

Reviewing Your Practice Report

'Your practice report' sets out the data which has been submitted to PHIN about your private practice directly from private healthcare facilities in the UK. The report also includes data we have received about your NHS practice (where applicable) from NHS Digital (England only).

The report allows you to view your activity by site and by procedure within a given date range. There are various filters and tabs on the report that allow you to look at the data in more detail, these are explained in detail below. We ask that consultants use this report to check that the information submitted about your practice is correct. Your engagement with the data is key to ensuring that the information published on the PHIN website accurately reflects your practice.

In the report you will see a **'Report data issue'** button you can use to raise any issues with the data relating to your private practice. The issue(s) that you raise are presented as a form that is sent to the relevant hospitals for review. Please note, the information that has been supplied to us by NHS Digital is based on finalised episodes and we are unable to request changes to these data. If you see errors in these data, you may wish to discuss these with your NHS hospital site(s) directly.

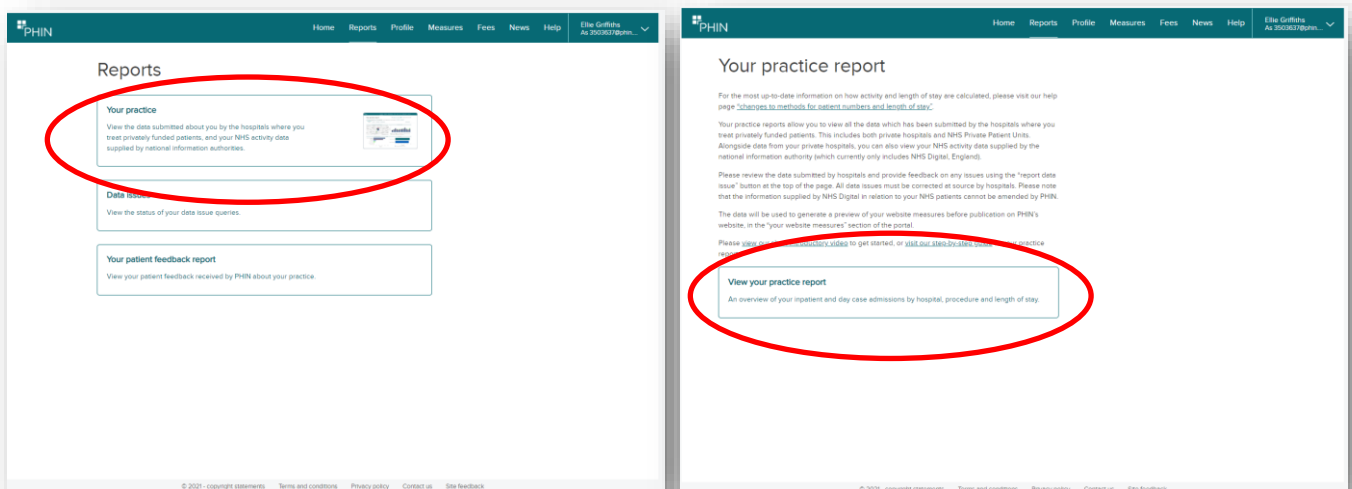
In this guide, we are going to explain how to review **'Your practice report'** by explaining the functionality and features available.

Accessing the report

To log in to the portal please visit: <https://portal.phin.org.uk/> and enter your username and password.

Once you are logged in, click 'Reports' on the homepage or on the menu bar and then click **'Reports'** on the menu bar and then click **'Your Practice'**.

