



PRS/2
Testing Manual
2004-2005

**Metropolitan Health and Aged Care Services
Department of Human Services**

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PRS/2 Testing

This document contains information to assist the successful undertaking of the PRS/2 testing process: from the initial stage of testing preparation through to reconciliation and transmitting live to PRS/2.

Introduction

PRS/2 is the common interface for Victorian hospitals and Day Procedure Centres between the patient management systems and the Victorian Admitted Episode Database (VAED), managed by the Health Data Standards and Systems Unit (HDSS), Department of Human Services (DHS).

The PRS/2 interface prevents data being lost or late from manual handling or other errors due to human intervention. It also promotes data consistency, as it is a common interface, which can be easily monitored and maintained.

The PRS/2 system is described in the VAED Manual, 14th Edition 1 July 2004, available via the web at <http://hdss.health.vic.gov.au>

Throughout the year HDSS issues updates regarding reference files, data items, edits and other elements of the VAED to users via the HDSS Bulletin. The bulletin is distributed via email and is available on the HDSS website. Any site submitting data to the VAED must ensure that they receive a copy of the HDSS Bulletin upon release. Please contact HDSS to arrange to be placed on the mailing list.

VAED data are consolidated for use by the Department on the 17th of each month, although amendments, additions and deletions can be made to the data until final consolidation on 17th September, after which the financial year's data is closed.

It is the hospital's responsibility to ensure that data are transmitted to the VAED to meet the processing schedule. VAED data (sent by modem) must be received by 5pm on the 17th of each month, regardless of the actual day of the week. VAED data (sent by disc) must be received by 12pm (noon) on the last working day on or before the 17th of the month.

When PRS/2 testing is necessary

The transmission of test data to PRS/2 (before data can be transmitted to the live PRS/2 system) is necessary when a hospital or day procedure centre:

- Is a new registered facility, beginning transmission of data to PRS/2.
- Changes software systems for their patient management system.
- Recommences transmission after a break where data will not be recovered (that is, a facility's data had not reached 30th June when the year's file was closed on 17th September).

Why PRS/2 testing is necessary

PRS/2 testing seeks to ensure that:

- The PRS/2 interface is functioning correctly (including ability to transmit all record types).
- The facility's in-house system is correctly calculating patient days and leave days.
- Totals reported in Trailer Records are correct so the hospital can reconcile in-house counts with PRS/2 counts.
- Only quality data are reported to the VAED.

Transmitting Data to the PRS/2 *Test System*

The testing process involves compiling and transmitting admitted patient data for two consecutive months in the same financial year to Mantrack Systems for processing on the PRS/2 test system.

Each month's transmissions should include all admissions, separations (E2 Episode Records) and a substantial proportion (at least 85%) of diagnoses (X2/Y2 Diagnosis Records) as well as any Sub-Acute (S2 Records) or DVA and TAC (V2 Records) records generated by the facility (S2 and V2 records are applicable to public hospitals only).

Where the facility has previously transmitted data to the 'live' PRS/2 system and no change in software is involved, the first month's testing data must also include an update E2 Episode Record for each patient for whom PRS/2 holds an E2 Record with a Separation Date of 00/00/0000, indicating that the patient was remaining in at the time that the facility ceased transmission to PRS/2. This ensures that all previously unseparated patients are correctly represented in PRS/2 as either separated or remaining in.

Following each test, PRS/2 produces a Transmission Control Report (see VAED Manual, Section 7). Copies of this report are sent to and analysed by the facility as well as Mantrack Systems and HDSS.

The site is required to test the first month's data until the majority of software and data entry errors are completed. Once the HDSS liaison accepts the first months' data, the second month of data can be compiled and sent to Mantrack. Testing the second month of data assists in identifying data consistency issues and is used to ensure that Trailer Record calculations in Year-To-Date fields are correct.

The HDSS liaison will inform the facility when approval has been given to undertake live transmissions to the VAED. Permission is granted when the interface process and the test data for both test months are of an acceptable standard. Approval is based on data quality and quantity. For example, approval may not be granted in instances when the percentage of records sent during the testing phase is less than that specified by the Department.

Mantrack Systems Testing Charges

Any fees charged to facilities by Mantrack Systems will depend on the reason for testing. Facilities are advised to contact Mantrack Systems on (03) 9541 7575 or support@mantrack.com.au to obtain the present rates.

