

# LAING & BUISSON

## Independent Healthcare Groups Data Sets Field List & Notes

### Data Sets

Independent healthcare groups are available as two different data sets as below, according to whether only one contact per group, or all senior managers for a group are required. The item numbers refer to the number of the data set on the data price list, which previously have only been available with the independent healthcare establishments data sets .

- **34-Independent Healthcare Group Managing Directors/Chief Executives** set which comprises the managing directors/chief executives for the **134** groups in the UK operating two or more independent healthcare establishments, e.g. hospitals, hospices, clinics, medical centres, establishments using prescribed techniques
- **35-Independent Healthcare Group Senior Managers** set which comprises **600** senior managers for the **134** groups in the UK operating two or more independent healthcare establishments, e.g. hospitals, hospices, clinics, medical centres, establishments using prescribed techniques

These data sets are usually supplied as a comma-separated text or txt files, and are sent as email attachments, or on a CD. Data can be supplied in other formats on request. For further details see Data Format & Supply below. Sample data is available by email on request.

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### Field List

The list of fields for the sets is given below together with other information about the data.

Field Name	Field Description & Notes
ID	Unique Record Number for each group which is included for identification purposes in dealing with any queries
Name	Independent Healthcare Group Name
Func Code 1	Code HO indicates that the group operates establishments providing medical/surgical treatment, including hospices and prescribed techniques. Groups may also operate other types of establishment as indicated in the Func Code 2 and Func Code 3 fields
Func Code 2	Code IS indicates that the group operates independent sector treatment centres (ISTCs)
Func Code 3	Code YO indicates that the group operates establishments providing mental health treatment.
Contact Seq No	A number 1 in this field identifies the primary contact in an organisation, most often the Managing Director/Chief Executive. This field is <b>not</b> included in single contact data sets
Contact Code	Code used to identify the nineteen different senior manager contact types in group head offices. The contact types and codes are: <i>Administration Manager (AD), Building/Estate/Property Manager, (BE), Business Development Director (BD), Business Owner/Proprietor (BO), Company Chairperson (CH), Company Secretary (CY), Contracts Manager (CR), Finance Director (FD), Fundraising Manager (FM), Human Resources Director/Manager (HR), IT Manager (IT), Managing Director/Chief Executive (MD), Marketing Manager (MA), Medical Director (ME), Nursing Director (ND), Operations Director (OD), Purchasing Manager (PM), Quality Assurance Director/Manager (QA), Training Director/Manager (TD)</i> Contact names are not necessarily available in any one organisation for all contact types, and this applies particularly to the smaller groups.

	This field is <b>not</b> included in the primary contact data set as there is only one contact name for each group.
Contact Name	Full name including title and first name (or initial), where known, of the senior manager for the contact type identified in the Contact Code field.
Contact Title	Optional field. The title in the Contact Name
Contact First Name	Optional field. The first name (or initial) in the Contact Name
Contact Surname	Optional field. The surname in the Contact Name
Contact Salutation	Salutation using Contact Name, e.g. 'Dear Mrs Brown'
Contact Job Title	Job title of the senior manager entered in the Contact Name field
Address 1	First Line of Group Address
Address 2	Second Line of Group Address
Town	Town
County	County is a recognisable geographical area of the country made up of existing or former local government metropolitan counties, shire counties, and unitary authorities. Blank for certain major metropolitan areas ie. London, Belfast, Bristol, Edinburgh, Glasgow, and Manchester, which are treated as not being in a county. The County is not a required field for postal addresses
Postcode	
Tel No	Group telephone number (not for individual contacts)
Fax No	Group fax number (not for individual contacts)
Email	General email address (not for individual contacts)
Web Site	Group web site
Sector Code	indicates the market sector of the group based on ownership, i.e. private (P) or voluntary (V)
Total Estabs	Total number of healthcare establishments owned by the group
Total Beds	Total number of overnight beds in the healthcare establishments owned by the group
Total Day Places	Total number of day places in the healthcare establishments owned by the group
Region Code	Code used to identify the region in which the unit is located using 13 standard regions of the UK. The regions and the codes are: <i>East Anglia (6), East Midlands (5), Greater London (8), North (1), North West (3), Northern Home Counties (7), Northern Ireland &amp; Isle of Man (13), Scotland (12), South West (10), Southern Home Counties (9), Wales (11), West Midlands (4), Yorkshire &amp; Humberside (2)</i>

## Data Format & Supply

Data sets are usually supplied as comma-separated text or TXT files (also known as ASCII files). Data can be provided on request in other formats such as CSV (comma-separated values/variables) or in Excel.

Data is sent as email attachments or on a PC-format CD. Field names are included as the first row of each file for data identification purposes.

The Function Code, Sector Code and Region Code fields, and the Contact Seq No and Contact Code fields where included, as well the address fields can all be used for selection purposes if required.

Note that the data in some fields is dependent on information provided by organisations and as such cannot be guaranteed as accurate.

## **Importing Data**

If you have any difficulties in downloading the text file into your database or in using the data as a mail merge data source, our notes *Importing Data* are available in request.

## **Further Help**

In order to make full use of our data, customers will need to be familiar with mail merge and database software. Although we may be able to suggest possible solutions to many of the difficulties that can arise in using data, customers are asked to consult their software manual before seeking help over installing and using our data.

## **Copyright and Use of Data**

In order to protect the copyright on our data, it is a requirement of supply that a data licence agreement, which sets out the conditions of use of the data, is signed by customers. Any data supplied is for the use of the licensee only and not for resale to or for use by a third party or for use on a subscriber on-line system. Data is supplied on a 12 months lease from the date of the licence agreement and cannot be used after that period.

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