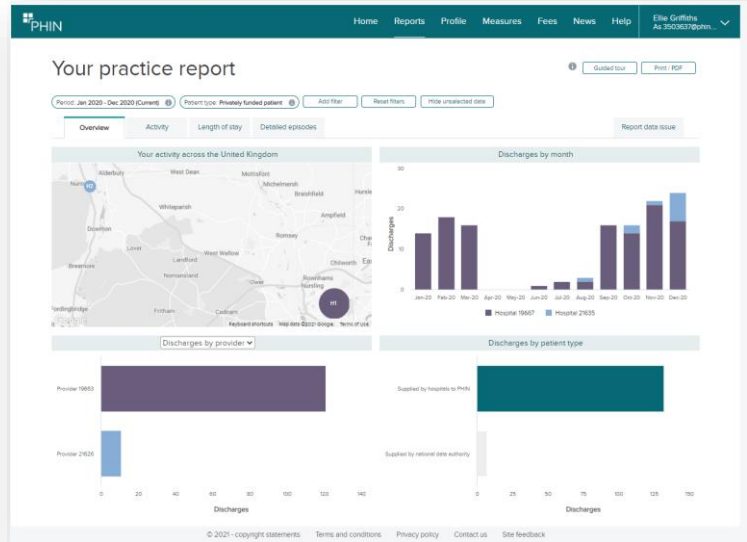
Once the page opens, you then need to click **'View your practice report'**.



Overview tab

The first tab on the report provides you with an overall view of your private activity, including the sites where we have data and the volume of discharges by site and by month.

You can use this tab to identify whether your activity has been correctly reported by the hospitals where you work.



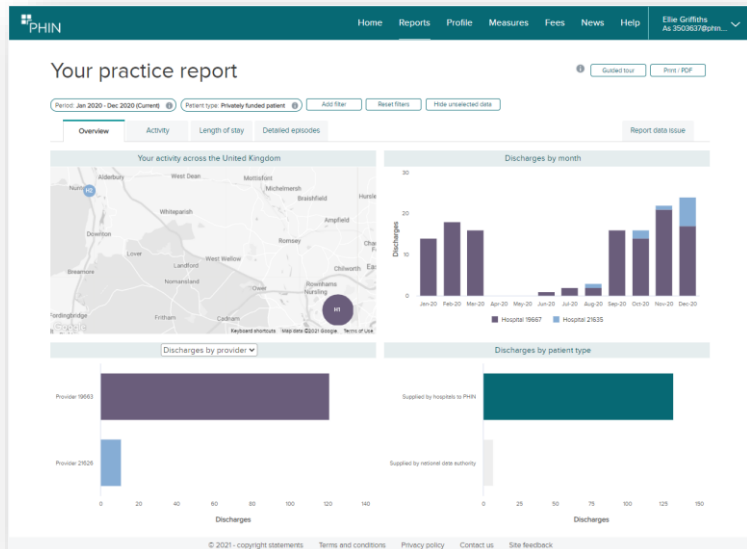
Default view

The report opens with a default view of Period **'Current'** and Patient Type as **'Privately funded patient'**.

The current period reflects the data for the period shown on PHIN's website.

