

OHIO DEPARTMENT OF HEALTH
ANNUAL
HOSPITAL REGISTRATION AND PLANNING REPORT
STATISTICAL INFORMATION
Instructions and Definitions

General Instructions

Enclosed is a copy of a reporting form. This information is required under Ohio Revised Code, Section 3701.07.

In order to facilitate completion of this report, please respond to all blank items. When the information is not applicable, put **NA** in the provided spaces. Do not add your own categories or line items.

SCHEDULE A - IDENTIFICATION

Instructions

Satellite units owned and operated by the hospital, which are independently registered, will submit a completed copy of the Annual Hospital Registration and Planning Report.

Definitions

Satellite - Associated or subsidiary enterprise.

Subsidiary - Company wholly controlled by another that owns more than half of its voting stock.

SCHEDULE B - CLASSIFICATION

Definitions

Multi-Hospital System - two or more hospitals owned, leased, sponsored or contract managed by a central organization (may also include other forms or health care organizations)

Lease - Contract for exclusive possession and profits of lands and buildings either for life or for a specified period of time.

Sponsor - Relationship between a religious organization and a health care institution that sets limits on the activities undertaken within the health care institution or is intended to further the objectives of the sponsoring organization: does not involve ownership or other legal relationships.

Contract - Agreement creating an obligation, in which there must be competent parties, subject matter, legal consideration, mutuality of agreement, and mutuality of obligation, and agreement must not be so vague or uncertain that terms are not ascertainable.

Contract Management -

Institutional Contract Management - General day-to-day management of an entire organization by another organization, under a formal contract. Managing organization reports directly to the board of trustees or owners of the managed organization; managed organization retains total legal responsibility and ownership of the facility's assets and liabilities.

Department Contract Management - General active charge of day-to day management of one or more departments/ functions of an institution/organization by another organization under a formal contract. Managing organization reports directly to the CEO of the organization in which the department/function is managed; CEO of said organization retains final administrative responsibility.

SCHEDULE C - FACILITIES AND SERVICES

Instructions and Definitions

Instructions

Please indicate the status of (not available, in-house, etc) and the selected statistics for each of the hospital services listed. Please check the ONE category, which best indicated the status of each hospital service.

Definitions

Not Available - The service was not available in the hospital or through a formalized agreement with a contractual arrangement with an outside organization and not hospital employees.

In-House - The service was available in the hospital and provided by hospital employees.

Contracted - This service was available in the hospital and provided by hospital exclusively through a contractual arrangement with an outside organization and not hospital employees.

Shared - The service was available in or through more than one hospital by way of a cooperative agreement between the hospitals.

Inpatient - Services administered to patients who have been admitted to the hospital.

Outpatient - Organized services or clinics of the hospital for the provision of emergent or non-emergent medical and dental services for ambulatory patients.

Number of Patients/Clients - The number of individuals who have received services.

Number of Surgical Cases - The number of patients treated surgically either on an inpatient or outpatient basis.

Number of Emergency Services - The number of patients either treated and admitted to hospital or treated and released from the emergency room.

Onsite - Facilities maintained by the hospital located at the address(es) reported on page 1.

Offsite - Facilities other than those indicated above.

Inpatient Surgical Operating Rooms - Permanent facilities employed to perform any operative or manual procedure undertaken for the diagnosis or treatment of a disease or other disorder.

Outpatient Surgical Operating Rooms - Facilities designed to perform an operative or manual procedure undertaken for the diagnosis or treatment of a disease or other disorder on non-inpatients.

Trauma Level Designation – If institution (adult or pediatric) is a trauma center verified by the American College of Surgeons.

Schedule D - Beds and Utilization

Instructions and Directions

Instructions

FOR THE PURPOSE OF REGISTRATION, please indicate the Patient Days of Care, Number of Admissions and Beds in Use by the service categories provided which are applicable to your facility.

Definitions

Number of Admissions - Number of patients accepted for inpatient service of 24 hours or more, including transfers by service within hospital during the reporting period. This includes acute care admissions and newborn admissions.

Patient Days of Care - Annual total number of patients in a facility on a daily count at a specific uniform time of day.

Beds in Use - Sum of the number of beds staffed and available for patient care on the last day of each month of the calendar year, divided by 12.

Adult Medical/Surgical- Beds dedicated for the diagnostic and therapeutic needs of primarily adult patients, for a variety of medical and surgical conditions, including treatment of gynecological conditions and alcohol/chemical detoxification.

Adult Special Care - Beds designed, equipped, and staffed for the adult patient, requiring a higher level of medical care than that which is provided in a general medical/surgical bed. Adult special care beds do not include burn beds.

Alcohol/Chemical Dependency - Beds in which rehabilitative treatment and services are provided to inpatients whose primary diagnoses are alcoholism or other chemical dependency.

