Subject: Introduction of a default code for "Not Applicable" - on Site Code (of Treatment) for Outpatients

Implementation date: Immediate

DATA SET CHANGE CONTROL PROCEDURE

This paper gives notification of changes approved by CRIR which will be included in the NHS Data Manual and the NHS Data Dictionary in due course.

Summary of change:

Outpatient CMDS - New default or “dummy” code for Site Code (of Treatment)
Admitted Patient Care CMDS - Clarification and additional guidance relating to the correct site codes to use when site of treatment is not on the Provider’s premises
Registration of Site Codes - Extension to the range of NHS Trust Sites that can be registered with the Organisation Codes Service.

Summary of impact:

These changes relate to policy guidance and data collection procedures rather than to system changes. They clarify instructions on which site codes should be used in certain specific instances.

Change Proposal Reference No: CP01/97

Please address enquiries about this DSCN to the CRIR Secretariat, Information Management Centre, Information Management Group, NHS Executive Headquarters, 15 Frederick Road, Birmingham B15 1JD (Tel: 0121 455 7843) or to the nominated enquiry point.

DSCN numbering format = sequence number/year of issue/service identifier and service sequence number. The service identifier and sequence number enables you to check that you have a complete set of service-specific DSCNs.

Key to Service Identifier:
A = All Services
P = Patient (Hospital, Community, Cross Sector Services)
F = Finance
E = Estates
W = Workforce
T = Transport
Reference: CP01/ 97(v1)
Subject: Site Codes - Clarification and Guidance
Type of Change: Policy Guidance
Effective Date: Immediate
Reason for Change: To address three recently raised queries
Definitional issues: None
Coding Structure Change: None
Effect on Central Returns: Supports completion of NHS Estates returns
Effect on Data Manual: Update to Technical Module, Section A5
Introduction

This DSCN consists of further guidance in the correct registration and use of NHS Trust Site Codes as they apply to a number of specific circumstances.

This additional guidance relates to three different issues that have recently been identified as causing problems within the NHS and its data collection activities. Two of these relate to the completion of the “Site of Treatment” field on the CMDS.

SITE OF TREATMENT - Outpatient

There is a question as to what “Site of Treatment” code should be quoted when completing a CMDS for patient activity taking place outside the Hospital e.g. at a patient’s home. Raising a site code for each patient’s address is not practical.

Some Trusts have registered with the Organisation Codes Service a dummy “Not on Hospital” site and use this Site Code when completing CMDSs in these circumstances. A nationally agreed default “Not on Hospital” site code would serve the same purpose for all Providers.

Agreed Change and Guidance

A new national default site code of R9998 – “Not a Hospital Site” has been agreed. This should be used in the completion of the “Site of Treatment” field on the Outpatient CMDS, when appropriate.

Where a Provider has already registered a dummy site code for these purposes then this code can continue to be used.

SITE OF TREATMENT - Inpatient

There is a question of what “Site of Treatment” code should be quoted by a Provider when completing a CMDS for inpatient activity taking place at a hospital site belonging to a different Provider.

In some instances Providers use the nationally recognised site code of the hospital where the treatment occurred; in other cases Providers have registered these locations as their own notional Trust Sites. In some cases Trusts have created a local code which is not nationally registered.

Agreed Guidance

The Provider completing the Admitted Patient Care CMDS should always use the commonly recognised national organisation code of the Hospital Site for completing the “Site of Treatment” field, even where that organisation code relates to a different NHS Trust.

Where a Provider has already registered a dummy site code for these purposes then
this code can be used, though this practice should be discouraged.

RANGE OF REGISTERED TRUST SITES

There is no requirement for every site at which an NHS Trust carries out its activities to be registered centrally or to have a nationally recognised Trust Site code. Current guidance requests that such sites are registered only if required to support contracting related activities or the completion of Returns to the Centre.

NHS Estates, who use the national organisation codes, have found that some of the Trust sites they wish to collect Estate Returns for do not have an allocated national code. This causes problems both for the Trust in completing the Estates Returns and for NHS Estates in processing the returns.

Agreed Change to Guidance

The guidance to NHS Trusts on the central registration of their sites with the Organisation Codes Service has now been modified to read:

“only those sites that are required to support contracting (i.e. invoicing and/or the completion of the CMD S) or for the completion of Returns to the Centre, including those required by NHS Estates, should be notified to the Organisation Codes Service and be allocated a Trust Site code”.

SUMMARY OF CHANGES

i) Introduction of a new default code – R9998 for “Not a Hospital Site” for use on Outpatient CMD Ss.

ii) Guidance on the correct Site Code to be used on Admitted Patient Care CMD Ss.

iii) Guidance on the range of NHS Trust Sites that are required to be registered.

For information on organisation codes please contact:

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