

<b>Sponsoring Organisation:</b>	<b>Implementation Date:</b>	27/11/2009
<b>NHS Connecting for Health</b>	<b>Subject:</b>	Data Standards: Organisation Data Service (ODS) - Optical Sites and Optical Headquarters
<b>DATA SET CHANGE NOTICE</b>		
<p>This DSCN informs users of the approval of a new information requirement or information standard by the Information Standards Board for Health and Social Care (ISB). This was approved by ISB at its meeting on 23 September 2009.</p>		
<b>Summary:</b>		
<p>The Organisation Data Service (ODS) has collated a set of data uniquely identifying Optical Sites and their owning organisations (referred to as Headquarters or 'HQs') in England and Wales. This data will be published in new files within the existing ODS data which will ensure the supply of a reliable data set to allow Optical Site and Optical HQ identification within systems and services throughout the NHS and those of its stakeholders. It should be noted that ODS make no effort in the coding of these entities to confirm registration or approval by the General Optical Council and the allocation of the codes should not be viewed as an indication of such in any way.</p> <p>This data is primarily required to support the requirements of the NHSmail programme, which has requested that all Optical Sites and their Headquarters are given unique identification codes. A unique identification code is a prerequisite to being able to apply to use any NHS Connecting for Health system.</p> <p>Note: Whilst identification by ODS code is a prerequisite to starting the Spine accreditation process, the decision to allow access to systems and services is down to the successful completion of the Information Governance Statement of Compliance (IGSoC) and any application specific policies and / or standards.</p> <p>In addition numerous queries have been received over recent months by the ODS team from users in the wider NHS as to the availability of identification codes for Optical Sites and their Headquarters in England and Wales – for use more generally in messaging and financial return systems to identify the source and destination of messaging transmissions.</p> <p>All users of ODS data must be aware of the pending changes and ensure that updates to systems, processes and automated routines that use ODS data are made in time to accept the new codes when they are introduced in November 2009.</p> <p>This DSCN is in two parts:</p> <ol style="list-style-type: none"><li>1. Part 1 provides the detailed policy information needed to implement the change.</li><li>2. Part 2 provides the definitional, technical and modelling detail that will be included in the NHS Data Model and Dictionary.</li></ol>		
<b>Impact of Change:</b>		
<b>Service:</b>	Minor	<b>System Suppliers:</b> Minor
<p>The Information Standards Board for Health and Social Care (ISB) is responsible for approving information standards for use in England.</p>		

## DATA SET CHANGE NOTICE

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<b>Reference No:</b>	DSCN 21/2009
<b>Version No:</b>	1.0
<b>Subject:</b>	Change to ODS identification codes to reflect unique identification codes for Optical Sites and Optical HQs
<b>Type of Change:</b>	Introduction of a new approved information standard
<b>Implementation Date:</b>	27 November 2009
<b>Business Justification:</b>	New unique standard codes in the NHS and accompanying standards are required to identify Optical Sites and Optical HQs

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### Introduction

The ODS has collated a set of data uniquely identifying Optical Sites and their owning organisations (referred to as Headquarters or 'HQs') in England and Wales. This data will be published in new files within the existing ODS data which will ensure the supply of a reliable data set to allow Optical Site and Optical HQ identification within systems and services throughout the NHS and those of its stakeholders.

This data is primarily required to support the requirements of the NHSmail programme, which has requested that all Optical Sites and their Headquarters are given unique identification codes. A unique identification code is a prerequisite to being able to apply to use any NHS Connecting for Health system.

In addition to this key service, numerous queries have been received over recent months by the ODS team from users in the wider NHS as to the availability of identification codes for Optical Sites and their Headquarters in England and Wales – for use more generally in messaging and financial return systems to identify the source and destination of messaging transmissions.

In addition, various data administrators will be able to make use of the codes throughout the NHS, i.e. via PAS systems, which will enable NHS organisations to identify Optical sites and Optical HQs in information exchanges within the NHS or returns to the Centre.

There is no current business requirement for the ODS codes to distinguish between the [two ophthalmic premises types as defined previously within the NHS Data Model and Dictionary](#).

Having an ODS code does not automatically mean an organisation or site can use Spine accredited systems or services or indeed that it becomes accredited itself. Whilst identification by ODS code is a prerequisite to completing the accreditation process, the decision to allow access to systems and services is down to the successful completion of the Information Governance Statement of Compliance (IGSoC) and any application specific policies and / or standards.

Whilst identification by ODS code is a prerequisite to starting the Spine accreditation process, the decision to allow access to systems and services is down to the successful completion of the Information Governance Statement of Compliance (IGSoC) and any application specific policies and / or standards.

## Background

NHSmail has a requirement to uniquely identify organisations and sites that make up the Optical sector in England and Wales. Numerous queries have also been received over the previous months by the ODS team from users in the wider NHS as to the availability of optical HQ and Site data – for use more generally in messaging and central returns.

NHS CFH wants to provide this data for incorporation within the existing published data files and the Spine Directory Service (SDS), for national use by the NHS and private counterparts who are performing work on behalf of the NHS.

## Details of Change

The new data will be introduced across two separate organisation types: one type is 'Optical Site', the other 'Optical HQ' (i.e. the owning organisation or headquarters). The data will cover organisations and their individual Optical premises in England and Wales. Each new type will have a different unique identifier format: tables 1 and 2 provide detail on the code formats to be used.

Note: 'c' = any character, 'a' = any alpha except for six letters 'B', 'I', 'O', 'S', 'U' and 'Z', 'n' = any numeric. Letters in capital indicate a fixed prefix.

