

## Statement of Administrative Sources

### Annex B: Supporting metadata

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| <b>Organisation</b>  | Health and Social Care Information Centre (HSCIC)<br><a href="http://www.hscic.gov.uk/">http://www.hscic.gov.uk/</a>                             |   |
| <b>Enquiries</b>   | Please contact the HSCIC Contact centre<br>Telephone: 0300 3035678 and email: <a href="mailto:enquiries@hscic.gov.uk">enquiries@hscic.gov.uk</a> |   |
| <b>Responsible Statistician</b>                                    | Name: Jane Winter<br>Section: Hospital Episode Statistics (HES) Analysis   |   |
| <b>Section 1: Statistical End Product</b>                          | Hospital Outpatient Activity   |   |
| <b>Section 2: Original Administrative/Management Source/System</b> | <b>Name</b>  | HES   |
|  | <b>Name of the organisation responsible</b>  | NHS Trusts  |
|  | <b>Purpose of the administrative source</b>  | Administering Patient Care  |
|  | <b>Unit of Inquiry</b>   | Outpatient appointment  |
|  | <b>Intended Coverage</b>   | Activity in English NHS Hospitals and English NHS commissioned activity in the independent sector |
|  | <b>Actual Coverage</b>   | All appointments submitted by the NHS.  |
|  | <b>Geographical Coverage</b>   | England   |

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| <b>Lowest level of Geographical Coverage</b>                           |  | Postcode of patient's home address (but any release of this is subject to disclosure control and access to postcode is strictly governed).  |
| <b>Extent to which statistical end-producers can influence system?</b> |  | Standardisation Committee for Care Information (SCCI) controls what information is collected from hospital administration systems.  |
| <b>Data definitions used</b>   |  | [See Outpatient Data Dictionary:<br><a href="http://www.hscic.gov.uk/media/18620/HES-Outpatient-Data-Dictionary/pdf/DD_OP_v2.pdf">http://www.hscic.gov.uk/media/18620/HES-Outpatient-Data-Dictionary/pdf/DD_OP_v2.pdf</a>   |
| <b>Classification systems used</b>                                     |  | ICD 10 for diagnoses:<br><a href="http://apps.who.int/classifications/apps/icd/icd10online/">http://apps.who.int/classifications/apps/icd/icd10online/</a><br><br>OPCS for procedures and interventions:<br><a href="http://www.connectingforhealth.nhs.uk/systemsandservices/data/clinicalcoding/codingstandards/opcs4">http://www.connectingforhealth.nhs.uk/systemsandservices/data/clinicalcoding/codingstandards/opcs4</a> |
| <b>Data Collection Process</b>   | <b>1)Periodicity/Timing</b><br><br><b>2)Validation process</b> | 1. Provisional monthly data is collected with final annual data used for this publication.<br>2. When submitting data there are some validation checks which ensure valid data items are entered. In addition, data validation and cleaning is carried out when the HSCIC receive HES.  |
| <b>Access Arrangements</b>   |  | Access to HES data is strictly controlled; data may be provided following a stringent application process. All applications, other than for aggregate data, are evaluated by the Data Access Advisory Group (DAAG). DAAG will then make a recommendation to the HSCIC Senior Information Risk Officer (SIRO), who has responsibility for approving the release of the data.   |
| <b>Dissemination Procedures</b>  |  | Managed by DARS: <a href="http://www.hscic.gov.uk/dars">http://www.hscic.gov.uk/dars</a>  |
| <b>Publication procedure</b>   |  | Register of data releases published on HSCIC website  |

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|   | <b>Timing/Periodicity of public release</b>                                 | Quarterly   |
|   | <b>Nature of changes to system that could impact on statistics</b>          | Information Standards Notices (ISNs) are published by the Standardisation Committee for Care Information (SCCI) to announce new or changes to information standards and data collections<br><a href="http://www.hscic.gov.uk/isce/publication/isn">http://www.hscic.gov.uk/isce/publication/isn</a>   |
| <b>Section 3: Change Process</b>                                | Information Standards Notices (ISNs) process is followed (as above)         |   |
| <b>Section 4: The subsequent statistical production process</b> | <b>Validation procedures</b>  | Data is dual run and compared to historical figures to validate trends.   |
|   | <b>Quality assessment</b>   | Monthly data quality dashboards are produced by the HSCIC for the NHS to assess the comprehensiveness of data submitted and if it is compliant with data standards. More information available at:<br><a href="http://www.hscic.gov.uk/article/1923/SUS-Data-Quality-Dashboards">http://www.hscic.gov.uk/article/1923/SUS-Data-Quality-Dashboards</a><br><br>The statistical output is also published with an accompanying data quality note which highlights any known issues in the data. |
|   | <b>Periodicity of release</b>   | Annual  |
|   | <b>Potential impact of changes to the source on the statistics produced</b> | Substantive changes to source data will result in breaks in time series data. For example, new diagnosis or treatments codes and changes in geographical boundaries.  |



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|  | <b>Procedures for mitigating such discontinuities</b> | Discontinuities are explained and footnoted in publications. |
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