

Monthly sterilisation notification reporting

Under [Section 8 of the CSA Act 1977](#), all sterilisation service providers (both within the public and private sector) are required to submit a notification report for every sterilisation performed, within one month of the sterilisation procedure.

The Ministry has introduced an electronic notification form which has some updated wording, plus additional fields regarding patient access requirements and consent.

Ideally the practitioner who provides the sterilisation procedure will complete the online notification reporting 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 HPI information of the health practitioner who performed the sterilisation.

When you successfully submit the notification reporting form, a confirmation box will popup which will provide a reference number for the record of notification. Please note this number down and use it for any correspondence with the Ministry in relation to your online submission.

If there's a problem with the online form, email ster@health.govt.nz with the reference number of the submission and details of the form error.

Using the online sterilisation notification reporting form

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 (i.e., medical council) supplies the practitioner details to the HPI. The format for CPNs are: **NNXXXX**, where N is numeric, and X is Alphabetic. Your CPN may be listed on your Annual practising certificate (APC), in addition to your registration number or referred to as your personal HPI number, with regards to healthcare transactions for example for ACC.

The CPN number on the notification reporting form refers to the person performing the sterilisation. If more than one practitioner is involved, please report the CPN of the lead practitioner.

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.

- [View the HPI code list.](#)

The Organisation HPI and Facility HPI numbers on the notification form refer to the facility where the **sterilisation procedure was performed**. Therefore, if you provide services at different locations (e.g., consultations in a clinic, but procedures are performed in a hospital, or you service several providers) please provide the Organisation HPI and Facility HPI numbers for the specific facility where the procedure you are reporting was performed.

Please note, the online form will automatically default to the last HPI information submitted, so you may need to update this before submitting. Your CPN will remain the same.

If you are unsure of your CPN or your health service is not on the database contact HI_Provider@health.govt.nz.

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 is a modern statistical code and has been introduced to remove the need to manually check codes. If the patient doesn't live in New Zealand there is an option for 'overseas address' in the address box. If the patient has no fixed abode, you can manually enter this as free text. If you confirm, the free text will be accepted on the form submission.

Troubleshooting

If you are having difficulty submitting the electronic form, this advice may be helpful.

First, check the browser you are using and ensure it's a modern browser like Chrome, Edge or Firefox.

If you are using a modern browser already, please clear the cache and retry 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)
- restart Chrome then try entering a notification after doing the above.

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 error and email it to ster@health.govt.nz. One of the team will be in touch to resolve the issue.