**Table 1: Optical HQ Code Format:**

Organisation Type	Character Position								Code allocated by:	Notes/Comments
	1	2	3	4	5	6	7	8		
Optical HQ (e.g. 'Specsavers')	T	0-9	c	c					ODS	E.g. T1A1

**Table 2: Optical Site Code Format:**

Organisation Type	Character Position									Code allocated by:	Notes/Comments
	1	2	3	4	5	6	7	8	9		
Optical Site	T	P/Q	0-9	c	c					ODS	E.g. TP01A, TQ01A

The data will be supplied every month, in three different types of update (monthly, quarterly and full) and following the existing ODS publication schedule, available on the [ODS section of the NHS CFH web pages](#).

On the monthly publication dates (Jan, Mar, Apr, Jun, Jul, Sep, Oct and Dec) files containing only amendments made since the previous monthly file will be published.

On the quarterly production dates (Feb, May, Aug and Nov), these monthly amendment files will be accompanied by files containing only amendments made since the previous quarterly file, as well as 'full' files which contain a complete snapshot of ALL records on the database at the time of publication.

In addition to the parent/site relationships, many of the ODS files relate organisations to other NHS bodies and this applies to Optical sites too: links are provided to the Primary Care Trusts (PCTs) responsible for Primary Care in their geographical area. Other organisations that are listed within the files include a Strategic Health Authority (SHA) and Pan Strategic Health Authority, both of which have relevance in terms of governance and roll out of NHS CFH IT services in their respective areas. Each of these NHS organisations has a clearly defined geographical boundary, meaning that they

can easily be assigned to an Optical Site geographically, using address information. Note that the Optical HQs are considered national organisations (and do not directly provide care anyway) so are not linked to NHS organisations in this way.

Table 3 details the names of each file and their contents.

**Table 3: Optical data file names and contents:**

File Name	Content
Eopthq.csv	Optical HQs – ‘full’ file
Eoptsite.csv	Optical Sites – ‘full’ file
Eopthqam.csv	Optical HQs – monthly amendments only (i.e. records changed since last month’s issue)
Eoptsiteam.csv	Optical Sites – monthly amendments only (i.e. records changed since last month’s issue)
Eopthqaq.csv	Optical HQs - quarterly amendments only (i.e. records changed since last quarter’s issue)
Eoptsiteaq.csv	Optical Sites – quarterly amendments only (i.e. records changed since last quarter’s issue)

A standard across ODS data is to maintain a parent-child structure between organisations and their sites, building up a picture of the organisational hierarchy of the NHS. For instance each Strategic Health Authority looks after a geographical area containing certain Primary Care Trusts. Accordingly, the data represents an associative relationship between these organisations.

Going further, each Primary Care Trust operates a number of sites (hospitals, clinics etc) which it needs to report on. The data accordingly represents a parental relationship between these sites and their parent organisations.

The ‘Optical Sites’ file contains a field which identifies the owning Optical HQ. In the case of single site organisations, where the one location effectively takes on the role of owning organisation or ‘HQ’ *and* that of an operating site, the same entity will be represented with two codes, one in each file.

All files are published in comma separated value (CSV) format. ODS also operate a standard 27 field file structure across most files that they publish. In order that the Optical data is as easy for NHS organisations to implement as possible, the Optical files will follow this structure too. More detail on the file structure and contents, including parental links and other associations, can be found in the file descriptions provided in the Appendix.

## Scope

The scope of the codes covers all optical sector premises which provide ophthalmic services, and the organisations which own and operate them. It should be noted that ODS make no effort in the coding of these entities to confirm registration or approval by the General Optical Council and the allocation of the codes should not be viewed as an indication of such in any way.

The ODS codes have no need to distinguish between the [two ophthalmic premises types as defined previously within the NHS Data Model and Dictionary](#).

Having an ODS code does not automatically mean an organisation or site can use Spine accredited systems or services or indeed that it becomes accredited itself. Whilst identification by ODS code is a prerequisite to completing the accreditation process, the decision to allow access to systems and services is down to the successful completion of the Information Governance Statement of Compliance (IGSoC) and is audited by the Information Governance team within a dedicated process.

## Timescales for Implementation / Change

FRAMEWORK	Health and Social Care Personnel	Organisation <sup>1</sup>	IT Suppliers <sup>2</sup>
Effective Date <sup>3</sup> "may use"	27/11/2009	27/11/2009	27/11/2009

### Effects on Other Information Standards

No existing standard is to be replaced. None of the products currently supplied will change in any way. As such, there will not be any migrations to consider.

The Optical Site and HQ files will reference other existing ODS data, published within other files, within certain fields. For example, Optical Sites are to be linked geographically to the PCT or Care Trust that is responsible for their area.

The full extent of these interdependent standards can be seen in the Details of Change section above and in the file descriptions supplied in the Appendix.

### Sponsor Details

Sean Walsh - Director of Systems and Service Delivery, NHS Connecting for Health – [sean.walsh@nhs.net](mailto:sean.walsh@nhs.net)

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### Further Information and Support

Mike Presence – ODS Business Analyst, NHS Connecting for Health - [michael.presence@nhs.net](mailto:michael.presence@nhs.net)

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## Appendix

### File Descriptions:

#### Optical HQs:

<b>Eopthq.csv</b>				
<b>Ref. No.</b>	<b>Field</b>	<b>Max length</b>	<b>Notes</b>	<b>Mandatory?</b>
1.	<a href="#">Organisation Code</a>	4	'T'-n-c-c e.g. T1AA or T1A1 or T11A	Y
2.	<a href="#">Organisation Name</a>	100	Optical HQ name	Y
3.	<a href="#">PAN-SHA Code</a>		n/a	N
4.	<a href="#">SHA code</a>		n/a	N
5.	<a href="#">Address Line 1</a>	35		Y
6.	<a href="#">Address Line 2</a>	35		N
7.	<a href="#">Address Line 3</a>	35		N
8.	<a href="#">Address Line 4</a>	35	Town	Y
9.	<a href="#">Address Line 5</a>	35	County	Y
10.	<a href="#">Postcode</a>	8		Y
11.	<a href="#">Open Date</a>	8	ccyyymmdd	Y
12.	<a href="#">Close Date</a>	8	ccyyymmdd	N
13.	Available for future use			N
14.	Organisation Sub-Type code		n/a	N
15.	Parent Organisation Code		n/a	N
16.	Join Parent Date		n/a	N
17.	Left Parent Date		n/a	N
18.	Contact Telephone Number		n/a	N
19.	Contact Name		n/a	N
20.	Available for future use			N
21.	Available for future use			N
22.	Amended record indicator	1	'1' = Amended '0' = Not Amended	Y
23.	Available for future use			N
24.	Current Care Org Code		n/a	N
25.	Available for future use			N
26.	Available for			N

