



NHCDC – DATA SUBMISSION FACT SHEET

This fact sheet provides guidance and rules for the submission of data for the Round 17 National Hospital Cost Data Collection (NHCDC) through the data submission capability.

The NHCDC dataset provides patient level episode data for individual sites/facilities. It comprises two files:

1. an activity file (CostA)
2. a cost file (CostC)

For every patient episode 'activity' there will be one or more direct and overhead cost records in the corresponding cost file.

File Naming Convention

The physical file naming convention is as follows:

<Collection>_<Dataset>_<JHL>_<Period>.<Delimiter>

Component	Description	Value
Collection	An identifier for the collection	This component must contain NHCDC
Dataset	An identifier for the file within a collection, if applicable	Depending on the file this component must contain either CostA or CostC
JHL	The JHL component is used to describe a file that contains: All data for a <u>J</u> urisdictions or data for a <u>H</u> ospital or site only or all data for a <u>L</u> HN.	If the file contains data for an entire Jurisdiction, this component will contain one of the following values: NSW,VIC,ACT,QLD,NT,TAS,WA,SA
		If the file only contains data for a single site/hospital/facility, this component will be the Nhcddid that is used within the file, for example 4NAM.
		If the file contains data for a Local Hospital Network, this component will contain the code for that LHN, for example 101.
Period	The financial year that the dataset relates to.	For Round 17 NHCDC this must be 201213
Delimiter	The file extension of the file that is being submitted	The file extension for both files must be .csv



Example:

If submitting data for a **Jurisdiction**: NHCDC_CostA_VIC_201213.csv

If submitting data for a **Hospital**: NHCDC_CostA_1MGH_201213.csv

If submitting data for a **LHN**: NHCDC_CostA_101_201213.csv

Submission Rules:

1. Each component of the filename must be separated by an underscore. The system will look for the underscore to separately identify each part of the filename.
2. Do not use commas in any part of a record. Commas are only to be used to separate the field values in the file, i.e. a csv file
3. Do not use column headings in either file. The system will not expect it.
4. Ensure the order, length and datatype of each field in CostA and CostC matches exactly as described in the *Data Set Specification (DSS)* and issued by IHPA. The system will fail any file that does not meet this specification.
5. There must be no totals or row counts in either file. The system will not expect it.
6. The system performs validation that requires both CostA and CostC files be present. The system will begin processing upon receipt of a pair of files, i.e. CostA and CostC and ideally they are zipped together.
7. At most, the file size must not exceed 2GB. If the (uncompressed) file is 2GB or larger it must be compressed. NB. If sending compressed files only **.zip** files will be recognised and processed. WinZip is the most common compression tool used to produce zip files and is recommended due to its ease of use and accessibility.
8. If resubmitting a CostA or CostC file the file name must match the name of the original file submission. The system will be able to identify that this is a resubmission if the file is named as the original submission.
9. If either CostA or CostC needs to be resubmitted through the data submission capability, please be aware that the system requires a CostA and a CostC to begin processing. Both the CostA and CostC files will need to be resubmitted.
10. If any of the ABF activity datasets need to be resubmitted then the Cost_A and Cost_C files will need to be resubmitted as in point 6.

Assistance and Questions

If you require assistance with the naming of files or have a question please contact Sheldon Le on (02) 8215 1130 or email sheldon.le@ihpa.gov.au.