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| Victorian Integrated Non-Admitted Health Minimum Data Set (VINAH MDS) manual 2023-24  Section 1 - Introduction |
| 18th edition, July 2023  Version 1.0 |
| OFFICIAL |

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In this document, ‘Aboriginal’ refers to both Aboriginal and Torres Strait Islander people. ‘Indigenous’ or ‘Koori/Koorie’ is retained when part of the title of a report, program or quotation.

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Contents

[Foreword 5](#_Toc140819923)

[VINAH MDS manual contents summary 5](#_Toc140819924)

[Contacts 6](#_Toc140819925)

[VINAH MDS enquiries 6](#_Toc140819926)

[Overview 7](#_Toc140819927)

[The VINAH MDS model 7](#_Toc140819928)

[High level logical structure 7](#_Toc140819929)

[High level narrative 7](#_Toc140819930)

[Data reporting cycle 8](#_Toc140819931)

[Data capture and information flow 8](#_Toc140819932)

[Data users 9](#_Toc140819933)

[Data submission timelines 9](#_Toc140819934)

[Reporting notes 9](#_Toc140819935)

[VINAH MDS consolidation 10](#_Toc140819936)

[VINAH MDS update cycle 10](#_Toc140819937)

[Data quality statement 10](#_Toc140819938)

[Accuracy 11](#_Toc140819939)

[Validity 11](#_Toc140819940)

[Completeness 11](#_Toc140819941)

[Coherence 11](#_Toc140819942)

[Interpretability 11](#_Toc140819943)

[Timeliness 12](#_Toc140819944)

[Accessibility 12](#_Toc140819945)

[Data extracts 12](#_Toc140819946)

[Manipulation of data extracts 12](#_Toc140819947)

[History and development of the VINAH MDS 12](#_Toc140819948)

[Abbreviations 15](#_Toc140819949)

[Publications and useful links 16](#_Toc140819950)

[HDSS bulletin 16](#_Toc140819951)

[HealthCollect portal 16](#_Toc140819952)

[HealthCollect portal user request form 16](#_Toc140819953)

[Medicare Australia 17](#_Toc140819954)

[National funding 17](#_Toc140819955)

[Reference files 17](#_Toc140819956)

[Victorian health policy and funding guidelines 17](#_Toc140819957)

[Victorian hospital and health services 17](#_Toc140819958)

# Foreword

The department maintains data around the provision of a range of non-admitted services in Victoria to:

* provide equitable funding to public hospitals.
* support health services’ planning, policy formulation and epidemiological research.

This data must be consistent with Victoria’s reporting obligations under the National Health Information Agreement and the Australian Health Care Agreement, and the Public Health and Wellbeing Act 2008. Under these agreements, the Secretary of the department must ensure the establishment of a comprehensive information system on the:

* causes, effects and nature of illness among Victorians
* determinants of good health and ill health
* utilisation of health services in Victoria.

To meet these obligations, all public hospitals providing non-admitted services in scope for the Victorian Integrated Non-Admitted Health Minimum Data Set (VINAH MDS) must report a minimum data set of patient-level data related to their activities. At the department, this demographic, administrative and clinical data are compiled into the VINAH MDS. Victorian hospitals submit data to the VINAH MDS as specified in Section 5 of this manual.

This manual together with subsequent HDSS Bulletins forms the data submission specifications for 2023-24.

This manual is available on the HDSS website [Victorian Integrated Non-Admitted Health (VINAH) minimum data set](https://www.health.vic.gov.au/data-reporting/victorian-integrated-non-admitted-health-vinah-dataset) <https://www.health.vic.gov.au/data-reporting/victorian-integrated-non-admitted-health-vinah-dataset>

# VINAH MDS manual contents summary

The VINAH MDS manual is divided into ten sections. A detailed contents list is provided at the beginning of each section. A broad overview of each section is provided below.

**Section 1 Introduction**

Uses of the VINAH MDS, the submission data cycle, together with contact details, useful references and publications.

**Section 2 Concepts and derived items**

Definitions of concepts and derived items that contribute to the VINAH MDS.

**Section 3 Data elements**

Presents the specifications of data items relating to individual non-admitted patient episodes of care. The data items are arranged in alphabetical order.

**Note:** This manual describes the data as it should be transmitted to the VINAH MDS. This may be important for third-party software users whose software interfaces with the VINAH MDS. The hospital’s system does not need to exactly replicate the VINAH MDS in all respects but must be capable of formatting the data as specified for meaning and format for transmission to the VINAH MDS.