<b>Eopthq.csv</b>				
<b>Ref. No.</b>	<b>Field</b>	<b>Max length</b>	<b>Notes</b>	<b>Mandatory?</b>
	future use			
27.	Available for future use			N

**Optical Sites:**

<b>Eoptsite.csv</b>				
<b>Ref. No.</b>	<b>Field</b>	<b>Max length</b>	<b>Notes</b>	<b>Mandatory?</b>
1.	Organisation Code	5	'T'-'P'/'Q'-n-c-c e.g. TP1AA, TQ1A1, TP11A, TQ11A etc	Y
2.	Organisation Name	100	Optical site name	Y
3.	PAN-SHA Code	3	Parent PAN-SHA Code (note that non-English orgs may not have a valid code for this field. All English orgs will have a value)	N
4.	SHA code	3	Parent SHA code (note that non-English orgs may not have a valid code for this field. All English orgs will have a value)	N
5.	Address Line 1	35		Y
6.	Address Line 2	35		N
7.	Address Line 3	35		N
8.	Address Line 4	35	Town	Y
9.	Address Line 5	35	County	Y
10.	Postcode	8		Y
11.	Open Date	8	ccyymmdd	Y
12.	Close Date	8	ccyymmdd	N
13.	Available for future use			N
14.	Organisation Sub-Type code		n/a	N
15.	Parent Organisation Code	4	Code for owning Optical HQ	Y
16.	Join Parent Date	8	ccyymmdd	Y
17.	Left Parent Date	8	ccyymmdd	N
18.	Contact Telephone Number		n/a	N
19.	Contact Name		n/a	N
20.	Available for future use			N
21.	Available for future use			N

<b>Eoptsite.csv</b>				
<b>Ref. No.</b>	<b>Field</b>	<b>Max length</b>	<b>Notes</b>	<b>Mandatory?</b>
22.	Amended record indicator	1	'1' = Amended '0' = Not Amended	Y
23.	Available for future use			N
24.	Current Care Org Code	3	PCT – determined geographically	Y
25.	Available for future use			N
26.	Available for future use			N
27.	Available for future use			N



**Notes:**

1. Relevant organisations are those organisations as defined in the standard who must take direct action to implement the standard
2. IT Suppliers are all suppliers to the organisations listed at <sup>1</sup> who supply functionality pertinent to that standard
3. **Effective Date** is the date from which a new standard can be used but may not be mandatory. This might facilitate piloting, for example, or enable time for system functionality development. At this point, **you “may use” the standard.**
4. **Implementation Date** is the point from which the new standard becomes mandatory. Ideally, it inherently implies organisations use appropriate systems i.e. the date is the same for organisations and suppliers. However, there may be circumstances where interim workarounds are required i.e. the date is different for organisations and suppliers. At this date, **you “must use” the standard.** Where the standard demands data is submitted centrally, sub components of implementation date (and possibly 'effective date') are:
  5. **Collection Start Date** – this is the date collection of data must begin
  6. **First Submission Date** – this is the date of first submission of data centrally
  7. **Reporting Period / Submission Cycle** – If the standard calls for further collection and submission at defined intervals, this cell provides text of the reporting period (e.g. calendar month, financial year) and the submission cycle (e.g. submit data monthly on the 10<sup>th</sup> working day of the subsequent month).
8. **Conformance Date** is the date from which the service and IT system suppliers must use the standard as envisaged i.e. using appropriate IT solutions rather than interim workarounds and, if the standard requires it, an independent, authoritative body or legitimate internal audit would conduct a conformity assessment with the expectation of full conformance by all relevant parties. It is the **“must use standard effectively and assessed for use”** date
9. **Superseded Date** of the prior standard sets the date at which the prior standard is replaced by the new standard i.e. the prior standard must no longer be used. This date will apply only where there was a pre-existing standard made redundant by the new standard. It might be different from preceding dates in the framework if, for example, a new and old standard run in parallel for a period. It is the date from which you **“stop using the prior standard”**.

### NHS Connecting for Health

#### NHS Data Model and Dictionary Service

<b>Reference:</b>	Change Request 1019
<b>Version No:</b>	1.0
<b>Subject:</b>	Organisation Data Service (ODS) - Optical Sites and Optical Headquarters
<b>Effective Date:</b>	27 November 2009
<b>Reason for Change:</b>	Change to Data Standards
<b>Publication Date:</b>	1 October 2009

#### Background:

The Organisation Data Service (ODS) has collated a set of data uniquely identifying Optical Sites and their owning organisations (referred to as Headquarters or 'HQs') in England. This data will be published in new files within the existing Organisation Data Service data which will ensure the supply of a reliable data set to allow Optical Site and Optical Headquarters identification within systems and services throughout the NHS and those of its stakeholders.

This data is primarily required to support the requirements of the NHSmail programme, which has requested that all Optical Sites and their Headquarters are given unique identification codes. A unique identification code is a prerequisite to being able to apply to use any NHS Connecting for Health system.

In addition to this key service, numerous queries have been received over recent months by the Organisation Data Service from users in the wider NHS as to the availability of identification codes for Optical Sites and their Headquarters in England and Wales - for use more generally in messaging and financial return systems to identify the source and destination of messaging transmissions.

