

# VEMD Editor Process Notes

## Specifications and system requirements

### System requirements

The VEMD Editor:

- is a Microsoft Access Database; therefore you will need Microsoft Access in order to use this package.
- should be stored in a directory on a local drive for which you have full read/write permissions.



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.

### File processing

*Process files in ...pickup:*

- clears out data that may be in any working tables.
- prompts the user to find the extract(s) that need to be edited.
- opens each file and checks for non-ASCII characters, blank lines and tab delimiting.

### Data importing

The VEMD Editor:

- checks the file name is correct.
- inserts the latest records, based on unique key and file name, into a table called “tbl\_em\_stg\_VEMD\_Text\_Extract\_Most\_Recent”.
- 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 the file(s) to a deleted records table (“tbl\_em\_stg\_Deletions”).
- 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: Treatment Date/Time, Age in years, age in months and age in days, ED Length of Stay (in minutes) and a concatenated Postcode/Locality field.
- creates a table of Unique Keys for records that have any Injury Surveillance data.
- creates tables containing “normalised” diagnoses and procedures.
- populates the “Details of most recently loaded extract/s” window.

### Validation

The VEMD Editor:

- runs sequentially through validations listed in the VEMD manual. Records triggering a validation (or edit) message 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 record can therefore have zero, one, or many rows of errors.

## Output

There are three ways you can view the output:

1. Run a MS Access validation report, based on the query “qry\_Error\_Log”. This groups errors by Patient ID (UR) and Unique Key. It lists rejections, warnings and notifiable errors.
2. View a summary report (click [View Summary Report]). This is simply a count of all errors that have been detected in this run.
3. Export the errors to MS Excel, based on the query “qry\_Error\_Log”.

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 where the VEMD Editor is stored. It is named based on the name of the extract(s) that have been validated. It replaces any Excel file of the same name already in the directory.

The Excel file differs from those you will usually receive from the department. 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.



*If a message appears stating there are no errors to view, it may mean you have imported data, but not run the edits.*

## Changes to the reference data

Changes to the reference data occurs infrequently during the year. Most commonly this will be a minor change to the postcode/locality table. Updates will be applied at the department. A replacement version of the VEMD Editor will be loaded onto the web for download when significant changes occur.

Background tables, query reports and usual basic code that support the VEMD Editor can be viewed by pressing the F11 key. Users can change edits and codes in the Editor, but do so at own risk. This may prevent the Editor from running correctly.



Reference tables begin with the prefix tlkp (an abbreviation for “table lookup”).

## Contact information

Please contact the Data Collections Unit for further enquiries:

**Email:** [HDSS.helpdesk@dhhs.vic.gov.au](mailto:HDSS.helpdesk@dhhs.vic.gov.au)

**Phone:** (03) 9096 8595

## Disclaimer

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 Editor is designed to reduce the number of submissions and associated administrative overheads that hospitals incur by identifying errors before submission. The VEMD Editor can be used as a guide to assist health services, but Edit Reports returned from the department need to be carefully checked as there may be differences when files are run in the production environment at the department.

The program is available for download from <https://www2.health.vic.gov.au/hospitals-and-health-services/data-reporting/health-data-standards-systems/data-collections/vemd>.