Monthly Abortion notification reporting process

Ideally the practitioner who provides the abortion will complete the online notification form. However, any staff member from the service can complete and submit the electronic form using the information provided by the health practitioner or practitioners who provided the service to the patient. The form requires the name and role of the staff member submitting the electronic form and the CPN of the health practitioner performing the abortion.

When you successfully submit the form, you will be provided a reference number. Please note this number down and use in for any correspondence with the Ministry in relation to a submission error or if the abortion procedure fails. You can contact the Ministry of Health via CSAAct@health.govt.nz with the reference number of the submission and details of the form error or to notify of a failed abortion.

Abortion notification form – step by step explanation on the form content for providers

HPI and CPN codes

HPI (Health Provider Index) and CPN (Common Person Number) codes are part of the Health Provider Index national database held by the Ministry of Health. CPNs are issued to practitioners who provide health services. CPNs are issued once your responsible authority, ie medical, nursing or midwifery council, supplies the practitioner details to the HPI.

Health Provider Index Organisation Identification codes (HPI ORG ID) are issued to organisations that provide health services. Health Provider Index Facility Identification codes (HPI FAC ID) are issued to named facilities (locations) at which an Organisation provides health services. You can view the HPI code list here under Facility code table. If your health service is not on the database contact HI_Provider@health.govt.nz.

The CPN number refers to the person performing the abortion ie, the person prescribing the medication or performing the surgical procedure. If more than one practitioner is involved, please report the CPN of the lead practitioner.

Patient address and Meshblock

The patient's address information is only required to identify the Meshblock code and is not retained when the form is submitted. Meshblock has been introduced as a more modern statistical code and the automated Meshblock generator has been introduced to remove the requirement for you to manually look up codes. If the patient doesn't live in New Zealand you can enter 'overseas address' in the address box.

New option to record when a contraception follow-up appointment is booked

There is a new option on the form to capture situations when the patient is not provided contraception at the time of the procedure and has been booked to attend a follow up appointment for contraception. This new option recognises that more patients are having early medical abortion in a range of services, including via telehealth, and so contraception provision at the time of the

abortion may not always be an option. If this option applies, please use it to ensure instances where a follow up appointment for contraception provision is booked.

Recording abortion counselling information

You are only required to complete the questions about abortion counselling dates if your service provided the counselling and in this instance the dates the counselling was provided are required. You are not expected to complete if another service/provider provided the counselling.

Recording the date of the first patient consultation correctly

The date of first patient consultation should reflect the date of the first patient clinical assessment. Please do not record the date of first contact or any booked assessment date where the patient did not attend. In most cases the patient may only have one clinical assessment.

Recording the date of the medication provision correctly

If the medications are prescribed several days before they are supplied (or if they are posted) please record the latest date. If posted, record the date the medications were posted from the service.

Failed abortion procedures

Typically, abortion notifications are submitted before providers are aware the abortion has failed, particularly in the case of early medical abortion. If you are completing a notification of abortion following a failed abortion please record the date of the current abortion procedure, not the failed procedure.

If you have the submission reference number of the notification related to the failed abortion procedure, please contact the Ministry to advise us and we can update our records.

Troubleshooting – monthly abortion notification reporting

If you are having difficulty submitting the electronic form, these tips may help.

First, ensure you are using a modern browser such as Chrome, Edge or Firefox.

If you are using a modern browser already, clear the cache and then try to submit the form. To clear the browser cache in Chrome:

- open chrome
- press Ctrl-Shift-Delete all at the same time This should open up a "clear cache" options menu.
- choose "Advanced"
- select "all time" as the time range, and then scroll down and make sure that all of the options are ticked (yes) e.g. Cached images and files (yes).
- select the "Clear data" button
- close Chrome (all tabs)
- start Chrome again and re-try entering a notification.

If you are using a modern browser and have cleared the cache but are still unable to submit the electronic form please take a screenshot of the issue and email CSAAct@health.govt.nz. One of the team will be in touch to resolve the issue.