

H.I.P.E.

Hospital In-Patient Enquiry

2016

INSTRUCTION MANUAL



For use with the HIPE Portal

01.01.2016

Healthcare Pricing Office

INSTRUCTIONS FOR THE CODER

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

- 8th Edition ICD-10-AM/ACHI/ACS classification:
5 Volume book set or Turbo Coder
- 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

ICD-10-AM Clinical Coding Queries:	Please submit by email with as much detail as possible to hipencoding@hpo.ie
HIPE Data Requests & Statistics:	To access HIPE information please email: HIPEData.Requests@hpo.ie with details of your information requirements.
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 hipetraining@hpo.ie
HIPE Exports:	To be submitted monthly via email to export@hpo.ie See page 21 for list of export dates in 2016.
Contact Details:	Healthcare Pricing Office The Brunel Building Heuston South Quarter St. John's Road West Dublin 8 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 01.01.2016

Patient's Hospital of Discharge [][][]	Type (priority) of Admission []	<div style="border: 1px solid black; padding: 5px;"> FOR LOCAL COLLECTION ONLY * Name: _____ * Address: _____ _____ </div>			
MRN [][][][][][][][]	W/List If=1-2 []			Type of Elective Adm If=1-2 []	Mode If=4,5,7 []
Sex []	Admission Source []				
Admission Date []/[]/[]	Discharge Code []				
Admission Time []:[]-[]	Date of Birth []/[]/[]				
Discharge Date []/[]/[]					
Discharge Time []:[]-[]					
Area of Residence [][][]	Admitting Ward [][][][][]	Day Case []			
Marital /Civil Status []	Discharge Ward [][][][][]	Day Ward []			
Medical Card []	Transfer from [][][]	Day Ward ID [][][][][]			
*GMS Number [][][][][][][][]	Transfer to [][][]	Oncology Day Ward Flag []			
Discharge Status []	Temp Leave Days []	Total []	Single []		
Health Insurer []	Date of Transfer to rehab/PDU []/[]/[]	Days in a Private Bed []	Multiple []		
Parity [] Still + [] Live	Infant Admit Weight (grams) [][][]	Days in a Semi-Private Bed []			
	Days in a Critical Care Bed []	Days in a Public Bed []			
		Days (or part there of) in ICU []			
Admitting Consultant [][][]	Intensive Care Consultant [][][]	Discharge Consultant [][][]			
Primary Consultant [][][]	Up to 10 Intensive Care consultants may be recorded	Specialty of Discharge Consultant [][][]			

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	Hospital Acquired Dx	Consultant #	Specialty
(1) [][][][] Principal Diagnosis (PDX)	^	[][][]	[][][]
(2) [][][][]	[]	[][][]	
(3) [][][][]	[]	[][][]	
(4) [][][][]	[]	[][][]	
(5) [][][][]	[]	[][][]	
(6) [][][][]	[]	[][][]	
(7) [][][][]	[]	[][][]	
(8) [][][][]	[]	[][][]	
(9) [][][][]	[]	[][][]	
(10) [][][][]	[]	[][][]	

Up to 30 diagnoses codes may be entered.

For use on all discharges from 01.01.2016

Procedure/Intervention Codes	Block No.	Hospital Acquired Dx	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, Address, full DOB, and GMS number are currently not exported to the HPO. 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 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 01.01.2016. 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)

- ↓
1. **Patient's Hospital of Discharge:** The code of the hospital that the patient attends using the four digit Hospital Code List (see full listing on page 15).
- ↓
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 2016 =

01	03	2016
----	----	------
- ↓
- 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. 14 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.

"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

Elective MAU Admissions:

Elective admissions to registered MAUs will record an elective admission type. The admitting ward will record the MAU ward code and the discharge ward will be coded as appropriate. Elective MAU admissions are not expected and may be queried.

Mode of Emergency Admission

This information indicates where the patient was treated *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).

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

1 ED (Emergency Department)

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 discharged from there.

Note: Once an AMAU has been registered with the Healthcare Pricing Office ensure that HIFEIT@HPO.ie have activated this field for collection.

**Also includes AMU/MAU .*

Mode of emergency admission for AMAU cases can only be **2 – AMAU Admitted as inpatient** or **5 – AMAU 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 from Hospital in Hospital code list or transfer from *any* Acute Hospital not specified in Hospital Code Listing (see pages 15 – 16 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 page 15 of this instruction manual).

- 4 Transfer from Non-Acute Hospital not in Hospital Code Listing
- 5 Transfer from hospice not in Hospital Code Listing
- 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 2016 =

10	03	2016
----	----	------

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 discharge destination

- 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* Acute Hospital not specified in Hospital Code Listing (see pages 15 – 16 in this manual).
- 04 - **Non Emergency** Transfer to Hospital in Hospital Code Listing or transfer to *any* Acute Hospital not specified in Hospital Code Listing (see pages 15 – 16 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).

- 05 - Transfer to psychiatric hospital/unit
- 06 - Died with post mortem
- 07 - Died no post mortem
- 08 - Emergency Transfer to Non-Acute hospital not in Hospital Code Listing
- 09 - Non Emergency Transfer to Non-Acute hospital not in Hospital Code Listing
- 10 - Transfer to external rehabilitation facility (not in Hospital Code Listing)
- 11 - Hospice (not in Hospital Code Listing)
- 12 - Prison
- 13 - Absconded
- 14 - Other (e.g. Foster care)
- 15 - Temporary place of residence (e.g. hotel)



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 and has a medical card, the coder will enter the appropriate code

- 0 - No 1 - Yes 2 – Unknown



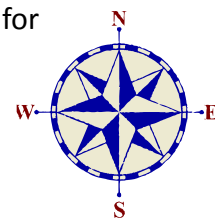
13. GMS Patient Number

If a coder enters 1 (Yes) in the medical card indicator field they will then enter the GMS (General Medical Services/Medical Card) number for the patient. If the coder does not know the GMS Patient Number they can enter **n/a** into this field.