To support this change, the NHS Data Dictionary has been updated in the following areas:

- Organisation Code Attribute:
  - The "Organisation Coding Frames, Example" has been updated to include a new Optical Headquarters coding example.
  - Table 1 "Coding Formats for Organisations in England and Wales" has been updated to include the new Optical Headquarters code structure and example.
- Organisation Site Code Attribute:
  - The "Organisation Site Coding Frames" table has been updated to include a new "Frame" for Optical Sites.
  - The "Organisation Site Coding Frames, Example" has been updated to include a new Optical Site coding example.
  - Table 1 "Coding Formats for Organisation Sites in England and Wales" has been updated to include the new Optical Site code structure and example.
- Organisation Type Attribute:
  - A new entry has been created for Optical Headquarters.
- Organisation Site Type Attribute:
  - A new entry has been created for Optical Site.
- Introduces new NHS Business Definitions for Optical Headquarters and Optical Site.

#### Summary of changes:

##### **Supporting Information**

[OPTICAL HEADQUARTERS](#)

New Supporting Information

[OPTICAL SITE](#)

New Supporting Information

## Attribute Definitions

<a href="#">ORGANISATION CODE</a>	Changed Description
<a href="#">ORGANISATION SITE CODE</a>	Changed Description
<a href="#">ORGANISATION SITE TYPE</a>	Changed Description
<a href="#">ORGANISATION TYPE</a>	Changed Description

**Date:** 1 October 2009

**Sponsor:** Sean Walsh, Director of Systems and Service Delivery, NHS Connecting for Health

**Note:** New text is shown with a blue background. Deleted text is crossed out. Retired text is shown in grey. Within the Diagrams deleted classes and relationships are red, changed items are blue and new items are green.

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## OPTICAL HEADQUARTERS

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Change to Supporting Information: New Supporting Information

An [Optical Headquarters](#) is an [ORGANISATION](#).

The headquarters of an owning [ORGANISATION](#) of one or more [Optical Sites](#), e.g. Specsavers etc.

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## OPTICAL SITE

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Change to Supporting Information: New Supporting Information

An [Optical Site](#) is an [ORGANISATION SITE](#).

A non-NHS premises which provides [Ophthalmic Services](#).

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## ORGANISATION CODE

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Change to Attribute: Changed Description

Format/length:	see tables below
HES item:	
National Codes:	
Default Codes:	See the "Organisation Default Codes" in the <a href="#">Default Codes Summary Table</a>

A code which identifies an [ORGANISATION](#) uniquely.

For NHS [ORGANISATIONS](#) it is a code that is managed by either the:

- [Organisation Data Service \(ODS\)](#)
- [NHS Prescription Services](#)
- [NHS Dental Services](#)

to identify most [ORGANISATIONS](#) that exchange information within the NHS or return information to the Centre. Examples of [ORGANISATIONS](#) that can be identified this way are [Primary Care Trusts](#) and [Strategic Health Authorities](#).

## ORGANISATION CODING FRAMES

- All NHS [ORGANISATIONS](#) are coded using coding frames, as shown in the tables below:

Character Position	1	2	3	4	5	6	7	8
<b>Format</b>	a/n	a/n	a/n	a/n	a/n	a/n	a/n	a/n
<b>A Frame</b>	Organisation Type Identifier	Organisation Identifier						
<b>B Frame</b>	Organisation Type Identifier			Organisation Identifier				
<b>C Frame</b>	Organisation Type Identifier		Organisation Identifier					
<b>D Frame</b>	Organisation Type Identifier	Organisation Identifier						
<b>E Frame</b>	Organisation Identifier							
<b>F Frame</b>	Organisation Type Identifier	Organisation Identifier						
<b>G Frame</b>	Organisation Type Identifier	Practice Identifier						
<b>H Frame</b>	Organisation Type Identifier		Organisation Identifier					
<b>I Frame</b>	Organisation Type Identifier		Organisation Identifier					

<b>J Frame</b>	Organisation Type Identifier	Organisation Identifier			
<b>K Frame</b>	Organisation Identifier				

**NHS Organisations:**

**A Frame:**

**Example**

Independent Provider e.g. 8HA03

- 8 = Organisation Type Identifier
- Remainder of code identifies organisation

Also:

Cancer Registry	e.g. Y0401
Primary Care Group/Local Health Group (now all closed)	e.g. 4AA24

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**B Frame:**

**Example**

Local Service Provider e.g. LSP01

- LSP = Organisation Type Identifier
- 01 = Organisation Identifier

Also:

Application Service Provider	e.g. YGM01
Education (Deanery)	e.g. YDF01
NHS Support Agencies	e.g. YDD01
Workforce Development Confederation ( <b>All closed June 2006</b> )	e.g. LWF03

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**C Frame:**

**Example**

School e.g. EE134290

- EE = Organisation Type Identifier
  - Remainder of code identifies organisation
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**D Frame:**

**Example**

Strategic Health Authority e.g. Q30

- Q = Organisation Type Identifier
- 30 = Organisation Identifier

Also:

Care Trust	e.g. TAK
Local Health Board (Wales)	e.g. 7A1
NHS Trust	e.g. RH8
Primary Care Trust	e.g. 5CT
Special Health Authority	e.g. T2A
Welsh Local Health Board <b>(All closed 30 September 2009)</b>	e.g. 6C4

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#### **E Frame:**

##### **Example**

Government Office Region (GOR) e.g. K

- K = Organisation Identifier

Note: Organisation Type of GOR is identified by a one character code; no other one character code exists.