Burn - Beds specially designed, equipped and staffed for care of severely burned patients.

Hospice - Beds designed, staffed and equipped for care and treatment of the dying patient, with particular emphasis on the social and emotional support of the patient and the patient's family.

Long-Term Care - Beds certified as skilled nursing facility beds, except for special skilled nursing beds, or as nursing facility beds under Title XVIII or XIX of the Social Security Act, 49 Stat. 620 (1935), 42 U.S.C. 301, as amended, licensed under chapter 3721 of the Revised Code, or otherwise designed, equipped and staffed to provide care to patients who require primarily convalescent, restorative or long-term nursing care that is less intensive than care provided in physical rehabilitation beds.

Newborn Level I - Beds designed, equipped and staffed for care of newborns who do not have special problems.

Newborn Level II - Beds designed, equipped and staffed for care of newborns that require intermediate or recovery care and some specialized services.

Neonatal Level III - Beds designed, equipped and staffed for care of newborns who require the most intensive specialized care.

Obstetric Level I - Beds for postpartum care in a hospital licensed by the Director, under chapter 3711. of the Revised Code, which has a Level I per/natal service for uncomplicated deliveries and newborns not requiring specialized services.

Obstetric Level II - Beds for postpartum care in a hospital licensed by the Director, under Chapter 3711. of the Revised Code, which has a Level II per/natal service for deliveries and newborn care requiring some specialized services but not the most specialized care.

Obstetric Level III - Beds for postpartum care in a hospital licensed by the Director under Chapter 3711. of the Revised Code which has a Level III per/natal service for provision of the most specialized care for the most complicated deliveries and sickest newborns.

Pediatric Medical/Surgical - Beds dedicated for the diagnostic and therapeutic needs of children or adolescents for a variety of medical and surgical conditions.

Pediatric Special Care - Beds designed, equipped and staffed for the child or adolescent who requires a higher level of medical care than that which is provided in pediatric medical/surgical beds. Pediatric special care beds do not include burn beds.

Physical Rehabilitation - Beds designed, staffed and equipped for provision of intensive, multi-disciplinary physical restorative services.

Psychiatric - Beds designed, staffed and equipped for care of patients whose primary diagnosis is mental illness.

Special Skilled Nursing - Beds Certified as Skilled Nursing Facility Beds Under Title XVIII of the Social Security Act, 49Stat. 620 (1935), 42 U.S.C. 301, as Amended, for which a Certificate of Need was granted under division (R) (7) (d) of section 3702.51 of the Revised Code and Rule 3701-12-233 of the Administrative Code.

Swing Beds – Hospital beds with an average length of stay of 30 days or less than may also be used for long term care as certified under Title XVII of the Social Security Act, 49 Stat. 620 (1935), 42 U.S.C. 301, as amended.

Registered Beds - The number and category of beds registered by the Ohio Department of Health on July 1 of each year.

Percent of Occupancy - A calculation reflecting the use of registered beds on a calendar basis. The calculation is determined by dividing (Total Patient Days of Care) by (the number of days in the reporting period times the number of registered beds).

Reporting Period - The period consisting of the calendar year from January 1 through and including December 31.

Number of Discharges – Number of inpatients discharged.

Patient Residence at Admission – County (or state if other than Ohio) of resident of patients at the time of admission reported in aggregate.

SCHEDULE E - HOSPITAL PERSONNEL

Instructions and Definitions

Instructions

Personnel who work in more than one area should be included in the category of their primary responsibility and should be counted only once.

In question 1, please indicate the total number of employees and fulltime employees (FTEs) per week for staffing by service category: physician, dental, etc.

In question 2, please indicate the number of practitioners on the ACTIVE and ASSOCIATE (do not include courtesy, consulting, honorary or other) medical staff and the number of HOUSE staff in each of the following specialty groups. Do not report full-time equivalents or portions. If the exact numbers are unavailable, please give your best estimates.

Definitions

ACGME - Accreditation Council of Graduate Medical Education.

AOA - American Osteopathic Association.

ADA - American Dental Association

Full-time Equivalent (FTE) - 2080 hours per year.

PHYSICIAN SERVICES

Interns and Residents - Physicians in hospital training programs who are paid directly by the hospital.

General Medicine or Surgery Rotation Program - Organized programs in which interns practice more than one specialty.

Salaried Physicians - Staff physicians who are on the hospital payroll.

Contracted Physicians - Physicians who provide service under contract with the hospital who are not on the payroll.

Active and Associate - JCAHO categories of medical staff. Excludes those physicians in medical staff categories of courtesy, consulting, honorary, provisional or other. Include all active and associate staff who are board certified.

Board Certified - Physician who has passed an examination given by a medical specialty board and has been certified by that board as a specialist. Do not include board eligible physicians. For physicians certified by more than one board, please include only the primary certification board.

