

**Manual for encoding and submission
of monthly hospital discharges
to the Philippine Pediatric Society**

Step 1: Download the PPS Data Collection form at the PPS website.
<http://www.pps.org.ph>

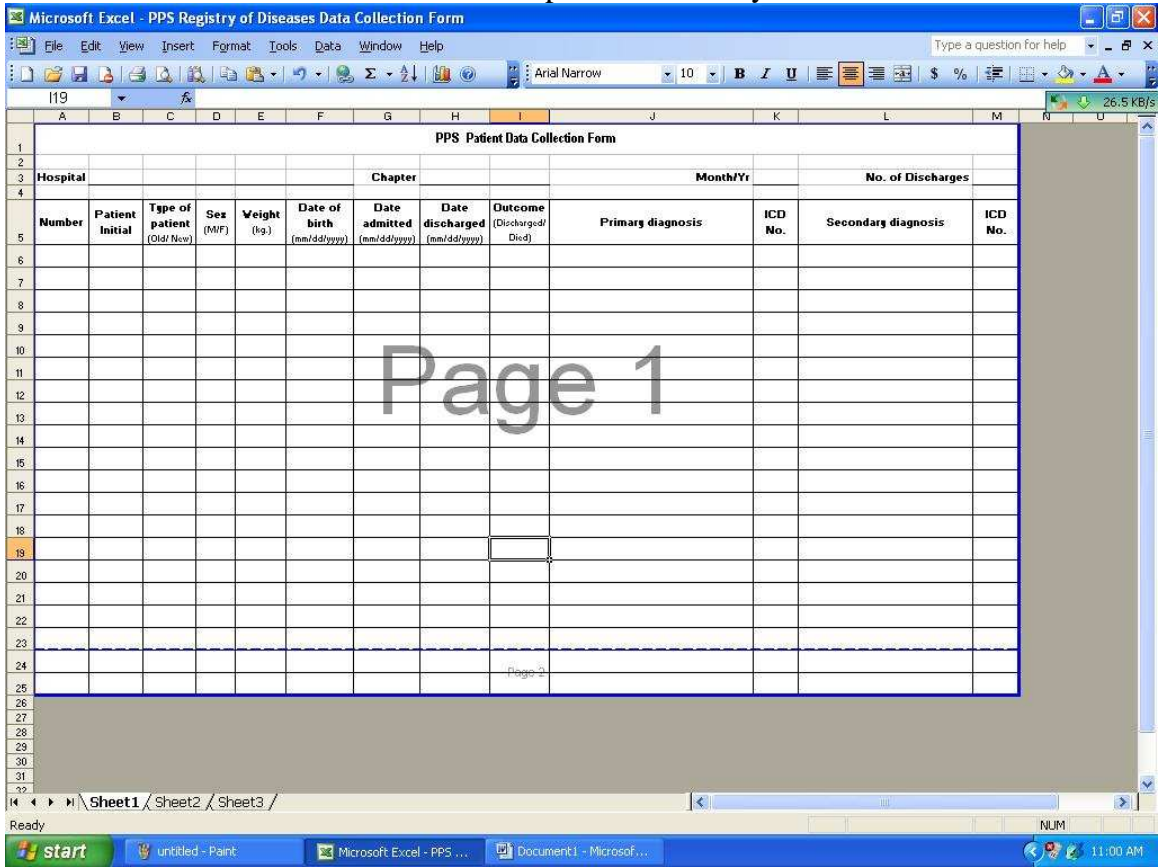
Click on the PPS Data Collection Form link at the right side column.



A box will appear asking what you want to do with the file. Click on Save. Don't click on Open. After clicking Save button, choose where to save the file. Save it on the Desktop.



Double-click the file. Excel will open the file and you'll see the screen below.



Step 2: Fill the form as accurately as possible.

Do not change the format of the file.

ALL data should be in one sheet only. (Sheet1) DO NOT fill up other sheets.

