Quick Notes

Issue 67   June 26, 2023

IP Inpatient Discharges   **ED** Emergency Department   **AS** Ambulatory Surgery

2023 Requirements Updates & Reminders

HCAI appreciates facilities' efforts in making the reporting of first quarter 2023 ED & AS data a success. Below are some important reminders from previous Quick Notes and new FAQs to help you accurately report the data. To view all of the additional FAQs for reporting 2023 data, please see Quick Notes 64, 65 and 66.

Patient Address Reminders

- Do not report values that are not a street address or city. For example, do not report phrases such as *refused, unknown, homeless, unavailable*, etc. in any address field.
- Do not use your facility address or ZIP Code in place of the patient's or as a substitute for Unknown.
- Do not default homeless patients to an unknown or blank address. Attempts should be made to collect as much address information as possible.
- Always report the ZIP Code as YYYYY in conjunction with a country code for patients from other countries.

Q: What do we report if the patient only gave us the city name, but the city has multiple ZIP Codes?

A: The goal is to report as much information as possible. In this situation you should attempt to report a partial ZIP Code (the first 3 digits plus 00). In cases where the city has multiple ZIP Codes and the first 3 digits do not match, it is appropriate to report the city name and the ZIP Code as Unknown (XXXXX).

Q: Are we allowed to report a P.O. Box for the patient's address?

A: For data quality purposes, the best address to report would be the patient's usual residence. HCAI encourages facilities to collect the usual residence so researchers and data users have the most applicable data as it relates to the patient's health. If you have both a mailing address (e.g. P.O. Box) and the physical address of where the patient resides, report the physical address. If a P.O. Box is the only address available, it may be reported.

Q: How should we report address for a patient coming from a jail or prison?

A: If the patient is in short-term incarceration, it is appropriate to report their usual residential address. If the patient's address is not on file or is unattainable, you may report the address as unknown. If the patient is admitted from prison, report the physical address of the prison.

Q: How do we report military addresses?

A: Example military address:

SGT Robert Smith
CPR 895 Box 74
APO AE 09499-001

Report to HCAI as follows:

Street Address: CPR 865 BOX 74
City: APO
State: AE
ZIP Code: 09499

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Please continue to submit your data as early as possible to allow time to resolve any file or submission issues. Contact your assigned analyst if you have additional questions.