House Staff - Interns, residents and fellows receiving stipends from your hospital. Please report the number of individuals. Do not report full-time equivalent or portions. Include all house staff in ACGME, AOA or ADA approved training positions.

DENTAL SERVICES

Dentists, Dental Residents – Dentists and dental residents in hospital training programs who are on the hospital payroll.

NURSING SERVICES

Registered Nurses – An individual who holds a current, valid license issued under Revised Code chapter 4723 that authorizes the practice of nursing as a registered nurse.

Nurse Practitioners - A registered nurse who holds a valid certificate of authority issued under chapter 4723 of the Revised Code that authorizes the practice of nursing as a certified nurse practitioner in accordance with section 4723.43 of the Revised Code and rules adopted by the board of nursing.

Certified Nurse-Midwife – A registered nurse who holds a valid certificate of authority under chapter 4723 that authorizes the practice of nursing as a certified nurse-midwife in accordance with section 4723.43 of the Revised Code and rules adopted by the board of nursing.

Certified Registered Nurse Anesthetists – A registered nurse who holds a valid certificate of authority issued under chapter 4723 that authorizes the practice of nursing as certified registered nurse anesthetist in accordance with section 4723.43 of the Revised Code and rules adopted by the board of nursing.

Clinical Nurse Specialists – A registered nurse who holds a valid certificate of authority issued under chapter 4723 that authorizes the practice of nursing as a certified nurse specialist in accordance with section 4723.43 of the Revised Code and rules adopted by the board of nursing.

Licensed Practical Nurses - An individual who holds a current, valid license issued under Revised Code chapter 4723 that authorizes the practice of nursing as a licensed practical nurse.

Other Nursing Assistants - Persons under the direct supervision of a nurse who assist the nursing staff by performing routine duties in caring for patients.

PHARMACY SERVICES

Pharmacists (Licensed) - Persons licensed in Ohio who are concerned with the preparation and distribution of medicinal products.

Pharmacy Technicians - Persons who assist the pharmacist in the administration of prescribed medication to patients on the unit.

CLINICAL LAB

Medical Technologist - Persons who perform a wide range of complex and specialized procedures in all general areas of the clinical laboratory making independent and correlated judgments, and working

in conjunction with pathologists, physicians and qualified scientists. They may supervise and/or teach lab personnel.

Other Licensed or Certified Laboratory Personnel - Persons performing specified tasks which may require special training or experience. This includes medical lab.

DIETARY SERVICES

Dietitian (Registered, eligible) - Persons who have graduated from approved schools of dietetics, who meet the qualifications for professional registration.

Dietetic Technicians - Persons who function as service personnel in the nutritional care of individuals in health care facilities by assisting with planning, implementation and evaluation of food programs.

RADIOLOGICAL

Radiological Technologist/Technicians - Persons who maintain and safely use equipment and supplies necessary to portray parts of the human body on X-ray film or fluoroscopic screen, for diagnostic purposes.

Other licensed or Certified Radiological Personnel - Other persons who perform radiological services.

OTHER HEALTH PROFESSIONALS

Occupational Therapists - Persons licensed in Ohio to evaluate, plan and implement programs and activities designed to restore, develop and/or maintain a client's ability to adjust to their particular occupational role.

Physical Therapists - Persons licensed in Ohio to use physical agents, biochemical and neurophysiological principles and assisting devices in relieving pain, restoring maximum function and preventing disability following disease, injury or loss of limb.

Physicians Assistants - Persons specifically trained to perform tasks which might otherwise be performed by physicians themselves, under the direction of a supervising physician.

Respiratory Therapists - Persons who provide respiratory care, evaluate the patient's progress and make recommendations for further therapy. Their proficiencies include ventilator therapy, cardio-respiratory rehabilitation, micro-environmental control and diagnostic testing.

Speech/Audiology Therapists - Persons licensed in Ohio to evaluate and treat speech and hearing disorders.

MENTAL HEALTH

Medical Social Workers - Persons who aid patients and families with personal and environmental difficulties which predispose illness or interfere with obtaining maximum benefits from medical care. (B.A. or M.S.W.)

Psychologists - Persons licensed in Ohio who apply the principles of human behavior to situations related to mental health, in which psychological functioning, which involves perception, development, adjustment ability and personality are important factors (M.A. or above). May include unlicensed psychologists working under supervision of a licensed psychologist.)

Psychiatric Social Workers - Persons who provide assistance to mentally and emotionally disturbed patients, collaborating with a psychiatric team in the diagnosis and treatment plan. (M.S.W., A.C.S.W.)

ALL OTHER

ALL Other Licensed Health Professionals and Technical Personnel - Persons not previously included who work in occupations requiring special education and training to allow them to function in a health setting, including members of religious orders, paid or unpaid