



Quick Reference Guide

Validation process for midwives' notifications

WA Health

Retrieve Validation Report – 'Edit Report'

1. Access HSECS Intranet Application at <http://icam/>.
2. Select 'PRODUCTION'.
3. Logon on with User name and Password.
4. Select 'Continue'.
5. Select 'HMDS Extract Retrieval'.
6. Find the most recent report e.g. "mw_edits_257.csv" with most recent Date/Time.
7. Select the 'File Name' of the report.
8. Select Save button.
9. Add the date of download to the file name before it is saved e.g. "mw_edits_257_20190806.csv".
10. Save the 'Edit Report' to your preferred local secure file directory.
11. Select the OK button.

Examine records that did not pass validation rules

12. Open the 'Edits Report'.
13. Determine cases that need record review.
14. Retrieve records required.
15. Review records.
16. Make corrections to data in your clinical system, Stork.
17. Use the "Comments" column in your 'Edits Report' to describe outcome for each record:
 - a. Record to be resubmitted - record has been corrected in my system and will be resubmitted as an Updated record
 - b. Override validation – record has been determined to have correct data and can be accepted as correct in MNS despite not passing the validation rule.
(This action only suitable for WARNING validation rules.)\
18. Save your comments in 'Edits Report'.

Provide results to Data Quality team at the Department

19. Send your copy of the 'Edits Report' with your comments for each record validated to RoyalSt.DataQuality@health.wa.gov.au via secure file transfer (e.g. MyFT).
20. Extract any updated records and send these as a NOCA Extract to birthdata@health.wa.gov.au via secure file transfer (e.g. MyFT).

For complete instructions on this process refer to the WA Health Validation Manual.

For assistance in business hours phone the Maternal and Child Health team on (08) 6373 1825.

Or email the Data Quality team via RoyalSt.DataQuality@health.wa.gov.au.