The GMS Patient Number will only be collected locally at hospital level. This information is not currently exported to the HPO.

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
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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 (Nth Riding)	1700
Tipperary (Sth 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

TIPPERARY - North & South Ridings

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	
Donaskeigh	
Dondhill	
Dualla	
Dundrum	
Emly	
Fethard	

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
Clonsaugh (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

- Please note that HIPE does not collect Eircode unique identifiers for addresses.





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	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

For private patients, the number of days in a public/private/semi-private or ITU bed in a single and multiple occupancy ward/room will also be collected. See page 11.



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.
- Where a case is coded as being in an Oncology Day Ward a ‘type of attendance’ flag may appear; see Irish Coding Standard O2X0: Classification of Attendances at Oncology Daywards.
- ↓ **19. 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.
- a) Total number of days † in an ITU/ICU bed
- Where the patient status on discharge is private the following will also be collected:
- b) Number of days in an ITU/ICU bed– single occupancy room/ward #
- c) Number of days in an ITU/ICU bed – multiple occupancy room/ward #
- ↓ **20. Number of days** (where applicable) **in a:**
- Private Bed**
- a) Total number of days † in a Private Bed
- Where the patient status is private the following will also be collected:
- b) Number of days in a Private bed – single occupancy room/ward #
- c) Number of days in a Private bed – multiple occupancy room/ward #
- Semi-private bed**
- a) Total number of days † in a Semi-private bed
- Where the patient status on discharge is private the following will also be collected:
- b) Number of days in a Semi-private bed – single occupancy room/ward #
- c) Number of days in a Semi-private bed – multiple occupancy room/ward #
- ↓ **21. Number of days** (where applicable) **in a:**
- Public bed**
- a) Total number of days † in a Public bed
- Where the patient status on discharge is private the following will also be collected:
- b) Number of days in a Public bed – single occupancy room/ward #
- c) Number of days in a Public bed – multiple occupancy room/ward #
- ❖ **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.
 - † 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.
 - # Number of days in single/multiple occupancy rooms/wards are collected where Patient status on Discharge = 2 (private) ONLY.

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. 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.
- **A specialty code is assigned to the record 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.

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**

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(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.

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 all 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.

- Admitting ward:

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.

- Discharge ward:

The ward occupied prior to discharge.

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

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 ICS V8.0, 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 page 15) which are used for transfers and to identify the hospital that the patient attends (see item 1 on page 3).

- **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 prior 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:

By definition this will not be the same as discharge date.

e.g. A patient is transferred to the Pre Discharge Unit/Rehab of their hospital on 16th March 2016 and is discharged home from the Pre Discharge Unit/Rehab 3 days later on the 19th March 2016.

Date of transfer to Pre Discharge Unit/Rehab	16	03	2016
Date of Discharge from Hospital	19	03	2016

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 Midwestern Regional Hospital, Dooradoyle
- 0301 Midwestern Regional Maternity Hospital Limerick
- 0302 Midwestern Regional Orthopaedic Hospital, Croom
- 0304 Midwestern Regional Hospital, Nenagh
- 0305 Midwestern Regional Hospital, Ennis
- 0500 Letterkenny General Hospital
- 0501 Sligo General 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 General Hospital
- 0803 Roscommon County Hospital
- 0805 Ballina District Hospital
- 0919 Portiuncula Hospital, Ballinasloe

Southern Region

- 0600 University Hospital Waterford (Ardkeen)
- 0601 St. Luke's General Hospital, Kilkenny
- 0602 Lourdes Orthopaedic Hospital, Kilcreene
- 0605 Wexford General Hospital
- 0607 South Tipperary General Hospital, Clonmel
- 0608 Our Lady's Hospital, Cashel
- 0701 St. Mary's Orthopaedic Hospital, Gurrabraher
- 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 Kerry General Hospital

Voluntary 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 Infirmery/Victoria, 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
- 0940 The Children's University Hospital, Temple St, Dublin
- 0941 Our Lady's Children's Hospital, 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 Adelaide, Meath Incorporating National Children's Hospital (AMNCH), Tallaght
- 1762 St. Joseph's Hospital, Raheny
- 1001 Blackrock Hospice

Other Acute Hospitals (not in Hospital Code List above)

- 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
- 9099 Other Acute Hospital

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

Coding Schemes Used in HIPE in Ireland

- 2015 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 OPCS¹ Procedures classification

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

Dates for Download and Export in 2016

HIPE Export Month	Download all cases	Final Date of Receipt of Export by HPO
End of December 2015	To 31st December (2015)	(Wed) 06/01/2016
End of January 2016	To 31st January	(Wed) 03/02/2016
End of February 2016	To 29th February	(Thurs) 03/03/2016
End of March 2016	To 31st March	(Tues) 05/04/2016
End of April 2016	To 30th April	(Thurs) 05/05/2016
End of May 2016	To 31st May	(Fri) 03/06/2016
End of June 2016	To 30th June	(Tues) 05/07/2016
End of July 2016	To 31st July	(Thurs) 04/08/2016
End of August 2016	To 31st August	(Mon) 05/09/2016
End of September 2016	To 30th September	(Wed) 05/10/2016
End of October 2016	To 31st October	(Thurs) 03/11/2016
End of November 2016	To 30th November	(Mon) 05/12/2016
End of December 2016	To 31st December	(Thur) 05/01/2017