



Process for Non-Admitted patient data provision – Non-admitted Patient Data Collection

1. Purpose

The Non-Admitted Patient Data Collection (NAPDC) is managed by the Principal Data Management Officer (PDMO) of the Information and Performance Governance Unit, Purchasing and System Performance Division of the Department of Health, Western Australia.

The NAPDC is the source of non-admitted patient activity data used for performance reporting, planning, monitoring, funding, and research. NAPDC is also the source for provision of the datasets to the Independent Hospital Pricing Authority (IHPA), the Administrator of the National Health Funding Body (NHFB), the Australian Institute of Health and Welfare (AIHW), and to the Commonwealth's Department of Health as mandated in the National Health Information Agreement and Patient Activity Data policy.

To ensure availability of accurate and timely Non-Admitted Patient data for local and Commonwealth reporting requirements, hospitals must be aware of and meet the following data reporting deadlines.

2. Data Reporting Deadlines

The Licensee shall provide Non-Admitted Patient (NAP) data in accordance with the schedule and provisions specified in the NAPDC Data Specification (see Section 5).

Hospital staff must liaise with the Principal Data Management Officer responsible for the NAPDC if hospitals are unable to meet the above requirements.

3. Data Reporting Protocol and Standards

The Licensee must ensure that the following data reporting protocols are adhered to when submitting NAP data:

- A. Data complies with the business rules outlined within the Non-Admitted Patient Activity Data Business Rules.
- B. Data provided are complete and representative of all relevant non-admitted patient activity that has taken place during the reporting period.
- C. Data must be submitted electronically in accordance with the NAPDC Data Specification.
- D. Data must be submitted using File Transfer Protocol (FTP) or other mechanism as detailed in the NAPDC Data Specification.

4. Data Quality

To ensure that submitted data are valid, all hospitals in Western Australia must comply with the current mandatory Non-Admitted Patient Activity Data Business Rules (see Section 5).

5. Related documents

- [Patient Activity Data Policy](#)
 - [Non-Admitted Patient Activity Data Business Rules](#)
 - [Non-Admitted Patient Data Collection Data Specifications](#)

6. Review

This mandatory procedure will be reviewed as required to determine effectiveness, relevance and currency. At a minimum it will be reviewed within 1 year after first issue and at least every three years thereafter.

Version	Effective from	Effective to	Amendment(s)
1.0	November 2010	December 2-010	Original version
2.0 – 6.0	December 2010	September 2018	Multiple revisions
7.0	6 August 2021		

The review table indicates previous versions of the mandatory document and any significant changes.

7. Approval

Approval by	Lynda Campbell, Manager, Licensing and Accreditation Regulatory Unit
Approval date	

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