



Public Health
England

Protecting and improving the nation's health

Healthcare Associated Infection Data Capture System

Data Upload Wizard User Manual

V4.2.0

About Public Health England

Public Health England exists to protect and improve the nation's health and wellbeing, and reduce health inequalities. It does this through world-class science, knowledge and intelligence, advocacy, partnerships and the delivery of specialist public health services. PHE is an operationally autonomous executive agency of the Department of Health.

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Introduction

The Data Upload Wizard allows reporting organisations upload a batch of infection episodes to the HCAI Data Capture System (DCS), saving time and effort versus manually entering the data.

Data Upload Wizard

The Data Upload Wizard allows multiple infection episodes to be batch uploaded directly onto the HCAI DCS. This method of data upload is currently available for Data Entry Role users to populate the fields on the Episode Details Tab only, on existing data collections (see figure below for an example of the fields that appear on the Episode Details tab in the MRSA data collection).

New Infection Episode

Data Collection: MRSA ID: Created Date: Print

Episode Details **Source of Bacteraemia & Associated Infections** **Risk Factors & Treatment** **Healthcare Interactions (1)**

Episode Details Tab

Organisation Details *#

Reporting Organisation: UNIVERSITY COLLEGE LONDON HOSPITALS NHS FOUNDATION TRUST

Specimen Details *#

Specimen Date: *#? Date Specimen Taken Date Received in Lab

Type of Specimen Date: *#? Date Specimen Taken Date Received in Lab

Specimen No: ?

Laboratory where specimen processed: ? --Select--

Patient Details *

NHS Number: *#?

Forename: *#?

Surname: *#?

Date of Birth: *#?

Sex: *#? Male Female Unknown

Hospital Number: ?

Episode Category: ? --Select--

Admission Details *

Patient Location: *#? --Select--

Provenance: ? --Select--

Treatment Details #

Admitted any time during this episode: ? --Select--

On Dialysis: *#? --Select--

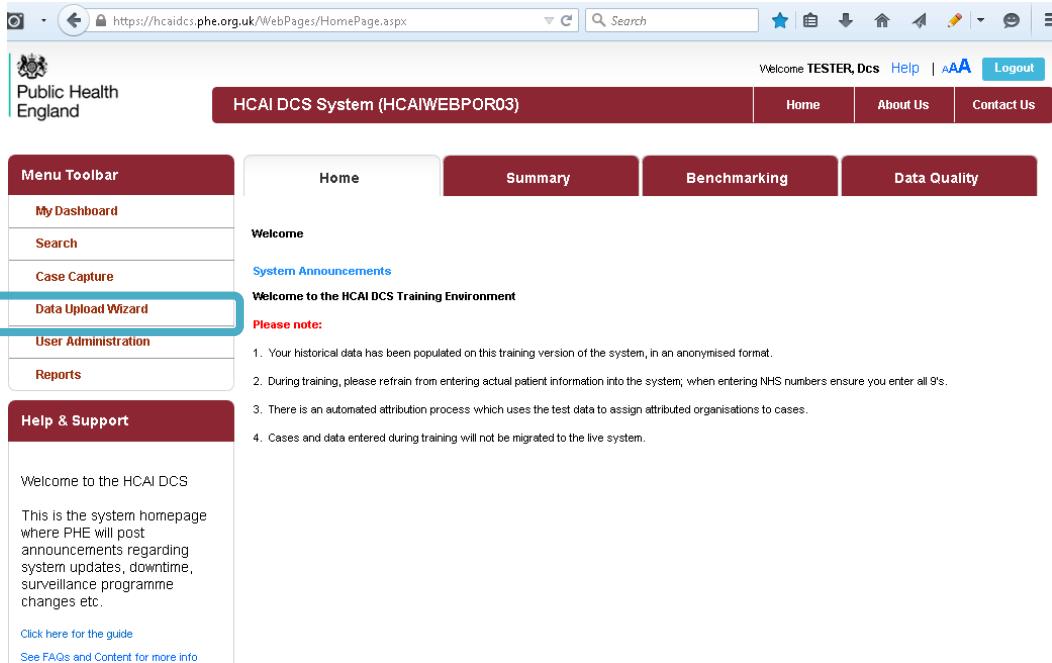
Additional Comments

Comments: ?

Save Cancel

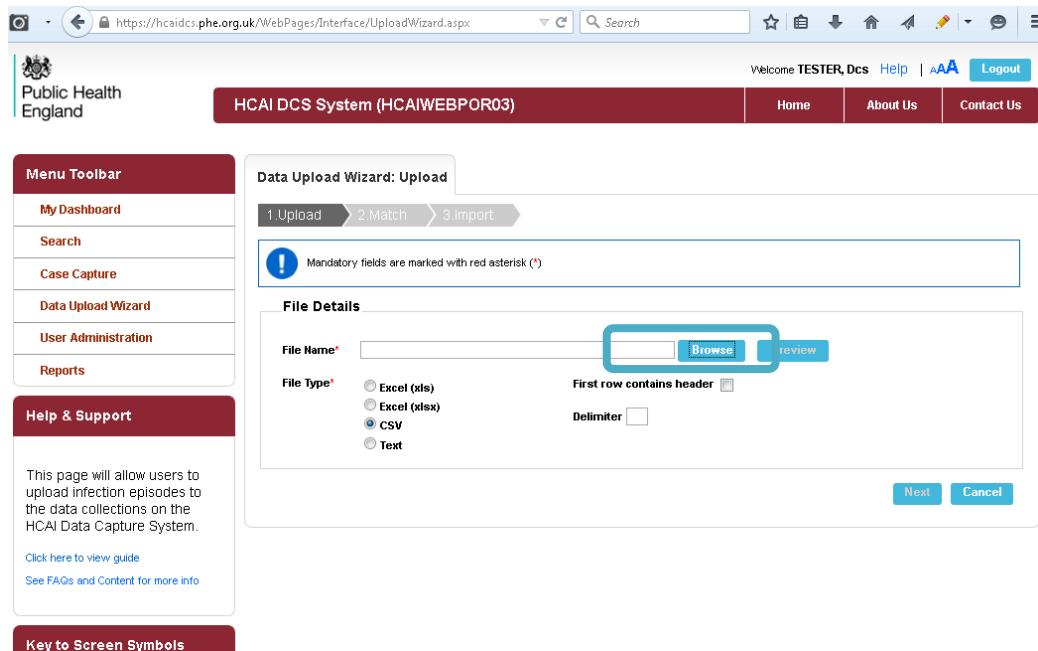
1 Navigating to the Data Upload Wizard Screen

Logged on as a Data Entry role, you will see the “Data Upload Wizard” on the left-side menu.



The screenshot shows the HCAI DCS System homepage. On the left, there is a vertical menu toolbar with the following items: My Dashboard, Search, Case Capture, Data Upload Wizard (which is highlighted with a blue box), User Administration, and Reports. Below this is a Help & Support section with links to Click here for the guide and See FAQs and Content for more info. The main content area displays a welcome message and system announcements. At the bottom of the main content area, there is a note with four points about historical data, training, automated attribution, and case migration.

Following this link will take you to the Data Upload Wizard screen:



The screenshot shows the Data Upload Wizard: Upload screen. The top navigation bar includes the HCAI DCS System logo, user name TESTER, Dcs, and links for Help, Logout, Home, About Us, and Contact Us. The left sidebar has the same menu structure as the homepage. The main content area is titled "Data Upload Wizard: Upload" and shows a progress bar with steps 1. Upload, 2. Match, and 3. Import. A note says "Mandatory fields are marked with red asterisk (*)." The "File Details" section contains fields for "File Name*" (with a "Browse" button), "File Type*" (radio buttons for Excel (xls), Excel (xlsx), CSV, and Text, with CSV selected), "First row contains header" (checkbox), and "Delimiter" (checkbox). At the bottom right are "Next" and "Cancel" buttons.

A data upload is completed in three stages;

- Stage 1, Upload Screen, where you can select a file to upload and preview the data in it. Files can be uploaded to the HCAI system in the following formats;
 - xls
 - xlsx
 - .csv (**recommended format**)
 - delimited text format

Note: you must have a correctly populated file ready to upload with the correct data codes for the Episode Details tab and data values for any other tab completed (see section 6 in this User Guide on page 19 for further details).