**Section 4 Business rules**

Business rules that apply for reporting the VINAH MDS. Tabular business rules provide a quick reference to validations relating to multiple data items.

**Section 5 Compilation and submission**

Specifications for compiling a VINAH MDS transmission, including interfacing technical specifications, and the submission process. Incorporates subsections:

5a – Transmission and compliance.

5b – VINAH MDS transaction implementation guide.

5c – HL7 reference and implementation guide.

5d – HealthCollect portal manual submission process.

5e – Submission purge procedure.

**Section 7 Validation reports**

Description of the control reports returned to the sending user, including their contents, layout and use.

**Section 8 Validations**

Listing, in numerical order, of all the VINAH MDS validation messages with resolution for each.

**Section 9 Code list**

Contains a tabular list of all code sets, some of which are considered unwieldy for inclusion in the data definitions (Section 3). These lists are available only in electronic format on the HDSS website [Victorian Integrated Non-Admitted Health (VINAH) minimum data set](https://www.health.vic.gov.au/data-reporting/victorian-integrated-non-admitted-health-vinah-dataset) <https://www.health.vic.gov.au/data-reporting/victorian-integrated-non-admitted-health-vinah-dataset>

**Section 10 Testing**

The process of testing the submission of VINAH MDS data and issues to consider when changing software.

# Contacts

## VINAH MDS enquiries

For advice and assistance with enquiries about reported data items, receipt of data files for processing, data submission technicalities, location of output reports, late submission of VINAH MDS, or the content of this manual, email [HDSS helpdesk](mailto:hdss.helpdesk@health.vic.gov.au) [hdss.helpdesk@health.vic.gov.au](mailto:hdss.helpdesk@health.vic.gov.au) or visit the HDSS webpage at [Health data standards and systems](https://www.health.vic.gov.au/data-reporting/health-data-standards-and-systems) <https://www.health.vic.gov.au/data-reporting/health-data-standards-and-systems>

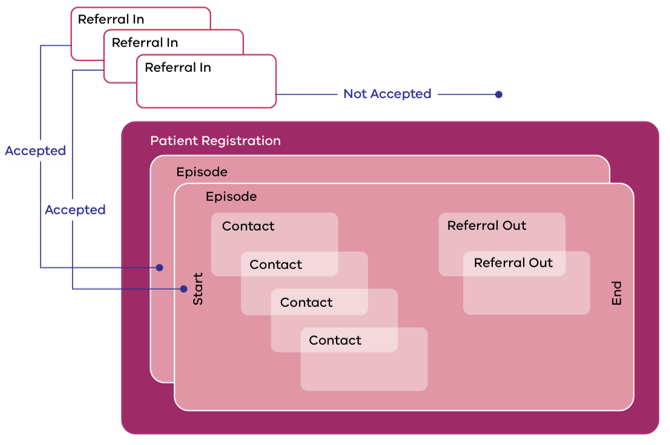
# Overview

## The VINAH MDS model

The VINAH MDS consists of various linked data structures which reflect various aspects of service delivery within a healthcare setting. This information is structured in a consistent manner and periodically submitted to the department. This information flows over time between the healthcare organisation and the department in a manner that makes data quality an integral part of the data lifecycle.

## High level logical structure

The VINAH MDS model consists of an episode of care around which referral and contact information is collected. The following diagram summarises the conceptual relationships.



## High level narrative

A healthcare organisation receives a patient referral to their service. If the organisation accepts the referral, the patient is registered in the health service’s patient administration system (PAS) and an episode of care begins. During the course of the episode, the organisation has various contacts with the patient during which services are delivered. At the end of the episode, the patient may be referred to another service.

# Data reporting cycle

## Data capture and information flow

### At the health service

The flow of information to the VINAH MDS begins at the health service when the patient is referred, and the patient registration information is entered into the health service’s PAS.

Currently each Victorian public health service selects its own PAS from commercial software suppliers. The health service is responsible for mapping or deriving (where necessary) the fields and codes used in their system to the fields and codes defined in the VINAH MDS.

The data should be checked and corrected by the health service before submission (usually a health service’s PAS has the ability to produce reports to facilitate this process).

All health services must upload the data in the specified format (HL7) to the HealthCollect portal (see Section 5).

A submission is received when an HL7 extract is uploaded to the Secure Data Exchange on the HealthCollect portal. At this point, an automated validation of data takes place. Upon completion of processing, the health service will receive either two or three files comprised of:

* txt file acknowledgement receipt
* xml file error report.

