

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 iEBook

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

SHIPE 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 IT systems

Please ensure you are set up with passwords and access for the HIPE portal system.

Also ensure that you have access to the HIPE Meta Data Services (MDS) application to apply for ward registration and consultant number requests

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 <u>HIPEIT@hpo.ie</u>			
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 Ward Registration:	Applications for registration of wards can be submitted though the HPO Meta Data Services (MDS) Web app. For registering on MDS please contact <u>HIPEIT@hpo.ie</u>			
HIPE Exports:	To be submitted monthly via email to export@hpo.ie See page 25 for list of export dates in 2021and information on HIPE coding deadlines.			
Contact Details:	Healthcare Pricing Office 1 st 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			

Hospital In-Patient Enquiry (HIPE) Summary Sheet

Patient's Hospital of Discharge	Type (priority) of Admission	FOR LOCAL COLLECTION ONLY
MRN	W/List Type of Elective Adm	Mode *Name:
Sex Date of Birth / /	If Type=1-2 If Type=1-2 If	*Address:
	IF TRANSFER IN: Tick if this a transfer of a non-admitted pa	atient
Admission Time	ssion Source Duration of con	ntinuous ventilatory support (hours) Cumulative
		d COVID-19 Past or Present
	Admitting Ward	Day Case Day Ward
*Eircode D	ischarge Ward	Day Ward ID
Marital /Civil Status	ransfer from	Days in ITU/ICU Where status on discharge is "Private" also enter:
Modical Card	ransfer to	Days in Single Occupancy ITU/ICU
	ate of Transfer to	Days in multiple occupancy ITU/ICU
inculti inculti	ehab/PDU	Number of Days by Bed Type: Private Bed Semi Private Bed Public Bed
	ays in a Critical Care Bed	
Infant Admit Weight (grams)	scharge Status	Number of Days by Room Type: Single Room Bed Multiple Room Bed
Admitting (onsultant I I I I I I	Intensive Care	Discharge Consultant
Primary Consultant	Up to 10 Intensive Care	Specialty of Discharge Date Consultant / /
DDV - The diagnosis established atter	study to be chiefly responsible for occasio	pring the patient's episode of care in hospital (ACS 0001)
PDX = The diagnosis established after .	study to be chiefly responsible for occasio	Hospital Specialty
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For use with HIPE on ALL DISCHARGES FROM 01.01.2021

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

Source: Healthcare Pricing Office

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 01.01.2021 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.

<u>All</u> HIPE Data are subject to Audit (including chart based reviews)

¥	1.	Patient's Hospital of Dis	Scharge: 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 18-20).
↓	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 2021= 01 03 2021
I			The date of admission is the date the patient is admitted to an inpatient ward or a registered dayward.
۷	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 <u>registered</u> Acute Medical Assessment Unit (AMAU^{*}) or in a <u>registered</u> 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 <u>Admitted as Inpatient</u>: 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 <u>Admitted as Inpatient.</u> 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 <u>HIPEIT@HPO.ie</u>)

*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 18-20 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 18-20 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. 20
- Transfer specific codes are provided for transfer from private hospitals. See hospital listings Pg. 20
- 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 2021 = 10 03 2021

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* <u>Acute</u> Hospital not specified in Hospital Code Listing (see pages 18-20 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 18-20 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. 20
- Transfer specific codes are provided for transfer to private hospitals. See hospital listings Pg. 20
 - **05** Transfer to psychiatric hospital/unit
 - **06 -** Died with post mortem
 - 07 Died no post mortem
- 14 Utilei 15 Tomp
- **08** Emergency Transfer to Non-Acute hospital
- **09** Non Emergency Transfer to Non-Acute hospital
- **10** Transfer to rehabilitation facility
- 11 Hospice
- **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 **2** – Married 5 – Unknown 6 – Divorced

7 – Civil Partner

9 – Surviving Civil Partner

- 3 Widowed
- 4 Other (includes Separated)

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

8 – Former Civil Partner

0 - No **1** - Yes **2** – Unknown

13. EIRCODE

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.