- Stage 2, Match Screen, where you specify the relevant data collection, and map fields from the application to the file selected in Stage 1. You can also save the mapping for reuse on future data uploads.

When Inserting or Updating a record it will be necessary to provide all the IT mandatory fields.

- Stage 3, Import Screen, which uses the data mappings that have been specified in Stage 2 to upload the file and create new records on the system. Data will be validated as part of this process and errors will be highlighted against the uploaded data.

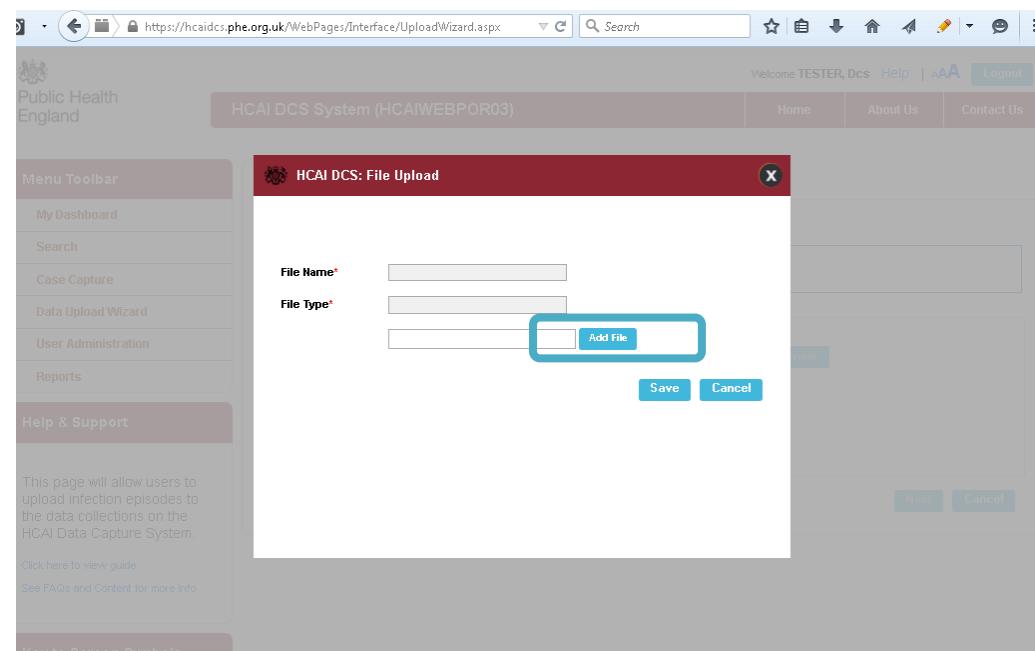
Only one data file may be uploaded in a single attempt.

2 Stage 1 – Upload File

To upload a file, select the file type and parameters (if applicable) and click “Browse”

The screenshot shows the 'Data Upload Wizard: Upload' page. On the left, there's a 'Menu Toolbar' with links like 'My Dashboard', 'Search', 'Case Capture', 'Data Upload Wizard', 'User Administration', and 'Reports'. Below it is a 'Help & Support' section with links to a view guide and FAQs. At the bottom is a 'Key to Screen Symbols' section. The main area has a 'File Details' form with fields for 'File Name*', 'File Type*' (with 'CSV' selected), and 'Delimiter'. Buttons for 'Next' and 'Cancel' are at the bottom right.

You will then see a pop-out – click “Add File” to browse to your computer and locate the file you wish to upload.



Once your file has been uploaded to the staging area correctly, you will see a green indicator next to the file name (note you cannot have the file open in another application, or the upload staging area will not accept the file – you will see an error message). Click on “Save”

The screenshot shows the HCAI DCS System interface. On the left is a sidebar with 'Menu Toolbar' and 'Help & Support' sections. The main area is titled 'HCAI DCS: File Upload'. It displays a file entry with 'File Name*' set to 'DUW-RQM-Chelsea-MRSA' and 'File Type*' set to 'CSV'. A green circular icon with a checkmark is next to the file name, indicating it's valid. Below the file entry are 'Remove' and 'Save' buttons. The 'Save' button is highlighted with a blue border.

Then click “Preview” on the upload screen:

The screenshot shows the 'Data Upload Wizard: Upload' screen. The sidebar on the left is identical to the previous screenshot. The main area is titled 'Data Upload Wizard: Upload' and shows a progress bar with steps 1. Upload, 2 Match, and 3 Import. A note says 'Mandatory fields are marked with red asterisk (*)'. The 'File Details' section contains a 'File Name*' field with 'DUW-RJF-Burton-MRSA.csv', a 'File Type*' field with 'CSV' selected, and a 'First row contains header' checkbox which is checked. There are also 'Browse' and 'Preview' buttons. The 'CSV' option in the 'File Type' dropdown is highlighted with a blue border.

The preview will show you the data that is currently in your upload file (see below). If the preview appears to be correct, then click “Next” to go to Stage 2 (Matching) in the process.

File Details

File Name*: DUW-RJF-Burton-MRSA.csv [Browse](#) [Preview](#)

File Type*: CSV Excel (xls) Excel (xlsx) Text First row contains header Delimiter

Data Preview

REPORTING_ID	SPECIMEN_DATE	TYPE_OF_SPE	NHS_NUMBER	FORENAME	SURNAME	DATE_OF_BIRTH	SEX	PATIENT_LOC	NHS_COMMIS	OTHER_PATIE	PATIENT_CATE	OTHER_PATIE	DO_YOU
RJF	17/08/2015	R	9999999999	XIPPTSRT	GONOHKJZ	10/09/1933	F	RTM000000000					
RJF	18/08/2015	R	9999999999	RDFJCQSL	KISFBXBL	14/09/1982	F	RTM000000000					
RJF	17/08/2015	R	9999999999	VKMUGUON	QCSCGBHYI	25/11/1971	M	RTM000000000					
RJF	18/08/2015	T	9999999999	LQGRPPCB	DGKPHVXN	18/06/1921	M	RTM000000000					
RJF	17/08/2015	T	9999999999	IGWDOPPS	WCKVGRKV	18/06/1922	F	RTM000000000					
RJF	17/08/2015	T	9999999999	ZZYMNQLEQ	PWABNBIL	15/09/1981	F	RTM000000000					
RJF	17/08/2015	T	9999999999	ASIZHUI	GPSGOOZY	09/05/1959	F	RTM000000000					
RJF	18/08/2015	T	9999999999	MDZEPRCQ	TULCMOBK	16/09/1961	M	RTM000000000					
RJF	18/08/2015	R	9999999999	KMBLLYHE	NNIKGBQJ	30/09/1955	F	RTM000000000					
RJF	18/08/2015	T	9999999999	CDDTGDBS	VNUZNIBQI	20/05/1924	F	RTM000000000					

Page: 1 of 1 | Go | Page size: 10 | Change | Item 1 to 10 of 10

[Next](#) [Cancel](#)

3 Stage 2 – Matching

The matching stage allows you to create mappings for the fields in your upload file, mapping to the fields on the Episode Details tab in the data collection:

Data Upload Wizard: Match

1.Upload ➤ 2.Match ➤ 3.Import

Mappings

Data Collection * -Select- Insert Update Select Data Collection Categories * Use Upload Specification --Select-- [Match](#)

[My Mappings](#) [Reset](#) [Previous](#) [Next](#) [Cancel](#)

Select the data collection you wish to upload the data into, and select “insert”:

Menu Toolbar

- My Dashboard
- Search
- Case Capture
- Data Upload Wizard
- User Administration
- Reports

Help & Support

This page will allow users to upload infection episodes to the data collections on the HCAI Data Capture System.

[Click here to view guide](#)
[See FAQs and Content for more info](#)

Data Upload Wizard: Match

1.Upload > 2.Match > 3.Import

Mandatory fields are marked with red asterisk (*)

Mappings

Data Collection * Select Update

Select Data Collection Categories *

Use Upload Specification

Match

My Mappings Reset Previous Next Cancel

Click on the dropdown menu “Select Data Collection Categories” in order to select the tabs that data will be uploaded to:

Menu Toolbar

- My Dashboard
- Search
- Case Capture
- Data Upload Wizard
- User Administration
- Reports

Help & Support

This page will allow users to upload infection episodes to the data collections on the HCAI Data Capture System.