Refer to section 5 of this manual for information around acceptance and/or rejection of data submitted or resubmitted.

A health service can update or delete information already held in the VINAH MDS database by generating and submitting a new HL7 message with an ‘update’ or ‘delete’ message of the relevant record. This new information, once accepted, overwrites the existing information held in the VINAH MDS database.

### At the department

There is no manual data entry of patient-level data by the department.

The department has made available a suite of data quality reports that health services can access through the HealthCollect portal, including:

* VINAH MDS reconciliation reports
* AIMS vs VINAH reports
* Specialist clinics activity and wait time reports
* NWAU extracts and reports.

These are provided to health services, where appropriate, so that health services can undertake quality measures to ensure complete and accurate reporting of data.

To assist health services in meeting their obligations, the department provides documents such as the VINAH MDS manual and HDSS bulletins. The HDSS helpdesk also provides support to data providers and users.

## ****Data users****

Data users include various department units and regions, the Commonwealth, and others. As well as accessing VINAH MDS reports, users can also query the quality of the data. The department may then conduct activities to evaluate data quality, such as contacting health services for feedback, and/or may create new or update existing validations.

# Data submission timelines

## Reporting notes

**Submission date**

Health services are encouraged to submit data as often as desired, ensuring all client, referral, episode and contact details for the month are reported no later than 5pm on the 10th day of the following month.

**Clean date**

All errors are to be cleared by the 14th day of the following month, or the preceding working day if the 14th falls on a weekend or public holiday.

**End of financial year consolidation**

All errors for 2023-24 must be corrected and submitted before consolidation of the VINAH MDS database on the date advised in the Policy and funding guidelines.

|  |  |
| --- | --- |
| Data requirement | Due date |
| Submission date for client, referral, episode and contact details for the month | Must be submitted before 5.00pm on the 10th day of the following month |
| Clean date for client, referral, episode and contact details for the month | Must be submitted before the file consolidation at 5.00pm on the 14th day of the following month, or the preceding working day if the 14th falls on a weekend or public holiday |
| Corrections to data for 2023-24 | Must be corrected and submitted before final consolidation of the 2023-24 VINAH MDS database at 5.00pm on the date advised in the Policy and funding guidelines |

Health services may incur financial penalties for data submitted after the due date. Details of submission deadlines and applicable penalties are published in the Policy and funding guidelines.

If a hospital cannot meet the due dates a ‘Late Data Request Exemption Form’ (available on the HealthCollect portal) must be completed. More information on the compliance schedule and late data submissions are outlined in section 5 of this manual.

## VINAH MDS consolidation

Hospitals are expected to have finalised and submitted complete data for that financial year’s activity by the final consolidation date published in the [Policy and funding guidelines](https://www.health.vic.gov.au/policy-and-funding-guidelines-for-health-services) <https://www.health.vic.gov.au/policy-and-funding-guidelines-for-health-services>.

Once the consolidated record has been locked, the file is not amended or updated, thus maintaining the integrity of reports and datasets released for analysis.

Validations: E022 A new referral in must be submitted before the consolidation date of the financial year in which the Referral In Received Date falls.

E022 An episode update for a closed episode must be submitted before the consolidation date of the financial year in which the Episode End Date falls.

E022 A contact related to a closed episode must be submitted before the consolidation date of the financial year in which the Episode End Date falls.

E022 A referral out related to a closed episode must be submitted before the consolidation date of the financial year in which the Episode End Date falls.

## VINAH MDS update cycle

Each year, the department calls for submissions for revisions to the VINAH MDS to take effect from the following 1 July. Revisions may be necessary to provide data for a change in funding mechanism, to monitor a new policy, to follow changes to the National Health Data Dictionary, or to meet national reporting obligations. Opportunities are taken wherever possible to simplify and streamline the dataset. At all times, the department attempts to keep changes to a minimum.

The proposals are outlined in a proposals document, which is circulated to hospitals, software suppliers and other stakeholders for feedback. All parties have the opportunity to submit comments and questions on the proposals. A specification for revisions document is prepared providing full details of the changes.

Health services are required to arrange with their software suppliers to revise their existing software so that it will be ready to use from 1 July. Health services may also need to revise patient record forms and train staff in any PAS changes.

Each 1 July may also see the introduction of other revisions, such as:

* revisions to the code sets
* new data elements
* updated reference files, such as postcodes and localities.

