

1. Introduction

There is a statutory requirement to ensure that patient activity data collected at the Trust is a true representation of care that takes place. It is essential that activity is categorised correctly (as per guidance from NHS England) and that new activities and changes to the way in which care is delivered are recorded accurately. Accuracy can impact on performance monitoring, effective benchmarking and payment to the Trust.

This procedure supports Clinical Management Groups (CMGs) in considering the implications of possible changes to activity recording, by specifying the steps required in order to make changes to the way activity, is coded, counted and priced.

2. Scope

The procedure applies to all clinical and management staff in all CMGs that are involved with recording clinical activity and covers Emergency Department attendances, emergency admissions, day cases, elective admissions, outpatient activity and ward attendances. The procedure will also apply to newly developed activity types such as same day emergency care (SDEC) which will commence nationally during 2023/24.

A Counting and Coding Forum (CCF) exists as a governance mechanism for activity changes. For terms of reference or more information, please contact Head of Contracts and Commissioning or Assistant Director of Information and Business Intelligence.

3. Steps for notification of a Coding, Counting or pricing change

The steps below detail how to notify all relevant parties of a proposed change of a coding, counting and pricing change for NHS activity at any of the University Hospitals of Leicester NHS Trust sites, this includes all Alliance Hospital sites and any outreach clinics into the community. This procedure should be read in conjunction with the Trusts Information Quality Policy B18/2003.

Do not assume that because something has been done the same way for a long time, that it is correct. It is important that we continually evaluate our practices against current guidance and are open and transparent. If you are unclear on the appropriate coding and counting of any activity, please seek guidance from relevant reference material and supporting Trust documents, which are detailed under section 6 of this procedure. For further advice, please contact the Data Quality Team at UHL data.quality@uhl-tr.nhs.uk who can advise.

In most cases proposals will require 7 months' notice ahead of the next financial year before implementation.

Steps for notification of a Coding, Counting or pricing change

No.	Action
1	<p>Complete the “Coding and Counting Notification template” (see Appendix A)</p> <p>This will require information pertinent to your intended change along the following lines:</p> <ul style="list-style-type: none">• Each change requires a lead submitter who should have the provisional approval of the CMG management team to propose a change.• Rationale for change and when• The type of proposal – coding, counting or both and possible tariff implications <p>The before/after information such as activity type, specialty, clinic, HRG (Healthcare</p>

Steps for notification of a Coding, Counting or pricing change	
	Resource Groups), financial value
2	<p>CMG approval</p> <p>The completed Coding and Counting Notification template should be approved by the relevant CMG, with sign off as a minimum from the Head of Operations, CMG Business Intelligence Lead and Head of Finance.</p>
3	<p>Submit the proposal</p> <p>The completed Notification Template should be submitted to the contracts team at UHLContractsTeam@uhl-tr.nhs.uk this submission should be copied as a minimum to the Head of Operations, Head of Finance and Lead Business Intelligence for the CMG the change relates too.</p> <p>The contracts team will provide you within 5 working days confirmation of receipt and a reference number that should be quoted in any future correspondence relating to that change.</p>
5	<p>Process for evaluating the change implications</p> <p>The CCF meet monthly and will review the proposed changes submitted.</p>
6	<p>Outcome</p> <p>Approval depends on the scale of the change. The CCF will liaise with commissioners as necessary on any proposed changes. You will receive a formal response from the CCF group following their review of the proposal.</p> <p>This will come from the UHL Contracts inbox and will clearly state the outcome or if further information is required.</p>

5. Monitoring and Audit Criteria

Key Performance Indicator	Method of Assessment	Frequency	Lead
CMGs have engaged with process	Review of submissions and feedback on the process to OMG	Annually	CCF

6. Supporting Documents and Key References

- NHS Data Dictionary <http://www.datadictionary.nhs.uk/> (Appendix B)
- False or Misleading information offence: Guidance for Providers https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/403084/FOMI_Guidance.pdf
- Local documents: Information Quality Policy B18/2003
- NHS Payment Scheme Guidance 2023-2025 <https://www.england.nhs.uk/publication/2023-25-nhs-payment-scheme/>

7. Key Words

Counting, coding, commissioning, change, quality, improvement, day case, admission, tariff, PbR, Payment by results,

8. Appendices

1. UHL Counting and Coding Price Form
2. Internal Data Dictionary

[Counting & Coding Changes | Finance and Procurement - UHL Connect \(uhl-tr.nhs.uk\)](http://uhl-tr.nhs.uk)

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This table is used to track the development and approval and dissemination of the document and any changes made on revised / reviewed versions

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