	Routing Key	Unique Identifier		Routing Key	Unique Identifier
Eircode			Example Eircode	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
Мауо	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	s
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 Ballina Ballingarry Ballynonty Ballycahill Birr Borrisokane Borrisoleigh **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

Silvermines Sherry Templemore Templetouhy Thurles Toomevara Tyane Upperchurch

Tipperary South Riding: 0800

Abbey Abbeyside Annacarthy Ardfinnan Athenny Ballinilard Ballinure Ballydrehid Ballykisteen Ballyloogy Ballymacarberry Ballypatrick Ballyporeen Bansha Bonorlahan Burncourt Bohererowe Cullen Cahir Cappawhite Carrick-On-Suir Cashel Clerihan Clogheen Cloneen Clonmel Crohan Commins Drumiomogue Donaskeigh Dondhill Dualla Dundrum Emly Fethard

Grantstown Glohihan Golden **Goolds Cross** Hollyford Loughtally Kilfeackle Kellenaule Kilcross Kishane Kilshelan Knockroe Knockgraffan Lattin **Limerick Junction** Lisronagh Loughtally Monard Mullinahone Noan Newcastle New Inn Rossmore **Tipperary Town** Nine-Mile-House

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 <u>must</u> be specified.

Enter appropriate code:

- 1 Public
- 2 Private

Where the patient has a discharge status of <u>Private</u> 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 (Not in use)
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 apply to register their dedicated day wards with the Healthcare Pricing Office prior to using this facility via the MDS ward registration application.

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, where the patient status on discharge is private the following will also be collected:

- * 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

See also : item 26 Critical Care Bed Days.

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 request for a new (or existing) number is submitted through the online HIPE Meta Data Services application (MDS). 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.

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. The admitting ward can be an inpatient ward or a registered dayward.

• Discharge ward:

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<u>http://www.hse.ie/eng/about/Who/clinical/natclinprog/criticalcareprogramme/modelofcare/criticalcare.pdf</u>

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 <u>automatically</u> 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 18-20) 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 collects 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

31 COVID-19 Flag – Urgent response for collection during the current pandemic

Question: Lab-confirmed COVID-19 Past or Present

Case Types: This variable is collected for all inpatient and day cases. This is collected separately to ICD-10-AM codes for COVID-19.

Coders will choose "YES" if:

There is a diagnosis of Lab-confirmed COVID-19 during the current episode of care (Laboratory confirmed cases **U07.1 Emergency use of U07.1 [COVID-19, virus identified**]

OR

There is documentation in the chart that the patient had a Lab-confirmed COVID-19 or Tested Positive with COVID-19 during a previous episode of care.

OR

There is documentation in the chart that the patient was previously diagnosed with Lab-confirmed COVID-19 or Tested positive with COVID-19 anytime, anywhere (e.g. community, any hospital/nursing home), including outside of Ireland.

Please Note:

- Documentation for this variable includes clinical notes, nursing notes, laboratory report, scans etc.
- Coders are only expected to review the current episode of care for this variable. However coders can review previous episodes if they so wish to.
- It is assumed that once a patient has a value of "YES" for the COVID-19 flag, every subsequent admission will have a value of "YES". This flag will be auto populated for subsequent episodes once ticked. No further action is required by coders if box is auto populated.
- If required coders may take COVID-19 information from the patient's healthcare record back to the start of the pandemic to determine if the patient was previously diagnosed with Lab-confirmed COVID-19 or Tested Positive for COVID-19. For operational reasons, the start of the pandemic will be from 01/01/20.
- The entire record may be utilised including previous episodes.
- If in rare cases there is uncertainty as to whether the 'Yes' was correctly assigned to this variable originally, coders may review and revise other episodes if necessary.
- This flag is collected for discharges from 1st October 2020 regardless of discharge dates.
- This flag will be subject to HPO review and audit, and any information recorded must be available in the patient's healthcare record

Example 1:			
Patient admitted with fever and cough. Final diag	nosis C	OVI	D-19 (Lab confirmed)
Lab-confirmed COVID-19 Past or Present	YES		
Example 2:			
Patient admitted for repair of inguinal hernia. Doc confirmed or tested positive with COVID-19 10 we			5
Lab-confirmed COVID-19 Past or Present	YES		
Example 3: Patient admitted from A/E with fractured radius. I COVID-19 in the community 2 months ago. Lab-confirmed COVID-19 Past or Present	Docum YES	ent	ed in chart that patient tested positive for
Example 4: Patient transferred from nursing home with myocardial infarction. Documented that patient had COVID- 19 5 weeks previously in the nursing home. Lab confirmed COVID-19 Past or Present			
In this case the variable box will be left blank as th positive for COVID-19	ere is r	10 0	」 documentation of Lab-confirmed or Tested

• 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:

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 2021 and is discharged home from the Pre-Discharge Unit/Rehab 3 days later on the 19th March 2021.

