

## **VEMD Editor Process Notes**

The VEMD Version 16 Editor Process Notes for MS Access is presented in a question – answer format.

### **Notification**

THIS SOFTWARE IS PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESSED OR IMPLIED. THE USER ASSUMES THE ENTIRE RISK OF RUNNING THIS SOFTWARE.

The VEMD Version 16 Editor is a MS Access application designed to provide a level of validation of VEMD 2011-12 data. By running the Editor over your data before you send it in to DH, you are likely to be able to achieve an error-free extract much sooner. You may even be able to identify all errors before your first full-month submission. This will save you time and reduce the administrative overhead you incur when managing your VEMD data.

### **What do I need in order to run the Editor?**

You will need Microsoft Office 2000 (Professional) or later and a PC that can run it. This software will not run on Access 97 or earlier versions. You may also need up to 50MB of hard drive space. The current release is less than 9MB in size, but it requires extra free space to process the data. Some sites' IT policies may not ordinarily allow their users to run MS Office 2000 (or later) products. Given the potential savings in administration though, the benefits of running this software alone may outweigh the cost of an MS Office 2000 (or later) license in a few months.

### **Where should I store the Editor?**

The editor should be stored in a directory on a local drive for which you have full read/write permissions. It has not been tested on network drives. You should also store a backup copy of the Editor in case something unforeseen compromises your working copy. Failing that you will be able to download a copy from <http://www.health.vic.gov.au/hdss/vemd/index.htm>

### **Where should I store my VEMD text extracts?**

You can store your text extract in a directory to which you have read permission. If you have more than one text extract for a given month, they all need to be stored in the same directory. The Editor will not run on extracts that do not meet the VEMD file naming conventions.

## How does the Editor work?

The screenshot shows a window titled "Disclaimer" for "VEMD Version 16 Editor". The text explains the software's purpose, limitations, and assumptions. At the bottom, there are two buttons: "I agree with these conditions." and "I disagree with these conditions." The entire disclaimer area has an orange background.

**Disclaimer**

### VEMD Version 16 Editor

This software is:

1. Designed to provide hospitals with a mechanism to identify, before submitting data, records that may trigger edits in the Department of Health editing process.
2. A way of potentially reducing administration if it can reduce the number of submissions sent each month.
3. Free and open source. Users are encouraged to suggest improvements, and highlight deficiencies.

This software is not:

1. Proof that submitted extracts will be error free.
2. A tool for "correcting" errors. It merely identifies many of them. In all cases, records should be corrected in your live system and re-extracted.
3. Guaranteed to exactly reflect business rules. Interpretation of business rules can and does change from time to time. This software may not always be in step with those interpretations.
4. To be used in any commercial venture or application without the express permission of the Health Data Acquisition Unit, Department of Health (Vic).

This software assumes:

1. That all extract files for a given month are stored in the one directory.
2. That the extract files comply with Department of Health VEMD file naming conventions. This includes naming the extract in the correct sequential order. In other words 9999507a.txt is first, 9999507b.txt is second and so on.

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I agree with these conditions.    I disagree with these conditions.

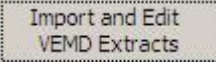
**CLICK** I agree with these conditions.

The screenshot shows the main interface of the "AEDD VEMD Editor 16 edition, version 1.0.0 (1 July 2011)". On the left is a vertical menu with buttons: "Import and Edit VEMD Extracts", "View Edit Report", "View Summary Report", "Export Edits To Excel", and "Compact and Close". The main area is titled "Details of most recently loaded extract/s:" and contains two large empty rectangular boxes.

AEDD VEMD Editor 16 edition, version 1.0.0 (1 July 2011)

Details of most recently loaded extract/s:

- Import and Edit VEMD Extracts
- View Edit Report
- View Summary Report
- Export Edits To Excel
- Compact and Close

