



STATE HEALTH PLANNING AND DEVELOPMENT AGENCY

100 NORTH UNION STREET, SUITE 870
MONTGOMERY, ALABAMA 36104

October 31, 2016

MEMORANDUM

TO: Hospitals and Ambulatory Surgery Centers

FROM: Bradford L. Williams 
Data/Planning Director

RE: Mandatory Annual Reporting
Outpatient Surgery Patient Origin by Zip Code

The Agency has received multiple inquiries from facilities regarding a possible alternative reporting method for Section VI of the Ambulatory Surgery Center reporting form and Section IV of the Hospital reporting form, Outpatient Surgery, Patient Origin by Zip Code. These inquiries have been made based on the number of separate entities, and the time involved completing this information.

Both annual reporting forms are adopted as Administrative Rule, ALA. ADMIN. CODE r 410-1-3.12. As such, this formatting, included as part of the annual report submission, must be maintained. Although this information **MUST** be included as part of the annual report, for those facilities with capability, this information may be entered into a MS Excel spreadsheet and printed as a separate pdf document.

If utilizing this method, the Excel spreadsheet should include the SHPDA Facility ID Number and Name of the Facility, and contain only two columns, the first column header "Zip Code of Residence" and the second column header "Total Number of Persons (Cases)", with the appropriate information provided in both columns. Once all information is provided in the spreadsheet, it must be converted to a pdf document. If more convenient for the facility, these pages may be submitted separately, but at the same time, as the utilization portion of the report. SHPDA will combine both documents as evidence of compliance with reporting requirements.

It is requested if this method is utilized for this section of the report, that a copy of the Excel spreadsheet also be submitted with the annual report (and separate pdf document if applicable). This is optional and not part of the mandatory reporting requirements, but will allow SHPDA to process this information with greater efficiency and expediency.

The method of reporting this information will be presented to The Health Care Information and Data Advisory Council at the next meeting in an effort to better streamline this process for facilities.

Should you have any questions, please contact me at bradford.williams@shpda.alabama.gov or (334) 242-4103.

MAILING ADDRESS: P.O. BOX 303025, MONTGOMERY, ALABAMA 36130-3025
PHONE: (334) 242-4103 FAX: (334) 242-4113