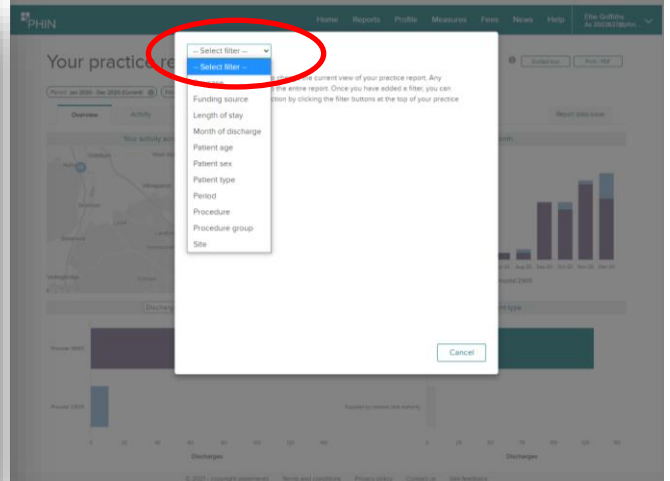
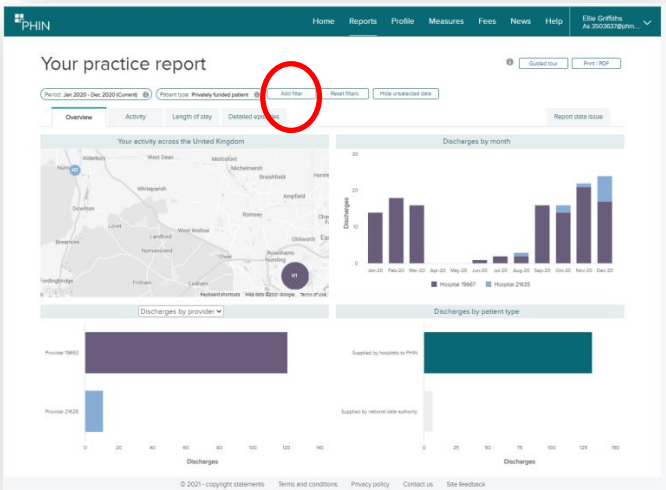
The filters have been set to help you verify the data for your performance measures as they will appear on the website. You are able to verify your performance measures for the 'Current' period (see help pages for more information on verifying your measures).

If you wish to see a different date period or patient type, please click on the filter to change the selection.

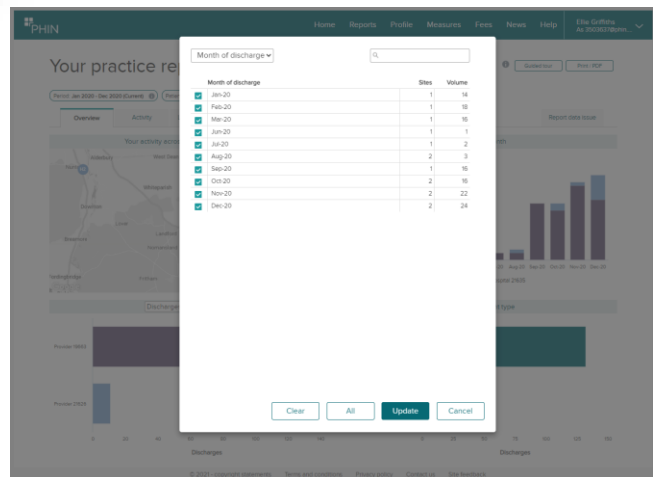


Adding filters

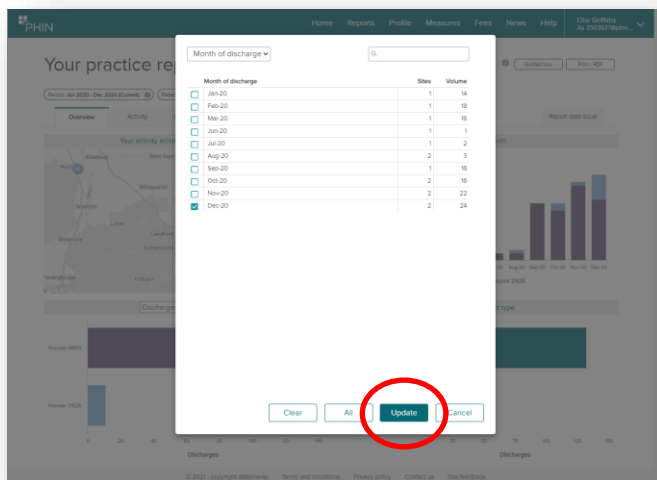
To add a filter to the view, click 'Add filter' and then click 'Select filter'. Choose from the drop-down list provided to change the view on the report.



For example, click '**Month of discharge**'. The report will then provide you with an option to pick a month that you would like to view based on the period you are viewing (in this case January – December 2020). Click '**Clear**' to clear the selection first.

