   6th Edition ICD-10-AM/ACHI/ACS for both
                    Diagnoses and Procedures

- ➤ 2005 – 2008   4th Edition ICD-10-AM for both
                    Diagnoses and Procedures

- ➤ 1999 – 2004   ICD-9-CM (Oct 98 version) for both
                    Diagnoses and Procedures

- ➤ 1995 – 1998   ICD-9-CM (Oct 94 version) for both
                    Diagnoses and Procedures

- ➤ 1990 – 1994   ICD-9-CM (Oct 88 version) for both
                    Diagnoses and Procedures

- ➤ 1981 – 1989   ICD-9 for Diagnoses and OPCS Procedures
                    classification

- ➤ 1969 – 1980   ICD-8 for Diagnoses and OPCS[1] Procedures
                    classification

[1] Office of Population Censuses and Surveys (OPCS) 1975, *Classification of Surgical Operations*, Second Edition, London

Final Dates for Download and Export in 2020*

HIPE Export Month	Download All Cases	Final Receipt day	Date
End of December 2019	31/12/2019	Monday	06/01/2020
End of January 2020	31/01/2020	Wednesday	05/02/2020
End of February 2020	29/02/2020	Wednesday	04/03/2020
End of March 2020	31/03/2020	Friday	03/04/2020
End of April 2020	30/04/2020	Wednesday	06/05/2020
End of May 2020	31/05/2020	Thursday	04/06/2020
End of June 2020	30/06/2020	Friday	03/07/2020
End of July 2020	31/07/2020	Thursday	06/08/2020
End of August 2020	31/08/2020	Thursday	03/09/2020
End of September 2020	30/09/2020	Monday	05/10/2020
End of October 2020	31/10/2020	Wednesday	04/11/2020
End of November 2020	30/11/2020	Thursday	03/12/2020
End of December 2020	31/12/2020	Wednesday	06/01/2021

* Export dates are on the third working day of the next month to ensure a full download of all cases for the previous month.

HIPE Coding Deadlines:
The deadline for HIPE data to be coded is within 30 days of discharge.
For example, discharges from January 2020 are to be coded by end of February 2020.

Prioritised coding of COVID 19 discharges:
For the period of the COVID 19 pandemic the deadline for the coding of these discharges is 48 hours after discharge or as near as is practicably possible.