PPS Patient Data Collection Form

Hospital _____ Chapter _____ Month/Yr _____ No. of Discharges _____

The header shown above should only appear ONCE at the top of the sheet. Do not duplicate it anywhere on the file.

Number is just the row number. So the first number should be 1, next row is 2..etc.

Type of Patient: You should only enter either Old or New. Take note of the correct case of the words.

Sex: You should only enter either Male or Female

Weight: just type the number. Ex. 14. Do not include kg. (example of a wrong entry : 14kg)

Date of birth / date admitted / date discharged: dates should be in the format of mm/dd/yyyy. Please take note of the date separator which is “/”.

Outcome: You should only enter either Discharged or Died. No other data should be in this column. If patient was HAMA, TPR, THOC, just typed Discharged.

Primary diagnosis: name of the disease. Only one diagnosis should be in this column

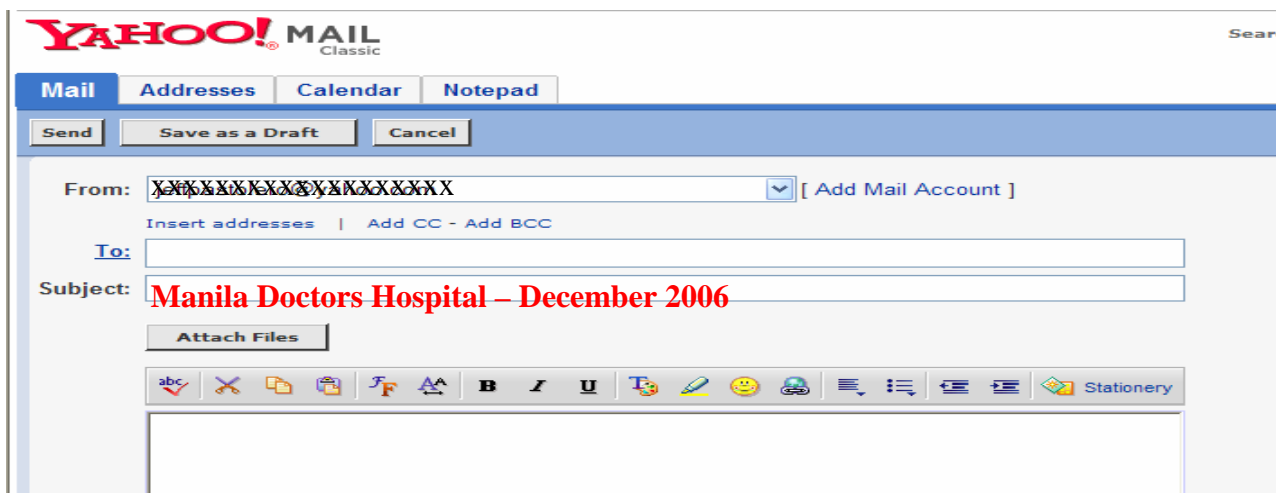
ICD no.: the corresponding ICD no. for the primary diagnosis. Again, only one ICD no. should be in this column.

If there’s a secondary diagnosis, fill up the Secondary diagnosis column along with the ICD no. column. But please make sure that the secondary diagnosis does not duplicate the primary diagnosis column. And also, only one diagnosis and ICD no. for each column.

TO GET THE ICD NO. OF THE DIAGNOSIS you could check the website of WHO. The link for the WHO ICD is on the PPS website. Go to [http:// www.pps.org.ph](http://www.pps.org.ph) and click on the [WHO ICD-10 On-line Reference](#) link at the right column.

Step 3: After filling up the form. Save the file and email it to ppsregistry@gmail.com

The subject of your email should include the month and name of the hospital.



(example: Manila Doctors Hospital – December 2006)

Submit monthly census as soon as possible (2nd Friday of the following month)

For other month census (May – November), please submit them separately.

You will receive an email message as a confirmation that your file has been received and will be checked for completeness and accuracy.