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#### **F Frame:**

##### **Example**

Pharmacy HQ e.g. P001

- P = Organisation Type Identifier
- 001 = Organisation Identifier

Also:

Local Authority	e.g. V001
Optical Headquarters	e.g. T1A1

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#### **G Frame:**

##### **Example**

GP Practice e.g. Y00001

- Y = Organisation Type Identifier
- 00001 = Practice Identifier

Also:

General Dental Practice	e.g. V20052
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#### **H Frame:**

##### **Example**

Cancer Network e.g. N01

- N0 (where the 2nd character is numeric and not alpha) = Organisation Type Identifier

- 1 = Organisation Identifier

Also:

Booking Management System (BMS) Call Centre Establishment	e.g. YF1
Government Department	e.g. XDA
Independent Sector Healthcare Provider (where the 2nd character is alpha)	e.g. NT1
IT Cluster (ITC) <b>(All closed in England on 31 March 2007)</b>	e.g. Y41
National Application Service Provider (NASP) (NPFIT)	e.g. YEA
Other Statutory Authority	e.g. X16
Pan SHA	e.g. Y51

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#### I Frame:

##### Example

Special Health Authority (SpHA) e.g. T1150

- T1 = Organisation Type Identifier
  - 150 = Organisation Identifier
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#### J Frame:

##### Example

Transplant Consortium e.g. Y01T1

- Y01T = Organisation Type Identifier
  - 1 = Organisation Identifier
- 

#### K Frame:

##### Example

Health Solutions Wales e.g. W00

- W00 = Organisation Identifier
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The structure and format of [ORGANISATION CODES](#) maintained by the [Organisation Data Service](#), [NHS Prescription Services](#), [NHS Dental Services](#) and other agencies are detailed in the tables below.

For the [Organisation Data Service](#) contact details, see [Contact Details](#)

## ORGANISATION CODES TABLES

**Table 1: CODING FORMATS for ORGANISATIONS in ENGLAND and WALES**

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Organisation Type	Frame Type	Character Position								Code allocated by:	Notes/Comments
		1	2	3	4	5	6	7	8		
	<a href="#">See Coding Frames Table</a>										
Application Service Provider	B	Y	G	M	A-9	A-9				<a href="#">ODS</a>	e.g. YGM01
Booking Management System (BMS) Call Centre Establishment	H	Y	F	A-9						<a href="#">ODS</a>	e.g. YF1
Cancer Network	H	N	0-9	A-9						<a href="#">ODS</a>	e.g. N01
Cancer Registry	A	Y	A-9	A-9	A-9	A-9				<a href="#">ODS</a>	e.g. Y0401
Care Trust	D	T	A-Y	A-Y						<a href="#">ODS</a>	e.g. TAK
Directorate of Health and Social Care (DHSC)	N/A All Closed	Y	2	0-9						<a href="#">ODS</a>	<b>DHSCs in England all closed in June 2003</b> e.g. Y21
Education (Deanery)	B	Y	D	F	A-9	A-9				<a href="#">ODS</a>	e.g. YDF01
Executive Agency	N/A <a href="#">See Note 1</a>	X	0-9	0-9						<a href="#">ODS</a>	e.g. X09
Executive Agency Programme	N/A <a href="#">See Note 1</a>	X	0-9	0-9	0-9	0-9	0-9			<a href="#">ODS</a>	First three characters denote Executive Agency e.g. X09001



General Dental Practice - England and Wales	G	V	0-9	0-9	0-9	0-9	0-9			<a href="#">NHS Dental Services</a>	e.g. V20052
Government Department	H	X	A-Y	A-Y						<a href="#">ODS</a>	e.g. XDA
Government Office Region (GOR)	E	A-Y								<a href="#">ONS</a>	e.g. K
<a href="#">GP Practice</a> - England and Wales	G	A-H, J-N, P, W & Y	0-9	0-9	0-9	0-9	0-9			<a href="#">NHS Prescription Services</a>	Char 1 = W for Welsh GP Practice. All other values represent English GP Practices  <b>From 2003, ALL newly allocated Practice Codes begin with a Y"</b>  e.g. Y00001
<a href="#">Health Solutions Wales</a>	K	W	0	0						<a href="#">ODS</a>	<b>Only one organisation of this type exists for Wales</b>  e.g. W00
Independent Provider	A	8	A-Y	A-9	0-9	0-9				<a href="#">ODS - England Health Solutions Wales - Wales</a>	Used for Care Homes, Independent Therapists, Independent Hospices and Charities Char 2: W - Wales.  All other values represent England.  e.g. 8HA03
Independent Sector Healthcare Provider	H	N	A-Y	A-9						<a href="#">ODS</a>	e.g. NT1
IT Cluster (ITC)	H	Y	4	0-9						<a href="#">ODS</a>	e.g. Y41

											<b>All IT Clusters in England closed on 31 March 2007</b>
Local Authority (LA)	F	V	A-9	A-9	A-9					<a href="#">ODS</a>	e.g. V001
<a href="#">Local Health Board</a> (Wales)	B	7	A-9	A-9						<a href="#">ODS</a>	e.g. 7A1
Local Service Provider (LSP)	B	L	S	P	0-9	0-9				<a href="#">ODS</a>	e.g. LSP01
National Application Service Provider (NASP) (NPfIT)	H	Y	E	A-9						<a href="#">ODS</a>	e.g. YEA
NHS Support Agencies (Shared Services and Health Informatics Services)	B	Y	D	D	A-9	A-9				<a href="#">ODS</a>	e.g. YDD01
<a href="#">NHS Trust</a>	D	R	A-9	A-9						<a href="#">ODS</a>	e.g. RH8
<a href="#">Optical Headquarters</a>	F	T	0-9	A-9	A-9					<a href="#">ODS</a>	e.g. T1A1
Other Statutory Authority (OSA)	H	X	0-9	0-9						<a href="#">ODS</a>	e.g. X16
Pan SHA	H	Y	5	0-9						<a href="#">ODS</a>	e.g. Y51
Pharmacy HQ	F	P	A-9	A-9	A-9					<a href="#">ODS</a>	e.g. P001
Primary Care Group/ Local Health Group	A	4	A-Y	A-Y	0-9	0-9				<a href="#">ODS</a>	Primary Care Groups in England and Local Health Groups in Wales