# Data quality statement

This is a summary of what the department does to ensure consistent capturing and reporting of data quality across data sets and over time.

## **Accuracy**

The department publishes the VINAH MDS manual on the HDSS website to provide clarity on reporting requirements for health services and information for data users. Lists of code sets including hospital codes, are available in sections 3 and 9 of the VINAH MDS manual as published on the HDSS website. Postcode and locality codes are available in the reference files as published on the HDSS website.

Data submitted by health services is subject to a validation process, which checks for valid values and compliance with the VINAH MDS business rules.

The data collections unit performs monthly data quality checks to check for:

* valid value combination/s
* logical consistence.

## **Validity**

The VINAH MDS validation process provides reports for health services to verify data submitted, reconcile data accepted in the processing database with data in the hospital system, and produces rejection validation messages for records containing invalid or inappropriate data so that health services can make appropriate corrections and resubmissions.

## **Completeness**

The data collections unit monitors completeness through regular analyses of the VINAH MDS including sending out compliance emails to health services when a reporting deadline is missed, or records are outstanding.

## **Coherence**

Each year the department reviews the VINAH MDS to ensure the data collection:

* supports the department’s state and national reporting obligations
* assists planning and policy development
* reflects changes in hospital funding and service provision arrangements for the coming financial year
* incorporates appropriate feedback from data providers across collections
* definitions for common data items are consistent across data collections.

## **Interpretability**

The VINAH MDS manual provides definitions of concepts, data items, reporting guides and business rules relating to more than one data item.

Changes to the data collection during the year are published in HDSS bulletins.

The data collections unit provide data reporting advice and support to health services via the HDSS help desk.

## **Timeliness**

The VINAH MDS data is reckoned on a monthly basis.

Health services must make at least one submission following the reference month, ensuring all client, referral, episode and contact details for the month, are reported by the 10th day of the following month. However, to help meet reporting deadlines health services are encouraged to transmit data as often as desired and are able to submit files throughout the reference month.

Data for the financial year must be completed by the consolidation date as advised in the Policy and funding guidelines.

## **Accessibility**

The department makes available a suite of reports that enables health services to verify that data submitted has been received and to facilitate addition or amendment of missing or incorrect information.

# Data extracts

## Manipulation of data extracts

The department usually does not approve manipulation of data extracts (for example using Microsoft Excel, Notepad, or any other data manipulation tool) leading to changes in data values before the data is processed via the HealthCollect portal.

It is expected that health services' contractual arrangements with software vendors, require vendors to provide software that allows health services to meet their statutory reporting requirements. When negotiating contracts with software vendors, health services are strongly advised to consider the impact of data quality and timeliness penalties that can apply, when the vendor fails to deliver software that meets the statutory reporting requirements.

The software provided must deliver an extract in the format documented in this manual. Software vendors and health services should work together to ensure that when ‘validations’ are triggered in a submission, the health service’s relevant operational database can correct the data, thus eliminating the need for secondary data manipulation.

Any ‘corrections’ made to the extract but not reflected in the health service’s operational database, may cause inconsistencies between data held by the department and data held by the health service, which will impact on data quality. An audit requirement exists that data received by the department is an accurate reflection of the health service’s medico-legal system of record.

# History and development of the VINAH MDS

The department seeks to minimise the annual changes to the VINAH MDS whilst ensuring that the collection maintains its integrity and continues to provide value.

**2005-06 – VINAH v1**

The collection was first specified in 2005-06 with a scope limited to the Subacute Ambulatory Care Services program. The first implementation of a validation engine by the department commenced in January 2006.

**2006-07 – VINAH v2**

The scope of the data collection increases to include Post Acute Care and Hospital Admission Risk Program programs.

**2007-08 – VINAH v3**

The concepts of episode and case are revised, and contact-level reporting is introduced. This framework has remained largely unchanged to date. The Outpatients program is introduced to support a limited trial, and the Palliative Care program is also introduced.

**2008-09 – VINAH v4**

Specifications largely remain unchanged.

**2009-10 – VINAH v5**

A raft of additional programs are supported including Victorian Respiratory Support Service, Victorian HIV Service, Medi-Hotel and Family Choice Program.

**2010-11 – VINAH v6**

The addition of several new data elements to support the introduction of the Transition Care Program among other changes. The expansion of several sections of the manual to provide more guidance for vendors around implementation. Introduction of Hospital Based Palliative Care Consultancy Team and Residential In-Reach programs.

**2011-12 – VINAH v7**

The introduction of Specialist Clinics (Outpatients) program is required to report from 1 July 2011.

