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CHAPTER 2. NPTF (NEW PATIENT TREATMENT FILE) TRANSACTIONS

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CHAPTER 2. NPTF (NEW PATIENT TREATMENT FILE) TRANSACTIONS

201.01 GUIDELINES FOR NPTF TRANSACTIONS

a. Discharges occurring on and after October 1, 1991, will contain complete data for admission, disposition, transfer and diagnosis. This information is required for each episode of care rendered in the following facilities:

- (1) VA (Department of Veterans Affairs) medical centers,
- (2) Non-VA hospitals (at VA expense),
- (3) VA Nursing Home Care Units,
- (4) VA domiciliaries, and
- (5) Contract Community Nursing Homes.

b. When appropriate, NPTF transactions will be completed for patients undergoing surgery or non-OR (surgical procedures which do not take place in an operating room) procedures during an episode of care.

(1) Surgical procedures performed in a non-VA hospital on patients who leave and return to the VA medical center within a calendar day will be reported on the N401 NPTF transaction.

(2) Separate transactions must be prepared on all patients treated in non-VA facilities (at VA expense) whose length of stay exceeds a calendar day. This will include the admission transaction, the diagnostic transaction, the surgical transaction and the disposition transaction. For specific instructions, refer to MP-6, part XVI, Chapter 6, "NPTF Coding Instructions for Patients in Non-VA Hospitals."

c. All transactions will be completed as soon as possible but no later than 30 calendar days following the patient's release from inpatient care.

d. The following are considered source documents:

- (1) Application for Medical Benefits (VA Forms 10-10).
- (2) Financial Worksheet (VA Form 10-10F).
- (3) Medical certificate (VA Form 10-10M).
- (4) Referral for Community Nursing Home Care (VA Form 10-1204).
- (5) Patient's Medical Record.
- (6) Discharge Summary (VA Forms 10-1000).
- (7) Abbreviated Medical Record (VA Form 10-1000a).
- (8) Medical Record Report (VA Form 10-9034 series).

March 24, 1992

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(9) Other Miscellaneous Administrative Records.

(4) The time of all patient admissions, discharges and movements will be entered using military time. For example, 1132 will be entered for 11:32 A.M. and 2332 will be entered for 11:32 P.M. The military time conversion chart follows:

STANDARD TIME	MILITARY TIME
01:00AM	0100
02:00AM	0200
03:00AM	0300
04:00AM	0400
05:00AM	0500
06:00AM	0600
07:00AM	0700
08:00AM	0800
09:00AM	0900
10:00AM	1000
11:00AM	1100
12:00 NOON	1200
01:00PM	1300
02:00PM	1400
03:00PM	1500
04:00PM	1600
05:00PM	1700
06:00PM	1800
07:00PM	1900
08:00PM	2000
09:00PM	2100
10:00PM	2200
11:00PM	2300
12:00 MIDNIGHT	2400

c. Facility Number. Enter your 3-digit VA facility number. If your facility has a second division, enter the appropriate suffix modifier. If your facility is a nursing home care unit, enter "9AA"; a community nursing home is coded as "CNH" and a domiciliary is coded as "BU". Suffix modifiers which identify non-VA facilities are found in MP-6, part XVI, chapter 7.