

# Hospice Annual Statistical Report Instruction Sheet

This form should include data on Arkansas patients only. **Separate reports must be completed for each county served.** If you are an out-of-state provider, or serve other states, include only Arkansas residents who received care from the provider.

**Items 1 through 7 are to be completed using data by provider number. Each county should not be reported here. Each provider number covers more than one county. County information is reported above. EG: Your provider number covers 5 counties. This section should be completed only once. The county section should be completed 5 times.**

## Item 1 - Total Patient Days (Per Diem Only)

Count only per diem days in each of the four types of days by provider number. Patients whose pay source pays for hospice by the visit should not be included in this category.

## Item 2 - Length of Stay

The Mean (or average) length of stay is the sum of the individual lengths of stay for each patient discharged in a given time period, divided by the number of patients discharged. For example: Eight patients are discharged. Patient A was on service for 9 days, Patient B for 130 days, Patient C for 12 days, Patient D for 32 days, Patient E for 16 days, Patient F for 3 days, Patient G for 17 days, and Patient H for 48 days. Add the total days and divide by 8.

$9 + 130 + 12 + 32 + 16 + 3 + 17 + 48 = 267$  days total length of stay.  
 $267 \div 8 = 33.4$  days mean length of stay.

## Item 3 - Average Daily Patient Days

The total number of patient days is divided by 365 to derive the Average Daily Patient Days. Data Entry is not required for this average, it all happens after you enter data for Patient Days for this Item.

## Item 4 - Number of Patient Visits for the Following Services Report

The total number of patient visits for each discipline.

## Item 5 - Admission by Age and Gender

List the number of patients admitted according to gender and age at the time of admission during the period. Checkpoint: The sum total for this line item should equal the total of items 6 and 7.

## Item 6 - Admission by Race/Ethnicity

List the number of patients admitted according to race/ethnicity. Checkpoint: The sum total for this line item should equal the total on items 5 and 7.

## Item 7 - Number of Admissions and Deaths by Location

Report the total number of patients who were admitted to your hospice by location of service delivery and the total number of patients who died during the year by place of death. Checkpoint: The total of column 1 should equal the total of items 5 and 6.

**Items 8 through 12 are to be completed with data using the patients' county of residence. EG: your agency serves 5 counties. This section should be completed 5 times. The provider number section below need be completed only once for each provider number.**

## Item 8 - Starting Census

Enter the total number of patients by county of residence as of January 1, 2009. Private insurance category includes patients with either per visit or per diem private insurance coverage.

## Item 9 - Total Yearly Unduplicated Admissions

Enter the number of patients admitted for the period January 1-December 31, 2009 by county of residence. This should be an unduplicated count. For example, if a patient was originally a Medicaid patient and later became Medicare, enter that patient only once. If any patient is admitted, discharged, and readmitted during the same report period, count the patient only once.

## Item 10 - Total Patients Served

Add the Starting Census (Item 8) to the Total Yearly Unduplicated Admissions (Item 9) to obtain a total for each category.

## Item 11 - Total Patient Days for this County

Enter the total number of days for all patients served in this county in 2009. If patient A received services for 60 days, Patient B for 93 days and Patient C for 120 days and so forth, your patient days would equal  $60+93+120 = 273$  days.

## Item 12 - Disposition Upon Discharge

Report the total number of patients discharged in the appropriate category by the patients' county of residence.