

## **REPORTING REQUIREMENTS FOR HOSPITAL CASEMIX PROTOCOL (HCP) AND PRIVATE HOSPITAL DATA BUREAU (PHDB)**

This is to advise of the HCP and PHDB reporting requirements for declared hospitals and registered private health insurers under the following legislation:

*Private Health Insurance Act 2007*

*Private Health Insurance (Health Insurance Business) Rules 2018*

*Private Health Insurance (Data Provision) Rules 2018*

Please note that these are compulsory reporting requirements. PHI legislation allows for remedial action to be initiated where these requirements are not met.

### **INFORMATION TO BE PROVIDED BY DECLARED PRIVATE HOSPITALS**

Private hospitals are required to provide:

- 1) Hospital Casemix Protocol (HCP) data to private health insurers, and
- 2) Private Hospital Data Bureau (PHDB) data to the Australian Government Department of Health (the Department).

Information is to be supplied as a monthly data submission within six weeks after the insured person to whom the information relates has been discharged from the hospital. For example, a data file for all separations that occurred during the month of July must be submitted to the Department by mid-September.

### **INFORMATION TO BE PROVIDED BY DECLARED PUBLIC HOSPITALS**

Public hospitals are required to provide Hospital Casemix Protocol (HCP) data to private health insurers.

### **INFORMATION TO BE PROVIDED BY INSURERS**

Private health insurers are required to provide HCP 1, HCP 2 and GT-Dental data to the Department.

HCP 1 information is to be supplied as a monthly data submission within twenty weeks after the insured person to whom the information relates has been discharged from the hospital.

HCP 2 information is to be supplied as a quarterly data submission within four weeks after the end of each claims processing quarter for each service event.

GT-Dental information is to be supplied as a monthly data submission within four weeks after the end of each claims processing month for each service event.

### **FORMAT OF INFORMATION**

Data specifications are available on the Department's website at:

- [HCP](#)
- [PHDB](#)

### **DATA SUBMISSION PORTAL**

The Data Submission Portal (DSP) of the Department's Enterprise Data Warehouse is available to insurers and hospitals to submit data files to the Department.

To arrange access to the DSP for submission of data please email [hcp@health.gov.au](mailto:hcp@health.gov.au) with the following details:

- Name of data submitter:
- Provider ID:
- Provider name:
- Email for validation reports:

If you submit data for more than one hospital and require this to be set up, please provide the provider ID for your other facilities.

Please telephone (02) 6289 8058 or email [hcp@health.gov.au](mailto:hcp@health.gov.au) if you have any queries.

### **STEPS FOR FOLLOW UP (HCP – INSURER COMPLIANCE)**

The following are the steps for following up insurers who have not submitted their HCP data to the Department, or who have submitted data which has errors over and above the tolerance level predetermined for that year :

- 1) For data which has errors over and above the tolerance level predetermined for that year, the summary report will include a request for submission/resubmission of the data in compliance with the performance framework within two weeks of the summary report date.
- 2) For data which has not been submitted within twenty weeks of the month of separation, the Department will contact the fund by email and request submission.
- 3) If the requested data is not received within two weeks of the initial email from the Department, a reminder will be sent.
- 4) If the data is still not received within another two weeks, a formal letter will be dispatched from the Assistant Secretary, Private Health Insurance Branch, to the Chief Executive Officer (CEO) of the Health Fund notifying them of the issue and requesting a response to the Department within two weeks from the date of the letter.
- 5) Should there be an issue causing the data to be late, the CEO must formally apply, by letter, to the Assistant Secretary of the Private Health Insurance Branch for an extension.
- 6) If a nil response, a second letter will be sent to the CEO with a warning of Ministerial notification within two weeks.
- 7) If no response is received by the Department, the Minister will be notified with a view to considering appropriate enforcement activities.

### **STEPS FOR FOLLOW UP (HCP - HOSPITAL COMPLIANCE)**

The following are the steps for following up hospitals who have not submitted their HCP data to health funds six weeks after the end of a month:

- 1) Insurers should send a written (electronic or letter) reminder to the hospital to provide the required HCP data, and if necessary state their obligations under the PHI Act.
- 2) If there is no action from the hospital within two weeks, the insurer should notify the Department at by email to [hcp@health.gov.au](mailto:hcp@health.gov.au) . Insurers should provide details of the hospital, the issue, and of their correspondence with the hospital.
- 3) The Department will follow up with the hospital to clarify the issue, and if necessary request immediate action.
- 4) If there is still no action from the hospital within two weeks, the Department will send a formal letter to the hospital's CEO notifying them of the issue and requesting a response to the Department within two weeks from the date of the letter.

- 5) If a nil response, the Department will send a second letter to the CEO with a warning of Ministerial notification within two weeks; and
- 6) If no response is received by the Department, the Minister will be notified with a view to considering appropriate enforcement activities.

The insurer will be notified of any arrangement made in steps 3 to 6.

### **STEPS FOR FOLLOW UP (PHDB - HOSPITAL COMPLIANCE)**

The following are the steps for following up hospitals who have not submitted their PHDB data to the Department six weeks after the end of a month:

- 1) The Department will send a written (electronic or letter) reminder to the hospital to provide the required PHDB data, and if necessary state their obligations under the PHI Act.
- 2) If the requested data is not received within 2 weeks, a reminder will be sent;
- 3) If there is no action from the hospital within two weeks, the Department will send a formal letter to the hospital's CEO notifying them of the issue and requesting a response to the Department within 2 weeks from the date of the letter.
- 4) If a nil response, the Department will send a second letter to the CEO with a warning of Ministerial notification within 2 weeks.
- 5) If no response is received by the Department, the Minister will be notified with a view to considering appropriate enforcement activities.

### **HCP/PHDB CONTACT DETAILS**

telephone: (02) 6289 8058

e-mail: [hcp@health.gov.au](mailto:hcp@health.gov.au)

If you require further information please telephone: (02) 6289 8058 or email your enquiry to [hcp@health.gov.au](mailto:hcp@health.gov.au)