[Click here to view guide](#)
[See FAQs and Content for more info](#)

Data Upload Wizard: Match

1.Upload > 2.Match > 3.Import

Mandatory fields are marked with red asterisk (*)

Mappings

Data Collection * E. coli Update

Select Data Collection Categories *

Use Upload Specification

Episode Details, Risk Factors Episode Details Risk Factors
 Archived (Risk Factors) Prior Healthcare Interactions

Match

My Mappings Reset Previous Next Cancel

Then click “Match”, which will present a grid with three columns :

- Input Column
- Destination Column
- Mapping

Menu Toolbar

- [My Dashboard](#)
- [Search](#)
- [Case Capture](#)
- [Data Upload Wizard](#)
- [User Administration](#)
- [Reports](#)

Help & Support

This page will allow users to upload infection episodes to the data collections on the HCAI Data Capture System.

[Click here to view guide](#)

[See FAQs and Content for more info](#)

Key to Screen Symbols

	Error on page
	Attention
	Saved / completed

Data Upload Wizard: Match

1.Upload 2.Match 3.Import

Mappings

Data Collection * E. coli Insert Select Data Collection Categories * Episode Details,Risk Factors Use Upload Specification --Select-- [Match](#)

Data Preview

Input Column	Destination Column	Mapping
REPORTING_ORGANISATION		Map
SPECIMEN_DATE		Map
TYPE_OF_SPECIMEN_DATE		Map
NHS_NUMBER		Map
FORENAME		Map
SURNAME		Map
DATE_OF_BIRTH		Map
SEX		Map
PATIENT_LOCATION		Map

[My Mappings](#) [Reset](#) [Previous](#) [Next](#) [Cancel](#)

Click on “Map” to select the tab, question group and question that the data in the Input Column will be mapped to in the destination column. If an Input Column does not need to be mapped to a Destination Column then tick the “None” check box. (NOTE: you have to manually match each column the first time, and then you can save a mapping to “My Mappings” so the next time you simply select “Use Upload Specification”)

HCAI DCS: Map my Destination Columns

Map my Destination Columns

Please select the required category , Sub category and Question field to map the required destination column and click on OK or select None if Input column needs no mapping

Category *	<input type="text" value="Episode Details"/>	or <input type="checkbox"/> None
Question Group *	<input type="text" value="Patient Details"/>	OK Cancel
Field Listing *	<input type="text" value="--Select--"/> <input type="text" value="--Select--"/> <input type="checkbox"/> *Date of Birth <input type="checkbox"/> Episode Category <input type="checkbox"/> *Forename <input type="checkbox"/> Hospital Number <input type="checkbox"/> *NHS Number <input type="checkbox"/> *Sex <input type="checkbox"/> *Surname	

Note that as you select each field in the Destination Column, it gets removed from the “Field Listing” dropdown menu, so the number of available fields to select is easily visible.

All field listing values that have an asterix (*) next to them in the “Field Listing” dropdown menu are IT mandatory fields. Each of these IT mandatory fields in the upload file’s Input Column, must map to the appropriate Destination Column otherwise the Data Upload Wizard cannot progress to the next step in the process.

The screenshot shows the Data Upload Wizard: Match screen. On the left is a vertical toolbar with sections for Menu Toolbar (My Dashboard, Search, Case Capture, Data Upload Wizard, User Administration, Reports), Help & Support (with links to view guide and FAQs), and Key to Screen Symbols (Error on page, Attention, Saved / completed, Close screen / popout).

The main area is titled "Data Upload Wizard: Match" and shows a progress bar: 1.Upload > 2.Match > 3.Import. A warning message says "Mandatory fields are marked with red asterisk (*)." Below this is a "Mappings" section where "Data Collection" is set to "E. coli". There are radio buttons for "Insert" and "Update", and dropdowns for "Select Data Collection Categories" (Episode Details, Risk Factors) and "Use Upload Specification" (dropdown with option "--Select--"). A "Match" button is at the bottom right of this section.

Below the mappings is a "Data Preview" table:

Input Column	Destination Column	Mapping
REPORTING_ORGANISATION	*Reporting Organisation	<button>Unmap</button>
SPECIMEN_DATE	*Specimen Date	<button>Unmap</button>
TYPE_OF_SPECIMEN_DATE	*Type of Specimen Date	<button>Unmap</button>
NHS_NUMBER	*NHS Number	<button>Unmap</button>
FORENAME	*Forename	<button>Unmap</button>
SURNAME	*Surname	<button>Unmap</button>
DATE_OF_BIRTH	*Date of Birth	<button>Unmap</button>
SEX		<button>Map</button>
PATIENT_LOCATION		<button>Map</button>

At the bottom of the preview table are buttons for "My Mappings", "Reset", "Previous", "Next", and "Cancel".

Map the remaining Input Columns to the appropriate Destination Column. The “Unmap” button can be clicked to undo any mapping from an Input column to a Destination column.

When mapping is complete the “My Mappings” button becomes available (i.e. is no longer greyed out).

Click on the “My Mappings” button if you would like to save the Input / Destination Column mappings and give the saved mapping a name.

Tip: ensure that you name your mapping in a data collection specific way (e.g. MRSA), and if you are going to use multiple file structures, in a way that you can differentiate the files (e.g. number 1, 2, etc).

The screenshot shows the 'Data Upload Wizard: My Mappings' interface. On the left, there is a 'Help & Support' panel with a 'Key to Screen Symbols' section containing icons for Error, Attention, Saved/completed, Close screen, Information, Text, and Button. The main area has a 'Save Mapping' form with fields for 'Mapping Name' (Save Mapping Example), 'Mapping Type' (Data Collection), 'Item Name' (E. coli), and 'Mode' (Insert). A 'Save' button is at the bottom right. Below the form is a table titled 'My Mappings' with columns: Mapping Type, Item Name, Mode, Mapping Name, and Delete. The table lists several rows of mappings. At the bottom right of the main area are 'Delete' and 'Cancel' buttons.

Mapping Type	Item Name	Mode	Mapping Name	Delete
(All)	(All)	(All)	(All)	
Data Collection	E. coli	Insert	ecolitest	<input type="checkbox"/>
Data Collection	E. coli	Insert	E-coli Risk Factors Upload	<input type="checkbox"/>
Data Collection	E. coli	Update	E-coli Risk Factors UPDATED	<input type="checkbox"/>
Data Collection	Klebsiella spp	Insert	Doncaster Klebs Upload	<input type="checkbox"/>
Data Collection	Pseudomonas aeruginosa	Insert	Doncaster Pseud Upload	<input type="checkbox"/>
Data Collection	Klebsiella spp	Insert	Klebtestmapping2	<input type="checkbox"/>

Don’t forget to click “Save” and you will then see a screen confirming your mapping (“Upload Specification”) has been saved successfully.

A confirmation dialog box is shown, stating "Upload Specification Saved Successfully." with an "OK" button. The background shows parts of the Data Upload Wizard interface, including the 'My Mappings' table and a 'Save' button.

This means that the next time you come to the Data Upload Wizard Match screen, you can simply tick the “Use Upload Specification” checkbox then select your saved mapping. (Note: the Input Column names and order must be the same each time you use the saved mappings).

Healthcare Associated Infection Data Capture System

Menu Toolbar

- My Dashboard
- Search
- Case Capture
- Data Upload Wizard
- User Administration
- Reports

Help & Support

This page will allow users to upload infection episodes to the data collections on the HCAL Data Capture System.

[Click here to view guide](#)
[See FAQs and Content for more info](#)

Data Upload Wizard: Match

1.Upload > 2.Match > 3.Import

Mappings

Data Collection * E. coli Insert Update Select Data Collection Categories * Use Upload Specification

E. coli Risk Factors Upload

[My Mappings](#) [Reset](#) [Previous](#) [Next](#) [Cancel](#)

After you have successfully mapped all of your Input Columns to an appropriate Destination Columns, you can then proceed to the next step by clicking the “Next” button at the bottom of the screen.

Menu Toolbar

- My Dashboard
- Search
- Case Capture
- Data Upload Wizard
- User Administration
- Reports

Help & Support

This page will allow users to upload infection episodes to the data collections on the HCAL Data Capture System.

