Quick Reference Guide for WA Health Midwives Validation Process

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. Ensure the report is saved to your preferred 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 any changes to data in Stork that you have determined to be required.

17. Update the "Comments" column in the 'Edits Report' for each record with your decision on how the validation is to be managed:
    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 (only suitable for WARNING validation rules).

18. Save your comments in 'Edits Report'.

Provide results to MCH

19. Send your copy of the 'Edits Report' with your comments for each record validated to birthdata@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 complete Manual or contact MCH for assistance by:
Email: birthdata@health.wa.gov.au or Phone: (08) 6373 1825.

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