												2nd char = W for Welsh LHGs.  <b><u>PCGs all closed by March 2002</u></b>  e.g. 4AA24
<a href="#">Primary Care Trust</a> (PCT)	D	5	A-9	A-9							<a href="#">ODS</a>	e.g. 5CT
<a href="#">School</a>	C	E	E	A-9	A-9	A-9	A-9	A-9	A-9		<a href="#">DfES</a> and <a href="#">ODS</a>	e.g. EE134290
Special Health Authority (SpHA)	I	T	0-9	1-9	0-9	0					<a href="#">ODS</a>	e.g. T1150
<a href="#">Strategic Health Authority</a> (SHA)	D	Q	A-9	A-9							<a href="#">ODS</a>	Strategic Health Authorities in England and Wales Q99 - Wales  e.g. Q30
Transplant Consortium	J	Y, S, W or Z	0-9	0-9	T	0-9					<a href="#">ODS</a>	<b><u>English Transplant Consortia are all Closed.</u></b>  England = Y, Scotland = S, Wales = W and N.Ireland = Z  e.g. Y01T1
<a href="#">Welsh Local Health Board</a> (WLHB)	D	6	A-Y	0-9							<a href="#">ODS</a>	e.g. 6C4  <b><u>All Welsh Local Health Boards closed on 30 September 2009.</u></b>  <b><u>Local Health Boards introduced from 1 October 2009.</u></b>

Workforce Development Confederation	B	L	W	F	A-9	A-9				<a href="#">ODS</a>	e.g. LWF03 <b>All closed June 2006</b>
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**Note 1:** Codes for Executive Agency, Executive Agency Programme, Executive Agency Site and Executive Agency Programme Department do not easily fit into the coding frames as shown above and are therefore not included. This is due to their unusual structure in that there are more hierarchical 'tiers' than with other organisations.

Executive Agency and Executive Agency Programme are both considered Organisation level entities, although each Programme does have a relationship to an Executive Agency. Executive Agency codes are three characters long. Executive Agency Programme codes are six, and their first three characters are the same as the Executive Agency they are associated to.

Department codes of eight characters long can then be allocated underneath a Programme code (sharing the first six characters). Executive Agency Site codes of five characters long can be allocated under an Executive Agency code (and share the first three characters).

**Note 2:** The Pan SHAs are made up of confederations of SHAs and as such, are Health Areas, not organisations. However, it has been recognised that these health areas do require codes in order that NHS systems continue to function.

Note: A-9 indicates that characters A-Z and 0-9 are valid: except B, I, O, S, U and Z (to avoid ambiguity).

**Table 2: CODING FORMATS for ORGANISATIONS in SCOTLAND**

Organisation Type	Character Position						Code allocated by:	Notes/Comments
	1	2	3	4	5	6		
GP Practice - Scotland	S	0-9	0-9	0-9	0-9	0-9	NHS	
Scottish GP Fundholder	S	A-Z	B	0-9	0-9		ISD, Scotland	2nd character identifies the Health Board the GPFH reports to. 3rd character (always B) shows GPFH status.
Scottish Health Agency	S	D	0-9	0-9	0-9		ISD, Scotland	2nd character (D) identifies Scottish Office agencies
Scottish Health Board	S	A-Z	9	9	9		ISD, Scotland	
Scottish Provider	S	A-Z	A,C,D	0-9	0-9		ISD,	2nd character

								Scotland	identifies the Health Board the organisation reports to. 3rd character identifies the organisation type: A= Health Unit C = Hospital Trust D = Nursing Home
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**Table 4: CODING FORMATS for ORGANISATIONS in OTHER HOME COUNTRIES**

Organisation Type	Character Position						Code allocated by:	Notes/Comments
	1	2	3	4	5	6		
GP Practice - Alderney	A	L	D	0-9	0-9	0-9	<a href="#">NHS Prescription Services</a>	
GP Practice - Guernsey	G	U	E	0-9	0-9	0-9	<a href="#">NHS Prescription Services</a>	
GP Practice - Isle of Man (IOM)	Y	0-9	0-9	0-9	0-9	0-9	<a href="#">NHS Prescription Services</a>	
GP Practice - Jersey	J	E	R	0-9	0-9	0-9	<a href="#">NHS Prescription Services</a>	
Isle of Man (IOM) Government Department	Y	J	A-9				<a href="#">ODS</a>	Eg. YJM
Isle of Man (IOM) Government Directorate	Y	K	A-9				<a href="#">ODS</a>	Eg. YK1

Note: A-9 indicates that characters A-Z and 0-9 are valid: except B, I, O, S, U and Z (to avoid ambiguity).

For the [Organisation Data Service](#) contact details, see [Contact Details](#)

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## ORGANISATION SITE CODE

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Change to Attribute: Changed Description

Format/length:	see tables below
HES item:	
National Codes:	
Default Codes:	See the "Organisation Site Default Codes" in the <a href="#">Default Codes Summary Table</a>

This provides a unique identifier of each site for an [ORGANISATION](#).

Note: Only [ORGANISATION SITE CODES](#) which have been notified to and issued by the [Organisation Data Service](#) may be used.

## ORGANISATION SITE CODING FRAMES

- All NHS [ORGANISATION SITES](#) are coded using coding frames, as shown in the tables below:

Character Position	1	2	3	4	5	6	7	8	9
<b>Format</b>	a/n	a/n	a/n	a/n	a/n	a/n	a/n	a/n	a/n
<b>A Frame</b>	Organisation Type Identifier			Organisation Identifier		Site or Sub-Division Identifier			
<b>B Frame</b>	Organisation Type Identifier	Organisation Identifier		Site or Sub-Division Identifier					
<b>C Frame</b>	Organisation Type Identifier		Organisation Identifier	Site or Sub-Division Identifier					
<b>D Frame</b>	Organisation Type Identifier	Practice Identifier					Branch Surgery Identifier		
<b>E Frame</b>	Organisation Type Identifier		Organisation Identifier		Site or Sub-Division Identifier				
<b>F Frame</b>	Organisation Type Identifier	Organisation Identifier							
<b>G Frame</b>	Organisation	Organisation Identifier			Site or Sub-Division				