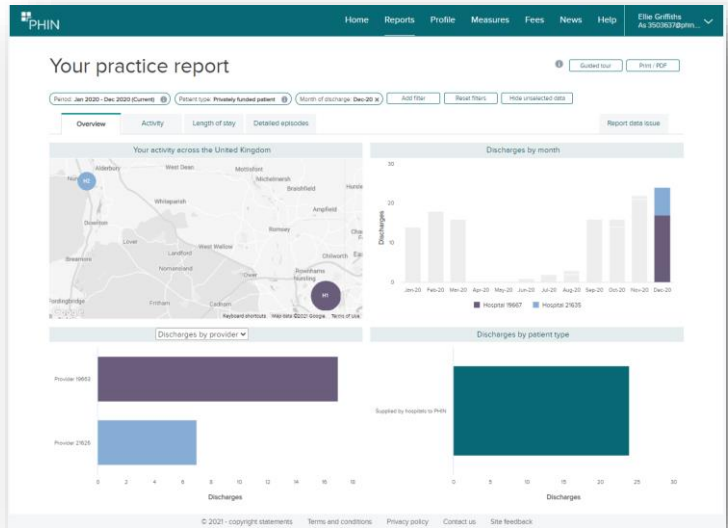


Then select the specific month you would like to view in more detail and click '**Update**'.



The report will then show information relevant to the month of discharge selected. You will also see the filter applied at the top of the page.

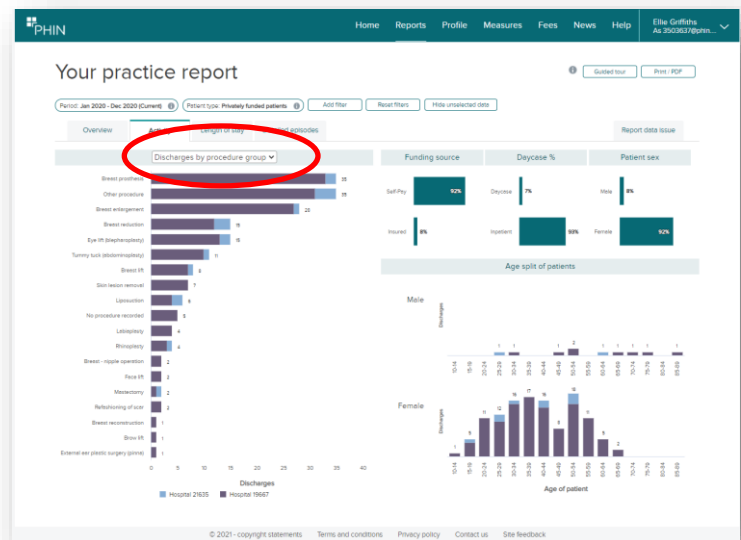
To remove this filter, click the 'x' next to the filter applied or click **'Reset filters'** to go back to the original view.



Activity tab

The activity tab allows you to see a more detailed view of the procedures that have been reported to PHIN by hospital sites. It includes details of funding source, patient sex and whether the patient was insured or self-pay.

The procedures are grouped into patient-friendly groups for ease of viewing but you can view each procedures separately. To do this, click the drop-down **'Discharges by procedure group'** to change the view.