**2012-13 – VINAH v8**

The introduction of two new data elements for all programs, and two new data elements for the Specialist Clinics (Outpatients) program. Value domain and reporting guide modifications to fifteen data elements. Introduction of new validations, deletion of several validations and introduction of new business rules.

**2013-14 – VINAH v9**

Value domain and reporting guide modifications to seven data elements. Introduction of new validations.

**2014-15 – VINAH v10**

Value domain and reporting guide modifications to five data elements. Modification to seven business rules.

**2015-16 – VINAH v11**

The introduction of a new data element for the Specialist Clinics (Outpatients) program and several changes to code sets.

**2016-17 – VINAH v12**

The introduction of new data elements for Contact Medicare Suffix and Episode Advance Care Plan Alert. Removal of data elements Episode Assessment - FIM Score - Date/Time, Episode Assessment Score - FIM Score, Episode Advance Care Plan Documented Date and 16 data elements for the Transition Care Program. Several changes to existing code sets and validations.

**2017-18 – VINAH v13**

The introduction of two new data elements – Episode Special Purpose Flag and Referral End Reason. Several changes to code sets and business rules. New validations to support VINAH MDS consolidation.

**2018-19 – VINAH v14**

The introduction of two new programs; Home Enteral Nutrition and Total Parenteral Nutrition. Three new streams for Family Choice Program and one new stream for Subacute Ambulatory Care Services. Several changes to code sets and reporting guides.

**2019-20 – VINAH v15**

The introduction of four new data elements; Contact End Date/Time, Contact Campus Code, Episode Patient/Client Ready for Care Date and Referral in Outcome Date. One new stream Palliative Care Day Hospice for the Palliative Care program is introduced. Several changes to code sets, validations, and reporting guides. New validation to enforce use of current VINAH MDS version. Data elements Episode Assessment Barthel Index – Date/Time and Referral Out Place no longer reported.

**2020-21 – VINAH v15**

Amendment to the existing referral concept process and continuation of 2019-20 optional items. Added Episode Health Condition code 3000 COVID-19 Status.

**2021-22 – VINAH v16**

The introduction of new data elements; Referral End Date, Referral In Reason, Referral In First Triage Score and screening contacts. New program for Home Based Dialysis and Victorian Artificial Limb Program. Modifications to twelve data elements. Introduction of new edits and validations and disabling edit E375.

**2022-23 – VINAH v17**

Introduction of new Specialist Clinics (Outpatients) streams for Gender services and Genetics clinics, and new and renamed streams for the Complex Care program (formerly the Family Choice Program). New Contact Purposes for conservative management, a new Contact Delivery Mode for secure messaging and minor modifications to Episode Health Condition.

Confirmation of reporting requirements for home based services and updated Brokerage concept definition specifically relating to the Specialist Clinics (Outpatients) program.

**2023-24 – VINAH v18**

Introduction of new data elements Episode Patient/Client NDIS Participant Identifier and Patient/Client Gender. Revision of program/streams for the Victorian HIV and Sexual Health Services program (formerly Victorian HIV Services) and Palliative Care Consultancy (formerly Hospital Based Palliative Care Consultancy Team).

Updates to reporting of data elements Contact Delivery Setting, Contact Professional Group, Episode Health Condition, Patient/Client Sex at Birth (formerly Patient/Client Sex) and Referral In Clinical Urgency Category.

Addition of generic process diagrams for Community palliative care.

# Abbreviations

ABF Activity Based Funding

ABS Australian Bureau of Statistics

ACAS Aged Care Assessment Service

AHCA Australian Health Care Agreement

AIHW Australian Institute of Health and Welfare

AIMS Agency Information Management System

ASCII American Standard Code for Information Interchange

ATSI Aboriginal and Torres Strait Islander

AUSDHSV Department of Human Services Victoria

CCU Continuing Care Unit

Department Department of Health Victoria

DH Department of Health

DVA Department of Veterans' Affairs

DCU Data Collections Unit

FCP Complex Care (FCP)

HARP Hospital Admission Risk Program

HBD Home Based Dialysis

HBPCCT Palliative Care Consultancy

HDSS Health Data Standards and Systems

HEN Home Enteral Nutrition

HIP Health Independence Program

HITH Hospital in the Home

HL7 Health Level 7

ISO International Organisation for Standardisation

MediHotel Medi-Hotel

NHDD National Health Data Dictionary

NHIA National Health Information Agreement

NMDS National Minimum Data Set

OP Specialist Clinics (Outpatients)