	Type Identifier	Identifier			
<b>H Frame</b>	Organisation Type Identifier	Organisation Identifier			
<b>I Frame</b>	Organisation Type Identifier	Organisation Identifier			

**NHS Organisation Sites:**

**A Frame:**

**Example**

Local Service Provider Site e.g. LSP0101

- LSP = Org Type Identifier
- 01 = Organisation Identifier
- 01 = Site or sub-division

**B Frame:**

**Example**

Strategic Health Authority Site e.g. Q3001

- Q = Organisation Type Identifier
- 30 = Organisation Identifier
- 01 = Site or sub-division

Also:

Primary Care Trust Site	e.g. 5CT49
Care Trust Site	e.g. TAK01
Other Statutory Authority Site	e.g. X1601
NHS Trust Site	e.g. RH802
Government Department Site	e.g. XDA01
Local Health Board Site (Wales)	e.g. 7A101
Welsh Local Health Board Site <b>(all closed 30 September 2009)</b>	e.g. 6C401
Treatment Centre	e.g. 5CG12

**C Frame:**

**Example**

Independent Sector Healthcare Provider Site e.g. NT101

- NT = Organisation Site Type Identifier
- 1 = Organisation Identifier

- 01 = equals site or sub-division

Also:

Isle of Man Site

e.g. YK101

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## D Frame

### Example

GP Practice Branch Surgery: e.g. H81010002

- H (and length of code) = Organisation Identifier
  - 81010 = Organisation Identifier (parent GP Practice)
  - 002 = Branch Surgery Identifier
- 

## E Frame

### Example

Special Health Authority (SpHA) Site: e.g. T2A001

- T2 = Organisation Type Identifier
  - A0 = Organisation Identifier
  - 1 = Site or Sub-Division Identifier
- 

## F Frame

### Example

Dispensary: e.g. FA002

- F = Organisation Type Identifier
  - A002 = Organisation Identifier
- 

## G Frame

### Example

Local Authority Site: e.g. V001AA

- V = Organisation Type Identifier
  - 001 = Organisation Identifier
  - AA = Site or Sub-Division Identifier
- 

## H Frame

### Example

Prison: e.g. YDE01



- YDE = Organisation Type Identifier
- 01 = Site or Sub-Division Identifier

## I Frame

### Example

Optical Site: e.g. TP01A,

- TP = Organisation Type Identifier
- 01A = Site or Sub-Division Identifier

The structure and format of [ORGANISATION SITE CODES](#) maintained by the [Organisation Data Service](#), [NHS Prescription Services](#) and other agencies are detailed in the tables below.

For the [Organisation Data Service](#) contact details, see [Contact Details](#).

## NHS ORGANISATION SITE CODES TABLES

### Coding Formats

**Table 1: CODING FORMATS for ORGANISATION SITES in ENGLAND and WALES**

Organisation Type	Frame Type	Character Position									Code allocated by:	Notes/Comments
	<a href="#">See Coding Frames Table</a>	1	2	3	4	5	6	7	8	9		
Care Trust Site	B	T	A-Y	A-Y	A-9	A-9					<a href="#">ODS</a>	First three characters denote owning Care Trust  e.g. TAK01
Dispensary	F	F	A-Y	A-9	0-9	0-9					<a href="#">NHS Prescription Services</a>	e.g. FA002
Executive Agency Site	N/A <a href="#">See Note</a>	X	0-9	0-9	0-9	0-9					<a href="#">ODS</a>	First three characters denote Executive Agency

													e.g. X0901
Government Department Site	B	X	A-Y	A-Y	0-9	0-9						<a href="#">ODS</a>	First three characters denote Government Department  e.g. XDA01
GP Practice Branch Surgery - England and Wales	D	A-H, J-N, P, W & Y	0-9	0-9	0-9	0-9	0-9	0-9	0-9	0-9		<a href="#">ODS</a>	First 6 characters denote parent practice. Char 1 = W for Welsh GP Practice.  All other values represent English GP Practices  e.g. H81010002
Independent Sector Healthcare Provider Site	C	N	A-Y	A-9	A-9	A-9						<a href="#">ODS</a>	First three characters denote owning Private Healthcare Provider  e.g. NT101
Local Authority (LA) Site	G	V	A-9	A-9	A-9	A-Y	A-Y					<a href="#">ODS</a>	First four characters denote LA  e.g. V001AA
<a href="#">Local Health Board Site (Wales)</a>	B	7	A-9	A-9	A-9	A-9						<a href="#">ODS</a>	First three characters denote owning <a href="#">NHS Trust</a>  e.g. 7A101
Local Service Provider (LSP) Site	A	L	S	P	0-9	0-9	0-9	0-9				<a href="#">ODS</a>	First five characters denote LSP  e.g. LSP0101
NHS Trust Site	B	R	A-9	A-9	A-9	A-9						<a href="#">ODS</a>	First three characters denote owning NHS Trust

												e.g. RH802
<a href="#">Optical Site</a>	I	T	P or Q	0-9	A-9	A-9					<a href="#">ODS</a>	e.g. TP01A, TQ01A
Other Statutory Authority (OSA) Site	B	X	0-9	0-9	0-9	0-9					<a href="#">ODS</a>	First three characters denote owning OSA e.g. X1601
Primary Care Trust (PCT) Site	B	5	A-9	A-9	A-9	A-9					<a href="#">ODS</a>	First three characters denote owning Primary Care Trust e.g. 5CT49
Prison	H	Y	D	E	A-9	A-9					<a href="#">ODS</a>	e.g. YDE01
Special Health Authority (SpHA) Site	E	T	1	1-9	0-9	A-9					<a href="#">ODS</a>	First three characters denote owning SpHA e.g. T115A
Strategic Health Authority (SHA) Site	B	Q	A-9	A-9	A-9	A-9					<a href="#">ODS</a>	First three characters denote owning SHA Trust e.g. Q3001
Treatment Centre	B	5, N or R	A-9	A-9	A-9	A-9					<a href="#">ODS</a>	First three characters denote owning NHS Trust, PCT or Private Healthcare Provider e.g. 5CG12, NT501, RBFTC
<a href="#">Welsh Local Health Board</a> Site	B	6	A-Y	0-9	A-9	A-9					<a href="#">Health Solutions Wales</a>	First three characters denote owning <a href="#">Local Health Board</a>