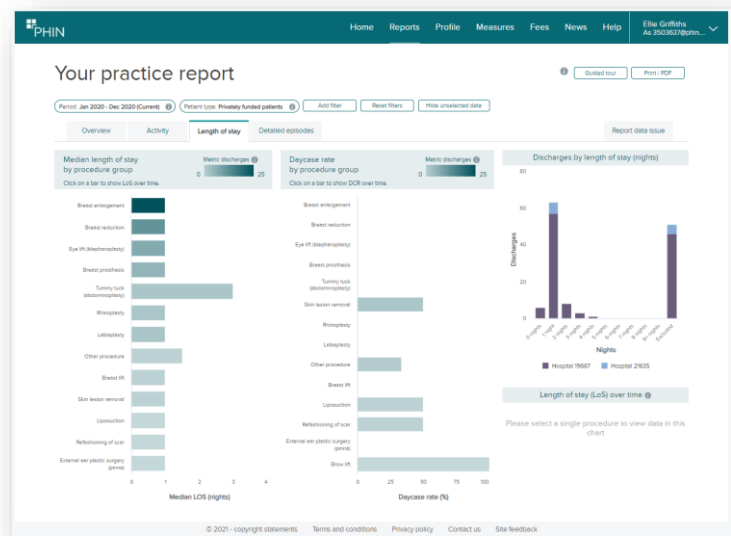


Length of stay (LOS) tab

On this tab, you will be able to view your median length of stay by procedure group and day case rate by procedure group. These are shown as two different indicators on the PHIN website.

The colour gradient on the length of stay charts indicate the relative volume of the procedures performed. The darker the colour, the higher the volume. The lighter the colour, the lower the volume.

The method used to calculate Length of Stay, counts only spells containing a single unique operative procedure and where one or more non-operative procedures may be present within the same spell. Non-operative procedures are commonly performed as day cases and may have little to no effect on LOS when present in a spell containing a single operative procedure. The procedures that have been excluded from the calculation for the length of stay indicators, are shown on the 'Discharges by length of stay (nights)' graph.

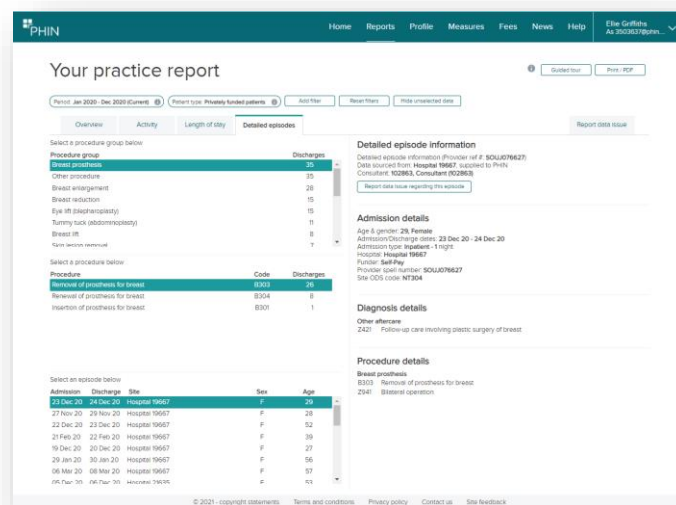


[Click here for more information about the method used to calculate Length of Stay.](#)

Detailed episodes tab

The detailed episodes tab provides admission and diagnosis information for specific episodes of care. This tab allows you to see a much more detailed view of the data to ensure it is accurate.

Select a procedure group to show all reported procedures within that group. Then, select a procedure to show all detailed episodes reported for that procedure. Then, when an episode is selected, you can view the details on the right-hand side of the report.



Reporting data issues

Throughout the report, you have access to a **'report data issue'** button which you can use to report any issues you find in the data you have reviewed. PHIN has implemented a process that allows consultants to flag data issues that they identify within their Portal report. The process requires you to complete the form by selecting the relevant hospital and issue type(s). You are able to select more than one issue type. To provide more detail for the hospital, you can also pick a specific record that the issue is relevant to by clicking **'select record'**.

When you have completed the form, you can then click **'submit'** and the form will be sent to a nominated contact at the relevant hospital to review. The hospital may get in contact with you directly if they need further information from you. PHIN cannot make any changes to the data.

Data that has been supplied to PHIN by NHS Digital is based on finalised episodes and the form cannot be completed in relation to this data.

The image shows two screenshots of the PHIN web interface. The left screenshot is titled 'Your practice report' and shows the 'Report data issue' button circled in red. The right screenshot shows the 'Submit' button circled in red.

If you have any queries, please contact the [PHIN Consultant Engagement Team](#).

