



Quick Reference Guide for Private Health Midwives Validation Process

Retrieve Validation Report – ‘Edit Report’

1. Email birthdata@health.wa.gov.au and request immediate or regular provision of your site’s ‘Edit Report’. State the regularity it is required.
2. MCH staff will provide the ‘Edit Report’ via secure file transfer to the email address of the designated recipient.
3. The ‘Edit Report’ will have a name like “mw_edits_613_20190806.csv” where the 613 is the establishment ID and the 20190806 is the date the ‘Edit Report’ was created.
4. If there is no date created on the file name then add the date of receipt to the file name before it is saved e.g. “mw_edits_257_20190808.csv”
5. Ensure the report is saved to your preferred file directory
6. Select the OK button

Examine records that did not pass validation rules

7. Open the ‘Edits Report’.
8. Determine cases that need record review.
9. Retrieve records required.
10. Review records.
11. Make any changes to data in your clinical system (Meditech or PROD) that you have determined to be required.
12. 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).
13. Save your comments in ‘Edits Report’.

Provide results to MCH

14. 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).
15. 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.