Organisation Site Type Code	Organisation Site Type Name	Description
BS	BRANCH SURGERY	A Branch Surgery is the premises from which a Doctor visits but not their permanent practice base. Visits take place in order to undertake consultation, treatment or services for his or her patients. In order for a premises to become recognised as a Branch Surgery weekly visits should add up to more than a set hours per week.
CU	CARE TRUST SITE	
DI	DISPENSARY	
AE	EXECUTIVE AGENCY SITE	
GS	GOVERNMENT DEPARTMENT SITE	
PP	INDEPENDENT SECTOR HEALTHCARE PROVIDER SITE	
IS	ISLE OF MAN SITE	
ES	LOCAL AUTHORITY SITE	
LS	LOCAL HEALTH BOARD SITE (WALES)	
LP	LOCAL SERVICE PROVIDER SITE	
TS	NHS TRUST SITE	
OP	OPTICAL SITE	
OS	OTHER STATUTORY AUTHORITY SITE	
PU	PRIMARY CARE TRUST SITE	
PN	PRISON HEALTH SERVICE	
RS	REGIONAL OFFICE SITE	
HS	STRATEGIC HEALTH AUTHORITY SITE	
SH	SPECIAL HEALTH AUTHORITY SITE	
TC	TREATMENT CENTRE	
LU	WELSH LOCAL HEALTH BOARD SITE	<b>All Welsh Local Health Board Sites closed on 30 September 2009. Local Health Board Sites introduced from 1 October 2009.</b>

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## ORGANISATION TYPE

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Change to Attribute: Changed Description

A list of [ORGANISATION TYPES](#) of [ORGANISATIONS](#) according to the nature of the [ORGANISATION](#) (e.g. [NHS Trust](#), [Health Authority](#) etc).

Organisation Type Code	Organisation Type Name	Description
AR	APPLICATION SERVICE PROVIDER	
BM	BMS CALL CENTRE ESTABLISHMENT	Booking Management System (BMS) Call Centre Establishment
CN	CANCER NETWORK	

CR	CANCER REGISTRY	
CT	CARE TRUST	
DD	DENTAL PRACTICE	
ED	EDUCATION - DEANERY	
UN	EDUCATION - UNIVERSITY	A University involved in Medical Training
EA	EXECUTIVE AGENCY	
AP	EXECUTIVE AGENCY PROGRAMME	
GD	GOVERNMENT DEPARTMENT	
GO	GOVERNMENT OFFICE REGION	
PR	GP PRACTICE	A single <a href="#">GENERAL PRACTITIONER</a> practising otherwise than in a partnership or two or more <a href="#">GENERAL PRACTITIONERS</a> practising in partnership. Includes all Practices in England and Wales.
HA	HEALTH AUTHORITY (HA)	A Corporate Body with succession and common seal established by the National Health Service Reform and Health Care Professions Bill 2002
IP	INDEPENDENT PROVIDER	
PH	INDEPENDENT SECTOR HEALTHCARE PROVIDER	
IM	ISLE OF MAN GOVERNMENT DEPARTMENT	
ID	ISLE OF MAN GOVERNMENT DIRECTORATE	
EL	LOCAL AUTHORITY	
LB	LOCAL HEALTH BOARD (WALES)	
LO	LOCAL SERVICE PROVIDER (LSP)	
NP	NATIONAL APPLICATION SERVICE PROVIDER (NPFIT PROJECTS)	
NS	NHS SUPPORT AGENCY	
TR	NHS TRUST	A legal entity set up by order of the Secretary of State under Section 5 of 'The National Health Service and Community Care Act 1990'. NHS Trusts may act as <a href="#">Health Care Providers</a> and provide hospital services, community services and/or other aspects of <a href="#">PATIENT</a> care, such as <a href="#">PATIENT</a> care and <a href="#">PATIENT</a> transport facilities. They may also act as commissioner when sub contracting <a href="#">PATIENT</a> care to other providers of health care.
NN	NON-NHS ORGANISATION	
OH	OPTICAL HEADQUARTERS	A non-NHS premises which provides Ophthalmic Services
OA	OTHER STATUTORY AUTHORITY (OSA)	An Authority set up within the NHS to provide specific health care related services and support to the NHS
OU	OTHER UNIT (IN SUPPORT OF NHS BUSINESSES)	
RO	PAN SHA (REPLACEMENT FOR IT CLUSTER)	The regional outposts of the <a href="#">Department of Health</a> tasked with performance managing <a href="#">Strategic Health Authorities</a> <b>All IT Clusters in England closed on 31 March 2007.</b> <b>Pan SHAs introduced from 1 April 2007.</b>

PX	PHARMACY HEADQUARTER	
PT	PRIMARY CARE TRUST	
SA	SPECIAL HEALTH AUTHORITY (SHA)	
TC	TRANSPLANT CONSORTIUM (TC)	
WA	WELSH ASSEMBLY	
WH	WELSH HEALTH COMMISSION	
LH	WELSH LOCAL HEALTH BOARD	<b>All Welsh Local Health Boards closed on 30 September 2009. Local Health Boards introduced from 1 October 2009.</b>
WR	WELSH REGIONAL OFFICE	
WC	WORKFORCE CONFEDERATION	

For enquiries about this Data Set Change Notice, please email [datastandards@nhs.net](mailto:datastandards@nhs.net)