**CLICK** 

VEMD Editor Procedure	
<b>Step 1</b>	Click [Import And Edit VEMD Extracts] and you will start the following steps:
<b>Step 1a</b>	<b>Preliminary processing</b>
	The Editor:
	<ul style="list-style-type: none"> <li>Clears out any data that may be in any working tables.</li> </ul>
	<ul style="list-style-type: none"> <li>Prompts the user to find the extract(s) that need to be edited (you only need to find one, the editor will find all the others in the same directory).</li> </ul>
	<ul style="list-style-type: none"> <li>Opens each file and checks for:</li> </ul>
	<ul style="list-style-type: none"> <li>Non-ASCII characters.</li> <li>Blank lines</li> <li>Tab Delimiting (text file must have at least 40 tabs per line to be valid).</li> </ul>
	<b>Step 1b</b>
	The Editor:
	<ul style="list-style-type: none"> <li>Checks that the file name is correct.</li> <li>Imports all extracts, noting to which file they belong (“a” file or “b” file etc).</li> <li>Inserts the latest records, based on unique key and file name, into a table called “tbl_em_stg_VEMD_Text_Extract_Most_Recent”. This means that if a record with Unique Key 000123456 appears in the “a” file and the “b” file, then the record in the “b” file will be edited. If 000123456 appears in the “a” file but not in the “b” file (assuming there is a “b” file), then the record in the “a” file will be edited.</li> <li>Then removes records to be deleted (based on eleven 9’s in the Medicare Number field) from “tbl_em_stg_VEMD_Text_Extract_Most_Recent” and moves them to a deleted records table (“tbl_em_stg_Deletions”).</li> <li>Inserts certain data into a table of derived items. This table contains all date/times converted from the text strings. It then creates in this table: <ul style="list-style-type: none"> <li>Treatment Date/Time</li> <li>Age in years, age in months and age in days</li> <li>ED Length of Stay (in minutes)</li> <li>A concatenated PostcodeLocality field (for example, “3000Melbourne”)</li> </ul> </li> <li>Creates a table of Unique Keys for records that have any Injury Surveillance data.</li> <li>Creates tables containing “normalised” diagnoses and procedures.</li> <li>Populates the “Details of most recently loaded extract/s” window.</li> </ul>

## VEMD Editor Procedure

<b>Step 1c</b>	<b>Running the edits.</b>
	The Editor:
	<ul style="list-style-type: none"> <li>Runs sequentially through most edits listed in the VEMD manual. Where each edit identifies errors, these errors are appended to a table called tbl_em_edit_Error_Log along with the Unique Key and Patient ID (UR) and a narrative that describes the error and the fields affected. There is one error per row. Each episode can therefore have zero, one, or many rows of errors.</li> </ul>
<b>Step 2</b>	<b>Viewing Output</b>
	There are three ways you can view output:
	<ol style="list-style-type: none"> <li>Run a MS Access edit report (click [View Edit Report]). This groups errors by Patient ID (UR) and Unique Key. It lists rejections, warnings and notifiable errors. It is based on the query "qry_Error_Log".</li> </ol>
	<ol style="list-style-type: none"> <li>View a summary report (click [View Summary Report]). This is simply a count of all errors that have been detected in this run. This may be useful when discussing systemic issues with your software vendor. It is highly recommended that you forward summaries of errors to your software vendor as this may provide stimulus for enhancements of your E.D. system.</li> </ol>
	<ol style="list-style-type: none"> <li>Export your errors to MS Excel (click [Export Errors To Excel]). This is also based on the query "qry_Error_Log". Once again if you are familiar with MS Access you can apply sorts and filters to this query to restrict the data that is exported. In the export process, an excel file is created in the same directory as you have stored the VEMD Editor. It is named based on the name of the extract(s) that have been edited. It replaces any Excel file of the same name, already in the directory. The excel file differs from those you will usually receive from AED It contains one error per row, a Patient ID, a Unique Key, and a narrative field that contains information relevant only to those fields that are in error. In excel you can also apply filters and sorts to manage your data more easily.</li> </ol>
If you attempt to view output and get a message telling you that there are no errors to view, it is likely to mean that you have imported data, but not run the edits.	

### Can I look at the background processes that support the Editor?

Yes. Press F11 this will unhide the database window. From there you can view the tables, queries, reports and Visual Basic 6 code that support the Editor. Users are not prevented from changing edits and code in the Editor, but do so at your own risk. You may prevent the Editor from running correctly. If you make changes that you feel will be of benefit to all VEMD submission officers, please share your ideas. Users are encouraged to highlight deficiencies and suggest improvements to the Editor.

### What if the Admitted, Emergency and Elective Data Unit (AEED) changes reference data?

Fortunately this only happens infrequently during the year. Most commonly this will be a change to the postcode/locality table. When it does happen, AEED will load a replacement version of the Editor onto the web for download. Alternatively, if you are confident about adding/changing/deleting data in reference tables you are free to make changes yourself, but do so at your own risk. Reference tables start with the prefix tlkp (short for table lookup).

### I have more questions. Who can I contact?

Submit.VEMD@health.vic.gov.au