



Quick Reference Guide

Validation process for midwives' notifications

Private Health Services

Retrieve Validation Report – 'Edit Report'

1. Email RoyalSt.DataQuality@health.wa.gov.au to request provision of your site's 'Edit Report'.
2. Your site's 'Edit Report' will be provided via secure file transfer to the specified email address.
3. The 'Edit Report' will have a name like "mw_edits_613_20240806.csv" where the 613 is the establishment ID and the 20240806 is the date the 'Edit Report' was created.
4. Save the 'Edit Report' to your preferred local secure file directory.

Examine records that did not pass validation rules

5. Open the 'Edits Report'.
6. Determine cases that need record review.
7. Retrieve records required.
8. Review records.
9. Make corrections to data in your clinical system (Meditech or PROD).
10. Use the "Comments" column in your 'Edits Report' to describe action 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.)
11. Save your comments in 'Edits Report'.

Provide results to Data Quality team at the Department

12. 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).
13. Arrange for records you have updated to be re-extracted and re-submitted 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 Private Health Services 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.