PAC Post Acute Care

PAS Patient Administration System

RIR Residential In-Reach

SACS Subacute Ambulatory Care Services

SDE Secure Data Exchange

TAC Transport Accident Commission

TCP Transition Care Program

TPN Total Parenteral Nutrition

VHS Victorian HIV and Sexual Health Services

VINAH MDS Victorian Integrated Non-Admitted Health Minimum Data Set

VRSS Victorian Respiratory Support Service

# Publications and useful links

### **Classification of non-admitted care**

Information about the classification of non-admitted care and the Tier 2 classification system is available at [Classification Non-Admitted Care](https://www.ihacpa.gov.au/health-care/classification/non-admitted-care/tier-2-non-admitted-services-classification) <https://www.ihacpa.gov.au/health-care/classification/non-admitted-care>

## ****HDSS bulletin****

Published by the department, this Bulletin provides advice on several data collections including the VINAH MDS. It is available at [HDSS communications](https://www2.health.vic.gov.au/hospitals-and-health-services/data-reporting/health-data-standards-systems/hdss-communications) <https://www2.health.vic.gov.au/hospitals-and-health-services/data-reporting/health-data-standards-systems/hdss-communications>.

To subscribe, use the online form on the HDSS website or email [HDSS help desk](mailto:HDSS.Helpdesk@health.vic.gov.au) <hdss.helpdesk@health.vic.gov.au>.

## ****HealthCollect portal****

Submit VINAH MDS HL7 files, Late Data Exemption Request forms and view VINAH MDS reports on the [HealthCollect portal](https://www.healthcollect.vic.gov.au/) < https://www.healthcollect.vic.gov.au/>.

## ****HealthCollect portal user request form****

Request new access, update existing access to the HealthCollect portal by completing the [User Request](https://dhhsvicgovau.sharepoint.com/sites/DCU-DHHS-GRP/Shared%20Documents/Manuals/VINAH/2023-24/Draft/VINAH%20Version%2018/User%20Request) form <<https://forms.office.com/Pages/ResponsePage.aspx?id=H2DgwKwPnESciKEExOufKIQCYRhq7MNNvvjya8xeYoZUNzE3UEZWTlpPNlc0WUhaMERaMEw1SjRDSS4u>>

### **Health Records Act**

Information on privacy and confidentiality, access and regulations on disposal and retention of health records is available at [Health Records Act](https://www2.health.vic.gov.au/about/legislation/health-records-act) < https://www.health.vic.gov.au/legislation/health-records-act>

## ****Medicare Australia****

Information about Medicare is available at [Medicare - Services Australia](https://dhhsvicgovau.sharepoint.com/sites/DCU-DHHS-GRP/Shared%20Documents/Manuals/VINAH/2023-24/Draft/VINAH%20Version%2018/Medicare%20-%20Services%20Australia)   
< https://www.servicesaustralia.gov.au/medicare>.

## ****National funding****

Information about national funding is available at [National Funding Model](https://www.health.vic.gov.au/data-reporting/national-funding-model-implementation-resources)  
< https://www.health.vic.gov.au/data-reporting/national-funding-model-implementation-resources>.

## ****Reference files****

Reference files of code sets including postcodes and localities are available at [HDSS reference files](https://www.health.vic.gov.au/data-reporting/reference-files) <https://www.health.vic.gov.au/data-reporting/reference-files>. Updates to these reference files are notified in the HDSS Bulletin.

### **Specialist clinics program**

Information relating to the specialist clinics program and non-admitted care is available at [Specialist clinics programs](https://www.health.vic.gov.au/patient-care/specialist-clinics-programs) < <https://www.health.vic.gov.au/patient-care/specialist-clinics-programs>> and [Non-admitted care](https://www.health.vic.gov.au/funding-performance-accountability/non-admitted) < https://www.health.vic.gov.au/funding-performance-accountability/non-admitted>

## ****Victorian health policy and funding guidelines****

The department’s Policy and funding guidelines is published and available at [Policy and funding guidelines](https://www.health.vic.gov.au/policy-and-funding-guidelines-for-health-services) <https://www.health.vic.gov.au/policy-and-funding-guidelines-for-health-services>

## ****Victorian hospital and health services****

Information relating to Victoria’s hospital system including contact details for hospitals is located on [hospitals and health services](https://www.health.vic.gov.au/hospitals-health-services) <https://www.health.vic.gov.au/hospitals-health-services>