[Click here to view guide](#)
[See FAQs and Content for more info](#)

Key to Screen Symbols

- ✖ Error on page
- ⚠ Attention
- ✓ Saved / completed
- ✖ Close screen / popout

Data Upload Wizard: Match

1.Upload > 2.Match > 3.Import

Mappings

Data Collection * E. coli Insert Update Select Data Collection Categories * Use Upload Specification

[Match](#)

Data Preview

Input Column	Destination Column	Mapping
Ab3 stop date	Date stopped	Unmap
AB4 Name	Antibiotic name	Unmap
AB4 Indication	Indication	Unmap
Ab4 start date	Date started	Unmap
Ab4 stop date	Date stopped	Unmap
AB5 Name	Antibiotic name	Unmap
AB5 Indication	Indication	Unmap
Ab5 start date	Date started	Unmap
Ab5 stop date	Date stopped	Unmap

Click “Next”

[My Mappings](#) [Reset](#) [Previous](#) [Next](#) [Cancel](#)

4 Stage 3 – Import

The last stage of the data upload process is to import the data in your file. You will see a row-by-row preview of the data in your input file. Review the data in the preview and make sure it is correct. Then click “Upload”.

Data Upload Wizard: Import

1.Upload > 2.Match > 3.Import

Data Preview

*Reporting Organisation	*Specimen Date	*Type of Specimen Date	*NHS Number	*Forename	*Surname	*Date of Birth	*Sex	*Patient Location	*NHS Commissioned Patient	*Other Patient Location
RRV	01/11/2015	R	9999999999	HUATVSBIKe	WUJZWBYJr	28/03/1933	F	RITM00000000		
RRV	02/11/2015	R	9999999999	QQGHWPZe	XFSZGNCZe	24/05/1951	M	RITM00000000		
RRV	03/11/2015	R	9999999999	HBHJHZKKe	HEEQKKSle	03/09/1953	M	RITM00000000		
RRV	04/11/2015	R	9999999999	XGUJHXQqe	LCOSXVAOe	13/09/1961	M	RITM00000000		
RRV	05/11/2015	R	9999999999	JKHBGZBKe	JMEMGQOEe	29/08/1928	F	RITM00000000		
RRV	06/11/2015	T	9999999999	LTPVAFBCe	IDANROVCr	06/02/1901	F	RITM00000000		
RRV	07/11/2015	R	9999999999	YNCTKMMFe	ICPEYCLHer	08/03/2007	F	RITM00000000		
RRV	08/11/2015	R	9999999999	AIUHGMGle	BMFWPTYlr	05/05/2011	M	RITM00000000		
RRV	09/11/2015	R	9999999999	YQJDMFZDe	AIOXNIKWrr	29/07/1976	F	RITM00000000		
RRV	11/11/2015	T	9999999999	SEKOVOLNe	FQMRYJHhr	14/03/1951	F	RITM00000000		

Previous Upload Cancel

Click “Upload”

Important: if any of the rows are rejected, the entire file being uploaded is rejected.

A system message will appear informing the user that the file will be processed off line and that they will receive an email with an update of the upload status.

Data Upload Wizard: Import

1.Upload > 2.Match > 3.Import

 System will process the file offline and update the status through email notification

If there are errors in the file the data file will not load and the following email will be sent with a copy of the data in an excel file.

PHE Data Capture System: Data Upload Wizard Upload Request Completed
with status Failed

H hpahca@logica.com
Mon 29/03/2021 15:15
To:

 29032021022319_d34f10c8-d4a3-451a-b569-14f8006d2903.xls
942 bytes

Your request for the Data Upload Wizard Upload has been completed while you were logged out. No records were uploaded due to some invalid data in the file. Please see the attached file for details.

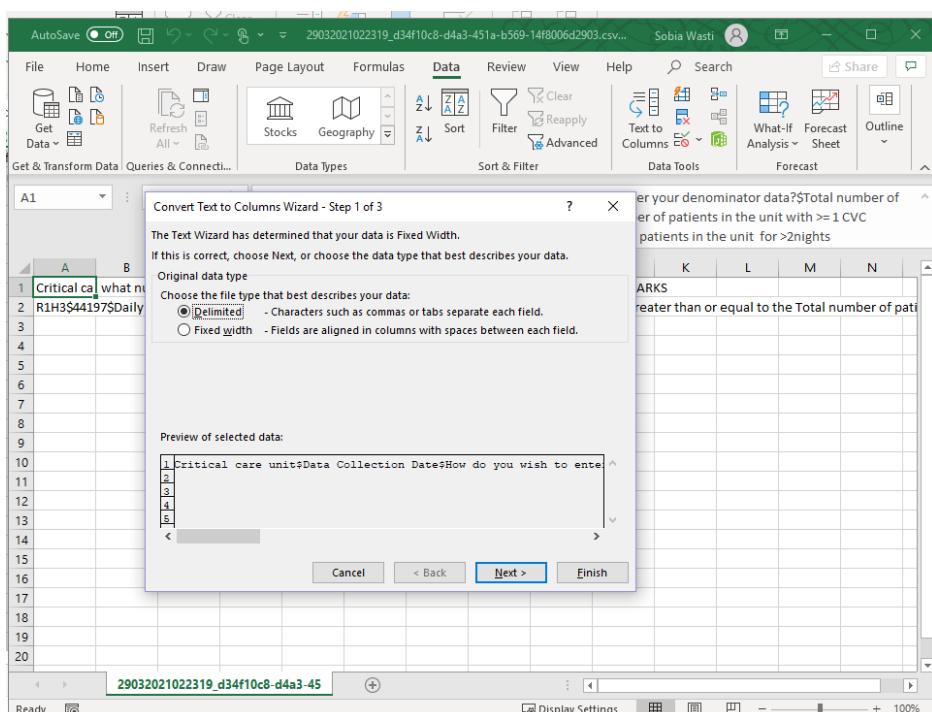
Note: Request to save the attached file to local disk and open the saved file using Microsoft Excel by giving the delimiter as '\$' for better view of data.

This message has been auto-generated, please do not reply to this message

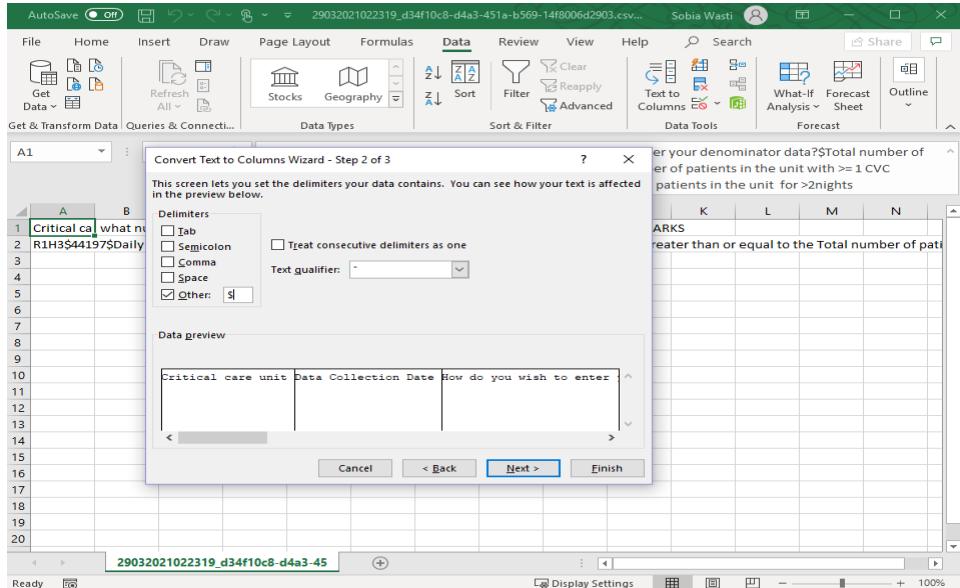
The information contained in the Email and any attachments is confidential and intended solely and for the attention and use of the named addressee(s). It may not be disclosed to any other person without the express authority of the PHE, or the intended recipient or both. If you are not the intended recipient, you must not disclose, copy, distribute or retain this message or any part of it. This footnote also confirms that this Email has been swept for computer viruses by Exchange Online Protection, but please re-sweep any attachments before opening or saving. [HTTP://www.phe.gov.uk](http://www.phe.gov.uk)

The data file will not contain any patient identifiable information and the reason for why the file was not uploaded will be listed in the last column. The data will be sent as a delimited .txt file. To view the data in columns please download the file and save.