Date of transfer to Pre Discharge Unit/Rehab	1	.6	03	2021
Date of Discharge from Hospital	1	9	03	2021

HOSPITAL CODE LIST

(For use with transfers and on download)

Dublin and Mid Leinster Region

- St. Mary's Hospital, Phoenix Park 0100
- 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

- University Hospital Limerick (Dooradoyle) 0300
- 0301 University Maternity Hospital, Limerick
- 0302 Croom Orthopaedic Hospital, Limerick
- 0304 UL Hospitals, Nenagh Hospital
- 305 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 identified using the code for the single entity 'Galway University Hospitals' 0800]

- 0802 Mayo University Hospital
- 0803 **Roscommon University Hospital**
- 0805 Ballina District Hospital
- Portiuncula University Hospital, Ballinasloe 0919

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

Southern Region Contd/

- 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

946 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				
	Dermatology				
	Endocrinology				
0400	0402 Diabetes Mellitus				
0600	Otolaryngology (ENT)				
0000	0601 Paediatric ENT				
0700					
	Gastro-Enterology Genito-Urinary medicine				
	Geriatric medicine				
0900					
1100	0902 Psychogeriatric medicine				
1100	Haematology 1102 Transfusion Medicine				
1200					
1200	Neurology				
1400	1302 Paediatric Neurology				
1400	Neurosurgery				
1000	1402 Paediatric Neurosurgery				
1200	Obstetrics/Gynaecology 1502 Obstetrics				
1600	1503 Gynaecology Oncology				
1700	Ophthalmology 1702 Neuro-Ophthalmic Surgery				
	1703 Vitro-Retinal Surgery				
1200	Orthopaedics				
1000	1802 Paediatric Orthopaedic Surgery				
1000	Paediatrics				
1900	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	Paediatri	ic Surgery				
7300	Palliative	Medicine				
7400	Patholog	Y .				
7500	Radiothe	erapy				
7600	Cardio-T	horacic Surgery				
7700	Metabol	ic Medicine				
7800	Urology					
	7802	Renal Transplantation				
	7803	Paediatric Urology				
7900	Clinical In	nmunology				
8000	Anaesthe	etics				
	8002	Intensive Care				
	8003	Pain Relief				
	8004	Paediatric Anaesthetics				
8300	General	Pathology				
8400	Chemica	l Pathology				
	8402	Paediatric Chemical Pathology				
8500	Histopat	hology				
	8502	Neuropathology				
8600	Biochem	istry				
8700	Cytology					
8800	Immunology					
8900	Microbio	logy				
	8902	Virology				
9000	Other*					

* Specialty code not for use in HIPE portal from 01.01.2019

Coding Schemes Used in HIPE in Ireland

2020 -	10 th 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	6 th Edition ICD-10-AM/ACHI/ACS for both Diagnoses and Procedures
2005 – 2008	4 th 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 2021*

HIPE export month	Download all cases	Final receipt Day
End of January 2021	Sunday 31 January 2021	Wednesday 3 February 2021
End of February 2021	Sunday 28 February 2021	Wednesday 3 March 2021
End of March 2021	Wednesday 31 March 2021	Tuesday 6 April 2021
End of April 2021	Friday 30 April 2021	Thursday 6 May 2021
End of May 2021	Monday 31 May 2021	Thursday 3 June 2021
End of June 2021	Wednesday 30 June 2021	Monday 5 July 2021
End of July 2021	Saturday 31 July 2021	Thursday 5 August 2021
End of August 2021	Tuesday 31 August 2021	Friday 3 September 2021
End of September 2021	Thursday 30 September 2021	Tuesday 5 October 2021
End of October 2021	Sunday 31 October 2021	Wednesday 3 November 2021
End of November 2021	Tuesday 30 November 2021	Friday 3 December 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 2021are to be coded by end of February 2021.

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.