Click on the **Data** tab in the ribbon, Click **Text to columns** and press the **Delimited** radial button.



Select **Next**, Untick **Tab** and tick the **Other** box. Enter a \$ in the **Other** box and select **Next**.



Select **Finish**

The last column will tell you how many fields for the record were unsuccessful, listing the fields by name and the respective error message.

Important: if any of the rows are rejected and generate an error message, the entire file being uploaded is rejected.

Field Mappings

5 Introduction

The field mappings available for the Data Upload Wizard are limited to the fields available in each Data Collection in the Episode Details tab as well as all the other additional tabs (e.g. Risk Factors, Healthcare Interactions, etc).

Please note that the Data Upload Wizard only accepts Option Code values for fields in the Episode Details tab and Option Description values for fields in all the other additional tabs.

For each Data Collection listed below, there are two sets of Field Mappings shown:

1. a minimum subset of IT mandatory fields;
2. a complete set of all fields;

along with worked examples of how the Data Upload Wizard handles the fields, as well as question triggering, error handling, and validations. The complete data dictionary for each data collection including the fields that are mandatory for IT and mandatory for sign off as well as the questions that trigger other questions when answered (linked questions) can be found in the Microsoft Access database “HCAI_and_ICU_DCS_Data_Dictionaries” located [here](#). Users will need to have Microfoft Access version 2007 or above installed on their workstation in order to use the data dictionary database. Please also note that the fields are also available via the Data dictionary report on the DCS.

6 Episode Details Tab Field Mappings

- A. Minimum subset of IT Mandatory Fields for the Episode Details tab. These field mappings are also included in the Microsoft Access database “HCAI_and_ICU_DCS_Data_Dictionaries” located [here](#), aswell as the Data dictionary report on the DCS.

Field	Possible Values	
*Reporting Organisation	Possible Values: 3 or more letter Organisation Code for all possible Reporting Organisations configured on the system (for full list see data dictionary reference files)	
	Possible Values	Meaning / Description
	For a full list of possible Code values and descriptions please see HCAI_and_ICU_DCS_Data_Dictionaries database here	
	Example: RRV Format: [AAA] Description: The Organisation Data Service (ODS) Code for your Reporting Organisation (if you do not know your ODS Code, you can find it at the following location https://digital.nhs.uk/services/organisation-data-service/data-downloads/other-nhs-organisations as well as the HCAI_and_ICU_DCS_Data_Dictionaries database) or contact PHE for assistance) Stringency: Field always required	
*Specimen Date	Possible Values: Date field only Example: 15/10/2015 Format: [DD/MM/YYYY] Description: Date when specimen was taken. If this is not known the date the specimen was received in the laboratory should be used instead. (E.g. for a GP sample, the date the specimen was taken may not be available). Stringency: Field always required	
*Type of Specimen Date	Possible Values: Text character “R” or “T”	
	Possible Values	Meaning / Description
	T	Date that the specimen was taken
	R	Date that the specimen was rec'd in the lab

Field	Possible Values
	<p>Example: T Format: [A]</p> <p>Description: Depending on where the specimen was obtained, users are able to identify whether the “Specimen Date” is when the specimen was actually taken or when the specimen was received (e.g. GP sample, the date the specimen was taken may not be available).</p> <p>The values in the data upload file must be:</p> <p>“R” – date received in the laboratory OR “T” – date specimen was taken</p> <p>Stringency: Field always required</p>
*NHS Number	<p>Possible Values: Valid NHS number, or if unknown all 9's Example: 6839833833 Format: [XXXXXXXXXX] (please note that this should be 10 digits long) Description: A unique number assigned to individuals registered with the NHS.</p> <p>If the NHS number is not known, all 9's can be entered and the screen saved; however the NHS number should be completed as soon as it is known.</p> <p>Please Note: The only instance where this can be kept as all 9's is where the patient is a non-UK national and does not have an NHS number (e.g. a patient from overseas). A correct NHS number is vital for increasing the chances of an accurate attribution to a CCG.</p> <p>Stringency: Field always required</p>
*Forename	<p>Possible Values: patient forename Example: Joseph Format: [AAA...] Description: The patient's first name. Stringency: Field always required</p>
*Surname	<p>Possible Values: patient surname Example: Bloggs Format: [AAA...] Description: The patient's surname Stringency: Field always required</p>
*Date of Birth	<p>Possible Values: Date field only Example: 04/12/1965 Format: [DD/MM/YYYY] Description: Patient's date of birth (DoB). An error message will occur if the DoB is invalid (e.g. in the future or if it is after the Specimen or Admission Date). An accurate DoB is essential for increasing the chances of an accurate attribution to a CCG. Stringency: Field always required</p>
*Sex	<p>Possible Values: Text character “M”, “F”, “U” Example: M Format: [A]</p>

Field	Possible Values																							
	Description: Patient's gender Stringency: Field always required																							
*Patient Location	Possible Values: Coded values listed below <table border="1"> <thead> <tr> <th>Possible Values</th><th>Meaning / Description</th></tr> </thead> <tbody> <tr><td>RITM00000000000005371</td><td>NHS Acute Trust</td></tr> <tr><td>RITM00000000000005372</td><td>Non-acute NHS Provider</td></tr> <tr><td>RITM00000000000005373</td><td>Independent Sector Provider</td></tr> <tr><td>RITM00000000000005374</td><td>Mental Health Provider</td></tr> <tr><td>RITM00000000000005375</td><td>Nursing Home</td></tr> <tr><td>RITM00000000000005376</td><td>Residential Home</td></tr> <tr><td>RITM00000000000005377</td><td>GP</td></tr> <tr><td>RITM00000000000005378</td><td>Penal Establishment</td></tr> <tr><td>RITM00000000000005379</td><td>Unknown</td></tr> <tr><td>RITM00000000000005380</td><td>Other</td></tr> </tbody> </table> Example: RITM00000000000005371 Format: [AAAAAAA...] Description: The actual location of the patient when the specimen was taken. Stringency: Field always required. Note: This field will trigger secondary IT mandatory fields.		Possible Values	Meaning / Description	RITM00000000000005371	NHS Acute Trust	RITM00000000000005372	Non-acute NHS Provider	RITM00000000000005373	Independent Sector Provider	RITM00000000000005374	Mental Health Provider	RITM00000000000005375	Nursing Home	RITM00000000000005376	Residential Home	RITM00000000000005377	GP	RITM00000000000005378	Penal Establishment	RITM00000000000005379	Unknown	RITM00000000000005380	Other
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Other Patient Location	Possible Values: Freetext value Example: Airport Format: [AAAAA...] Description: available if answer to Patient Location is "Other" Stringency: Can be left blank in the data upload file, unless it is triggered by answering "Other" to Patient Location																							
*NHS Commissioned Patient	Possible Values: Text character "Y" or "N" Example: Y Format: [A] Description: only required for Private Sector Reporting Organisations Stringency: Can be left blank in the data upload file																							
*Patient Category	Possible Values: Coded values listed below <table border="1"> <thead> <tr> <th>Possible Values</th><th>Meaning / Description</th></tr> </thead> <tbody> <tr><td>RITM0000000000000014</td><td>In-patient</td></tr> <tr><td>RITM0000000000000015</td><td>Day patient</td></tr> <tr><td>RITM0000000000000016</td><td>Outpatient</td></tr> <tr><td>RITM0000000000000017</td><td>A&E only</td></tr> <tr><td>RITM0000000000000018</td><td>Emergency Assessment</td></tr> <tr><td>RITM0000000000000019</td><td>Regular Attender</td></tr> <tr><td>RITM0000000000000020</td><td>Other</td></tr> <tr><td>RITM00000000000005394</td><td>Unknown</td></tr> </tbody> </table> Example: RITM0000000000000014 Format: [AAAAAAA]		Possible Values	Meaning / Description	RITM0000000000000014	In-patient	RITM0000000000000015	Day patient	RITM0000000000000016	Outpatient	RITM0000000000000017	A&E only	RITM0000000000000018	Emergency Assessment	RITM0000000000000019	Regular Attender	RITM0000000000000020	Other	RITM00000000000005394	Unknown				
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Field	Possible Values
	<p>Description: This field is only made available if a provider organisation is selected (i.e. "NHS Acute Trust", "Non-acute NHS Provider", "Independent Sector Provider" or "Mental Health Provider").</p> <p>This field categorises the patient at the time the specimen was taken.</p> <p>Stringency: Can be left blank in the data upload file, unless it is triggered by an answer to "Patient Location" in which case it is a required field</p>
Other Patient Category	<p>Possible Values: Freetext value</p> <p>Example: Foreign patient</p> <p>Format: [AAAAA...]</p> <p>Description: available if answer to Patient Category is "Other"</p> <p>Stringency: Can be left blank in the data upload file, unless it is triggered by answering "Other" to Patient Category</p>
Do you know the admission date?	<p>Possible Values: Text character "Y" or "N"</p> <p>Example: Y</p> <p>Format: [A]</p> <p>Description: available if answer to Patient Category is "Other"</p> <p>Stringency: Must be left blank in the data upload file, unless it is triggered by answering Patient Category as "In-patient", "Day Patient", "Emergency Assessment", or "Other"</p>
Date Admitted	<p>Possible Values: Date field only</p> <p>Example: 04/11/2015</p> <p>Format: [DD/MM/YYYY]</p> <p>Description: The date the patient was admitted to the healthcare facility.</p> <p>Stringency: Can be left blank in the data upload file, unless it is triggered by answering "Y" to "Do you know the admission date" in which case it is a required field</p>

B. All Fields

Field	Possible Values				
*Reporting Organisation	<p>Possible Values: 3 or more letter Organisation Code for all possible Reporting Organisations configured on the system (for full list see data dictionary reference files)</p> <table border="1"> <thead> <tr> <th>Possible Values</th> <th>Meaning / Description</th> </tr> </thead> <tbody> <tr> <td>For a full list of possible Code values and descriptions please see HCAI_and_ICU_DCS_Data_Dictionaries database here</td> <td></td> </tr> </tbody> </table> <p>Example: RRV</p> <p>Format: [AAA]</p> <p>Description: The Organisation Data Service (ODS) Code for your Reporting Organisation (if you do not know your ODS Code, you can find it at the following location https://digital.nhs.uk/services/organisation-data-service/data-downloads/other-nhs-organisations as well as the HCAI_and_ICU_DCS_Data_Dictionaries database) or contact PHE for assistance)</p> <p>Stringency: Field always required</p>	Possible Values	Meaning / Description	For a full list of possible Code values and descriptions please see HCAI_and_ICU_DCS_Data_Dictionaries database here	
Possible Values	Meaning / Description				
For a full list of possible Code values and descriptions please see HCAI_and_ICU_DCS_Data_Dictionaries database here					

Field	Possible Values						
*Specimen Date	<p>Possible Values: Date field only Example: 15/10/2015 Format: [DD/MM/YYYY]</p> <p>Description: Date when specimen was taken. If this is not known the date the specimen was received in the laboratory should be used instead. (E.g. for a GP sample, the date the specimen was taken may not be available).</p> <p>Stringency: Field always required</p>						
*Type of Specimen Date	<p>Possible Values: Text character “R” or “T”</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0070C0; color: white;"> <th>Possible Values</th> <th>Meaning / Description</th> </tr> </thead> <tbody> <tr> <td>T</td> <td>Date that the specimen was taken</td> </tr> <tr> <td>R</td> <td>Date that the specimen was rec'd in the lab</td> </tr> </tbody> </table> <p>Example: T Format: [A]</p> <p>Description: Depending on where the specimen was obtained, users are able to identify whether the “Specimen Date” is when the specimen was actually taken or when the specimen was received (e.g. GP sample, the date the specimen was taken may not be available).</p> <p>The values in the data upload file must be:</p> <p>“R” – date received in the laboratory OR “T” – date specimen was taken</p> <p>Stringency: Field always required</p>	Possible Values	Meaning / Description	T	Date that the specimen was taken	R	Date that the specimen was rec'd in the lab
Possible Values	Meaning / Description						
T	Date that the specimen was taken						
R	Date that the specimen was rec'd in the lab						
Specimen No	<p>Possible Values: Any alpha-numeric Example: M-183734A Format: [AXA...]</p> <p>Description: The specimen number of the sample. This is sometimes known as Laboratory Reference No in laboratories and is a unique identifier for the specimen. (i.e. L83723)</p> <p>Stringency: Field is optional</p>						
Laboratory where specimen processed	<p>Possible Values: 3 letter Organisation Code for all possible laboratories configured on the system (for full list see data dictionary reference files)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0070C0; color: white;"> <th>Possible Values</th> <th>Meaning / Description</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center;">For a full list of possible Code values and descriptions please see HCAI_and_ICU_DCS_Data_Dictionaries database here</td> </tr> </tbody> </table> <p>Example: LAB579070 Format: [AXA...]</p> <p>Description: The Organisation Data Service (ODS) Code for laboratories (for full list see data dictionary reference files)</p> <p>Stringency: Field is optional</p>	Possible Values	Meaning / Description	For a full list of possible Code values and descriptions please see HCAI_and_ICU_DCS_Data_Dictionaries database here			
Possible Values	Meaning / Description						
For a full list of possible Code values and descriptions please see HCAI_and_ICU_DCS_Data_Dictionaries database here							
*NHS Number	<p>Possible Values: Valid NHS number, or if unknown all 9's Example: 683 983 3833</p>						

Field	Possible Values						
	<p>Format: [XXX_XXX_XXXX]</p> <p>Description: A unique number assigned to individuals registered with the NHS.</p> <p>If the NHS number is not known, all 9's can be entered and the screen saved; however the NHS number should be completed as soon as it is known.</p> <p>Please Note: The only instance where this can be kept as all 9's is where the patient is a non-UK national and does not have an NHS number (e.g. a patient from overseas). A correct NHS number is vital for increasing the chances of an accurate attribution to a CCG.</p> <p>Stringency: Field always required</p>						
*Forename	<p>Possible Values: patient forename</p> <p>Example: Joseph</p> <p>Format: [AAA...]</p> <p>Description: The patient's first name.</p> <p>Stringency: Field always required</p>						
*Surname	<p>Possible Values: patient surname</p> <p>Example: Bloggs</p> <p>Format: [AAA...]</p> <p>Description: The patient's surname</p> <p>Stringency: Field always required</p>						
*Date of Birth	<p>Possible Values: Date field only</p> <p>Example: 04/12/1965</p> <p>Format: [DD/MM/YYYY]</p> <p>Description: Patient's date of birth (DoB).</p> <p>An error message will occur if the DoB is invalid (e.g. in the future or if it is after the Specimen or Admission Date). An accurate DoB is essential for increasing the chances of an accurate attribution to a CCG.</p> <p>Stringency: Field always required</p>						
*Sex	<p>Possible Values: Text character "M", "F", "U"</p> <p>Example: M</p> <p>Format: [A]</p> <p>Description: Patient's gender</p> <p>Stringency: Field always required</p>						
Hospital Number	<p>Possible Values: Any alpha-numeric</p> <p>Example: TS8.13H22</p> <p>Format: [AXA...]</p> <p>Description: The patient's local hospital identifier. This may be determined by checking the patient's hospital documentation. Useful for identifying duplicate entries for the same person.</p> <p>Stringency: Field is optional</p>						
Episode Category	<p>Possible Values: Coded values listed below</p> <table border="1"> <thead> <tr> <th>Possible Values</th> <th>Meaning / Description</th> </tr> </thead> <tbody> <tr> <td>RITM0000000000000001</td> <td>New infection</td> </tr> <tr> <td>RITM0000000000000002</td> <td>Continuing infection</td> </tr> </tbody> </table>	Possible Values	Meaning / Description	RITM0000000000000001	New infection	RITM0000000000000002	Continuing infection
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Field	Possible Values																							
	RITM0000000000000003	Repeat/relapse																						
	RITM0000000000000004	Unknown																						
Example: RITM0000000000000001 Format: [AAAAAAAAAAAAAA] Description: This allows users to indicate whether this record applies to a new infectious episode, a continuing infection or whether the patient has suffered a repeat infection or a relapse. Stringency: This field is optional																								
*Patient Location	Possible Values: Coded values listed below <table border="1"> <thead> <tr> <th>Possible Values</th> <th>Meaning / Description</th> </tr> </thead> <tbody> <tr> <td>RITM0000000000005371</td> <td>NHS Acute Trust</td> </tr> <tr> <td>RITM0000000000005372</td> <td>Non-acute NHS Provider</td> </tr> <tr> <td>RITM0000000000005373</td> <td>Independent Sector Provider</td> </tr> <tr> <td>RITM0000000000005374</td> <td>Mental Health Provider</td> </tr> <tr> <td>RITM0000000000005375</td> <td>Nursing Home</td> </tr> <tr> <td>RITM0000000000005376</td> <td>Residential Home</td> </tr> <tr> <td>RITM0000000000005377</td> <td>GP</td> </tr> <tr> <td>RITM0000000000005378</td> <td>Penal Establishment</td> </tr> <tr> <td>RITM0000000000005379</td> <td>Unknown</td> </tr> <tr> <td>RITM0000000000005380</td> <td>Other</td> </tr> </tbody> </table>		Possible Values	Meaning / Description	RITM0000000000005371	NHS Acute Trust	RITM0000000000005372	Non-acute NHS Provider	RITM0000000000005373	Independent Sector Provider	RITM0000000000005374	Mental Health Provider	RITM0000000000005375	Nursing Home	RITM0000000000005376	Residential Home	RITM0000000000005377	GP	RITM0000000000005378	Penal Establishment	RITM0000000000005379	Unknown	RITM0000000000005380	Other
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Other Provider & Site To	<p>Possible Values: Freetext value Example: Hospital Generale Format: [AAAAA...] Description: available if answer to Trust/Provider is "Other" Stringency: Can be left blank in the data upload file, unless it is triggered by answering "Other" to Trust/Provider</p>																		
Hospital Site	<p>Possible Values: 3 or more letter Organisation Code for all possible Hospitals Sites configured on the system (for full list see data dictionary reference files)</p> <table border="1"> <thead> <tr> <th>Possible Values</th><th>Meaning / Description</th></tr> </thead> <tbody> <tr> <td colspan="2">For a full list of possible Code values and descriptions please see HCAI_and_ICU_DCS_Data_Dictionaries database here</td></tr> </tbody> </table> <p>Example: RRV Format: [AXA...] Description: The Organisation Data Service (ODS) Code for Hospital Sites (for full list see data dictionary reference files) Stringency: Field is optional</p>	Possible Values	Meaning / Description	For a full list of possible Code values and descriptions please see HCAI_and_ICU_DCS_Data_Dictionaries database here															
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Other Hospital Site To	<p>Possible Values: Freetext value Example: 5 Wood Street Hospital Format: [AAAAA...] Description: available if answer to Hospital Site is "Other" Stringency: Can be left blank in the data upload file, unless it is triggered by answering "Other" to Hospital Site</p>																		
*NHS Commissioned Patient	<p>Possible Values: Text character "Y" or "N" Example: Y Format: [A] Description: only required for Private Sector Reporting Organisations Stringency: Can be left blank in the data upload file</p>																		
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Other Patient Category	<p>Possible Values: Freetext value Example: Foreign patient Format: [AAAAA...] Description: available if answer to Patient Category is "Other" Stringency: Can be left blank in the data upload file, unless it is triggered by answering "Other" to Patient Category</p>														
Do you know the admission date?	<p>Possible Values: Text character "Y" or "N" Example: Y Format: [A] Description: available if answer to Patient Location is "Other" Stringency: Can be left blank in the data upload file, unless it is triggered by answering Patient Category as "In-patient", "Day Patient", "Emergency Assessment", or "Other"</p>														
Date Admitted	<p>Possible Values: Date field only Example: 04/11/2015 Format: [DD/MM/YYYY] Description: The date the patient was admitted to the healthcare facility. Stringency: Can be left blank in the data upload file, unless it is triggered by answering "Y" to "Do you know the admission date" in which case it is a required field</p>														
Admission Method	<p>Possible Values: Coded values listed below</p> <table border="1"> <thead> <tr> <th>Possible Values</th><th>Meaning / Description</th></tr> </thead> <tbody> <tr> <td>RITM0000000000000024</td><td>Not applicable</td></tr> <tr> <td>RITM0000000000000025</td><td>Unknown</td></tr> <tr> <td>RITM0000000000000026</td><td>Waiting List</td></tr> <tr> <td>RITM0000000000000027</td><td>Planned (deferred)</td></tr> <tr> <td>RITM0000000000000028</td><td>Emergency</td></tr> <tr> <td>RITM0000000000000029</td><td>Other (inc. maty)</td></tr> </tbody> </table> <p>Example: RITM0000000000000026 Format: [AAAAAAAAAAAAA] Description: This field is triggered when "Patient Category", "In-patient", "Day-patient", "Emergency Assessment", "Other", or "Unknown" is selected. This field is used to determine the admission method of the patient. Stringency: Can be left blank in the data upload file, unless it is triggered by answering Patient Category as "In-patient", "Day Patient", "Emergency Assessment", or "Other"</p>	Possible Values	Meaning / Description	RITM0000000000000024	Not applicable	RITM0000000000000025	Unknown	RITM0000000000000026	Waiting List	RITM0000000000000027	Planned (deferred)	RITM0000000000000028	Emergency	RITM0000000000000029	Other (inc. maty)
Possible Values	Meaning / Description														
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Other Admission Method	<p>Possible Values: Freetext value Example: Scheduled arrival Format: [AAAAA...] Description: available if answer to Admission Method is "Other" Stringency: Can be left blank in the data upload file, unless it is triggered by answering "Other" to Admission Method</p>														
Provenance	<p>Possible Values: Coded values listed below</p> <table border="1"> <thead> <tr> <th>Possible Values</th><th>Meaning / Description</th></tr> </thead> <tbody> <tr> <td>RITM0000000000005381</td><td>Home</td></tr> </tbody> </table>	Possible Values	Meaning / Description	RITM0000000000005381	Home										
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RITM0000000000005381	Home														

Field	Possible Values									
	RITM00000000000005382	Hospital (UK or abroad)								
	RITM00000000000005383	Nursing/residential home								
	RITM00000000000005384	Non-Acute NHS Provider								
	RITM00000000000005385	Independent Sector Provider								
	RITM00000000000005386	Temporary Accommodation (School, Hotel etc)								
	RITM00000000000005387	Mental Health Provider								
	RITM00000000000005388	Penal establishment								
	RITM00000000000005389	Non-UK resident								
	RITM00000000000005390	Unknown								
	RITM00000000000005391	Other								
	Example: RITM00000000000005388 Format: [AAAAAAA...] Description: The location of the patient prior to arriving at the healthcare facility. Stringency: Field is optional									
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For a full list of possible Code values and descriptions please see HCAI_and_ICU_DCS_Data_Dictionaries database here										
Other Provider & Site From	<p>Possible Values: Freetext value Example: Hospital Generale Format: [AAAAA...] Description: available if answer to Trust/Provider Admitted From is "Other" Stringency: Can be left blank in the data upload file, unless it is triggered by answering "Other" to Trust/Provider Admitted From</p>									
Admitted any time during this episode	<p>Possible Values: Coded values listed below</p> <table border="1"> <thead> <tr> <th>Possible Values</th> <th>Meaning / Description</th> </tr> </thead> <tbody> <tr> <td>RITM0000000000000021</td><td>Yes</td></tr> <tr> <td>RITM0000000000000022</td><td>No</td></tr> <tr> <td>RITM0000000000000023</td><td>Unknown</td></tr> </tbody> </table> <p>Example: RITM0000000000000022 Format: [AAAAAAA...] Description: This field captures whether the patient was admitted at any point during the episode. This differs from the "Date Admitted" field in</p>		Possible Values	Meaning / Description	RITM0000000000000021	Yes	RITM0000000000000022	No	RITM0000000000000023	Unknown
Possible Values	Meaning / Description									
RITM0000000000000021	Yes									
RITM0000000000000022	No									
RITM0000000000000023	Unknown									

Field	Possible Values										
	"Admission Details" section which captures admission information about the patient at the time of specimen collection.. Stringency: This field is optional										
Non-UK Country	<p>Possible Values: 20 character code for all possible Countries configured on the system (for full list see data dictionary reference files in appendix)</p> <table border="1"> <thead> <tr> <th>Possible Values</th><th>Meaning / Description</th></tr> </thead> <tbody> <tr> <td>For a full list of possible Code values and descriptions please see HCAI_and_ICU_DCS_Data_Dictionaries database here</td><td></td></tr> </tbody> </table> <p>Example: RITM000000000000001061 Format: [AXA...] Description: The Organisation Data Service (ODS) Code for Trusts / Providers (for full list see data dictionary reference files) Stringency: Can be left blank in the data upload file, unless it is triggered by answering Provenance as "Non-UK Country"</p>	Possible Values	Meaning / Description	For a full list of possible Code values and descriptions please see HCAI_and_ICU_DCS_Data_Dictionaries database here							
Possible Values	Meaning / Description										
For a full list of possible Code values and descriptions please see HCAI_and_ICU_DCS_Data_Dictionaries database here											
Other Country	<p>Possible Values: Freetext value Example: Country XYZ Format: [AAAAAA...] Description: available if answer to Non-UK Country is "Other" Stringency: Field is optional</p>										
On Dialysis	<p>Possible Values: Coded values listed below</p> <table border="1"> <thead> <tr> <th>Possible Values</th><th>Meaning / Description</th></tr> </thead> <tbody> <tr> <td>RITM000000000000000030</td><td>No</td></tr> <tr> <td>RITM000000000000000031</td><td>Unknown</td></tr> <tr> <td>RITM000000000000000032</td><td>Yes: Acute RF</td></tr> <tr> <td>RITM000000000000000033</td><td>Yes: Established RF</td></tr> </tbody> </table> <p>Example: RITM0000000000000032 Format: [AAAAAAAAAAAAA] Description: This captures whether the patient is receiving dialysis. If "Yes: Established RF" is selected the record should be shared with the renal unit providing the renal care. Stringency: Can be left blank in the data upload file, but field is required before case can be signed off (Sign-off Mandatory Field)</p>	Possible Values	Meaning / Description	RITM000000000000000030	No	RITM000000000000000031	Unknown	RITM000000000000000032	Yes: Acute RF	RITM000000000000000033	Yes: Established RF
Possible Values	Meaning / Description										
RITM000000000000000030	No										
RITM000000000000000031	Unknown										
RITM000000000000000032	Yes: Acute RF										
RITM000000000000000033	Yes: Established RF										
Main Specialty	<p>Possible Values: 20 character code for all possible values for Main Specialty</p> <table border="1"> <thead> <tr> <th>Possible Values</th><th>Meaning / Description</th></tr> </thead> <tbody> <tr> <td>For a full list of possible Code values and descriptions please see HCAI_and_ICU_DCS_Data_Dictionaries database here</td><td></td></tr> </tbody> </table> <p>Example: RITM0000000000001061 Format: [AXA...] Description: This field is enabled when "NHS Acute Trust", "Non-acute NHS Provider", "Independent Sector Provider", or "Mental Health Provider"</p>	Possible Values	Meaning / Description	For a full list of possible Code values and descriptions please see HCAI_and_ICU_DCS_Data_Dictionaries database here							
Possible Values	Meaning / Description										
For a full list of possible Code values and descriptions please see HCAI_and_ICU_DCS_Data_Dictionaries database here											

Field	Possible Values				
	<p>is selected as the Patient Location.This refers to the specialty of the consultant the patient was under at the time the specimen was collected.</p> <p>Stringency: Can be left blank in the data upload file, unless triggered by parent question; field required before case can be signed off</p>				
Other Main Specialty	<p>Possible Values: Freetext value</p> <p>Example: Speciality XYZ</p> <p>Format: [AAAAA...]</p> <p>Description: available if answer to Main Specialty is "Other"</p> <p>Stringency: Field is optional</p>				
Treatment Specialty	<p>Possible Values: 20 character code for all possible values for Treatment Specialty</p> <table border="1"> <thead> <tr> <th>Possible Values</th><th>Meaning / Description</th></tr> </thead> <tbody> <tr> <td>For a full list of possible Code values and descriptions please see HCAI_and_ICU_DCS_Data_Dictionaries database here</td><td></td></tr> </tbody> </table> <p>Example: RITM00000000000002104</p> <p>Format: [AXA...]</p> <p>Description: This field is enabled when "NHS Acute Trust", "Non-acute NHS Provider", "Independent Sector Provider", or "Mental Health Provider" is selected as the Patient Location.This refers to the specialty of the consultant the patient was under at the time the specimen was collected.</p> <p>Stringency: Can be left blank in the data upload file, unless triggered by parent question; field required before case can be signed off</p>	Possible Values	Meaning / Description	For a full list of possible Code values and descriptions please see HCAI_and_ICU_DCS_Data_Dictionaries database here	
Possible Values	Meaning / Description				
For a full list of possible Code values and descriptions please see HCAI_and_ICU_DCS_Data_Dictionaries database here					
Other Treatment Specialty	<p>Possible Values: Freetext value</p> <p>Example: Treatment Speciality XYZ</p> <p>Format: [AAAAA...]</p> <p>Description: available if answer to Treatment Specialty is "Other"</p> <p>Stringency: Field is optional</p>				
Augmented Care	<p>Possible Values: 20 character code for all possible values for Augmented Care</p> <table border="1"> <thead> <tr> <th>Possible Values</th><th>Meaning / Description</th></tr> </thead> <tbody> <tr> <td>For a full list of possible Code values and descriptions please see HCAI_and_ICU_DCS_Data_Dictionaries database here</td><td></td></tr> </tbody> </table> <p>Example: RITM0000000000000197</p> <p>Format: [AXA...]</p> <p>Description: This field is enabled when "NHS Acute Trust", "Non-acute NHS Provider", "Independent Sector Provider", or "Mental Health Provider" is selected as the Patient Location.This refers to the specialty of the consultant the patient was under at the time the specimen was collected.</p> <p>Stringency: Can be left blank in the data upload file, unless triggered by parent question; field required before case can be signed off</p>	Possible Values	Meaning / Description	For a full list of possible Code values and descriptions please see HCAI_and_ICU_DCS_Data_Dictionaries database here	
Possible Values	Meaning / Description				
For a full list of possible Code values and descriptions please see HCAI_and_ICU_DCS_Data_Dictionaries database here					
Other Augmented Care	<p>Possible Values: Freetext value</p> <p>Example: Care XYZ</p> <p>Format: [AAAAA...]</p> <p>Description: available if answer to Augmented Care is "Other"</p>				

Field	Possible Values
	Stringency: Field is optional

File Types

7 Available File Types

The following file types will be available for selection on Stage 1 of the Data Upload Wizard:

- Excel 97-2003 (xls)
- Excel 2007 onwards (xlsx)
- Comma Separated Values (csv)
- Delimited (txt)

Notes:

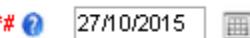
- Please note that when using Excel, date and numeric fields may carry additional formatting that Microsoft applications apply; date fields must not be formatted as American date formats or date/time formats
- It is recommended that csv file format is used with consistent and easy to identify column headers; using files with generic column headers (i.e. Column 1, Column 2) will make the column mapping exercise somewhat challenging

Validation And Processing

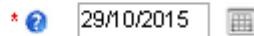
8 Field Validation

The field validations that apply on the case capture screens while entering data manually also apply to the data upload process.

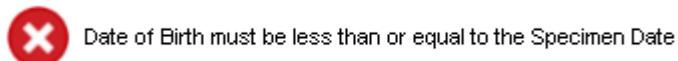
For example, if the user were to enter the following specimen date on the case capture screen:

Specimen Date  27/10/2015

And then attempt to enter a Date of Birth which is greater than the specimen date (obviously an error)

Date of Birth  29/10/2015

Then the system will throw back an error:



All of these validations that are on the case capture screens, also apply to the fields in the Data Upload Wizard being uploaded to the system.

For a full list of question / field validations, please refer to the Case Capture User Guides on the help and guidance sections of the website.