Testing process outline

- 1 Read the relevant sections of the VAED manual, which include the specifications for PRS/2 data collection and transmission.
- 2 Select an appropriate software supplier to meet the specifications outlined in the VAED manual, as well as any internal requirements.
- 3 Notify HDSS and Regional Office of your intention to test.
- 4 A HDSS liaison is allocated to support the facility through the testing process.
- 5 HDSS notify Mantrack Systems of the facility's intention to test.
- 6 Mantrack System set up the facility on the PRS/2 Test System.
- 7 Compile a test transmission of the first month's data
- 8 Transmit the compiled first month's data to Mantrack Systems.
- 9 Mantrack Systems processes the data on the *test* system and sends control reports to the facility and HDSS, and retains a copy.
- 10 Mantrack Systems, HDSS and the facility review the Control Report.
- 11 The facility and HDSS reconcile (or attempt to) the report.
- 12 HDSS liaison provides feedback to the facility.
- 13 If necessary, the data from the first month must be corrected, re-compiled and re-tested.
- 14 When the first month's data are of an acceptable standard, the HDSS liaison advises the facility and Mantrack Systems that permission is given to test the second month.

The facility must put the disk with approved month's data aside for later transmission to the live system.
- 15 Repeat steps 7-14 for the second month of data.
- 16 When the second month's data are of an acceptable standard, the HDSS liaison advises the facility and Mantrack Systems that permission is given to transmit live to PRS/2.
- 17 The facility re-transmits the two accepted months of test data to Mantrack Systems for processing on the *live* system.

Details of the Testing Process - Action List

Selecting a Software Supplier

Software should have, or the supplier should be capable of delivering a PRS/2 interface product that meets the specifications detailed in the VAED Manual. The HDSS Help Desk can provide a list of Victorian software suppliers and contact details on request.

Notifying the intention to undertake PRS2 Testing

- Complete the Department proforma (page 22) and fax it to the HDSS Help Desk on (03) 9616 7743. HDSS will notify Mantrack Systems of your intention to test PRS/2 data.
- If resuming transmission to PRS/2 after a gap in transmission or a change of software (that did not involve the separation and readmission of all patients with a Separation Date of 00/00/0000 at the time of change), also fax HDSS a copy of the Census Report from the final transmission file submitted to the 'live' PRS/2 system before the gap or change.
- Public hospitals should complete the Regional Office proforma (page 23) and fax it to the appropriate Regional Office.
- Obtain a facility code from HDSS (if not already allocated).
- Obtain a VAED Manual from HDSS (via the HDSS HelpDesk on (03) 9616 8141 or <http://hdss.health.vic.gov.au>).

When the facility transmits its first test, HDSS will assign an HIM to liaise with the facility throughout the testing process. All contact regarding PRS/2 testing should be conducted through this person.

Checking system mapping

Some patient management systems do not always implement the VAED codesets, as displayed in the example below. This is acceptable as long as facilities ensure that all codesets used by the in-house system are correctly mapped to the VAED codesets required by PRS/2 during the extraction process.

For example:

	In-house system Codeset	PRS/2 and VAED Codeset
Male	M	1
Female	F	2

Applying Edits

It is recommended that in-house software apply the same edits as the PRS/2 system. Not all edits detailed in the VAED manual are applicable to every facility transmitting to PRS/2, however, edits that will be applied to a specific facility should be incorporated into the in-house system.

- For field formats and valid codesets, see VAED Manual, Section 3 and 5.
- For combinations of codesets and edit messages, see VAED Manual, Section 8.

Planning a Timetable

It is recommended that facilities plan a timetable that will enable them to meet reporting deadlines set out in Schedule Requirements, see VAED Manual, Section 5. Some exemptions do apply during, and for a period after the testing process is completed (see Exemptions, page 20).

Public and private facilities have the same reporting obligations and hospitals should keep in mind the deadline for financial year file consolidation when planning a test schedule. See VAED Manual, Section 5.

Example of Testing Process Timetable – Public and Private Facilities

The timetable varies according to mode of transmission (disk/modem), processing times, postage time and additional days for weekends and public holidays.

Once approval has been given to transmit to the live system, Mantrack Systems need at least two working days to set up your facility in the live system

- For test runs, Mantrack Systems will try to provide prompt processing but cannot guarantee less than five working days (subject to weekends/public holidays).
- Delays in test run processing can be expected in the week before the monthly consolidation of data on the 17th of each month when many facilities are aiming to meet these deadlines.
- Each disk will take time (post, courier) to reach Mantrack Systems and be returned. Mantrack Systems recommends using Express Post to send disks.

Test Month	Date	Action
1	04/08	Send July data disk to Mantrack (Mail: 2 day; Mantrack: 2 days; Return: 2 day).
1	10/08	Receive Report. Department instructs re-send. Make corrections and revise software if necessary. Prepare revised July data.
1	13/08	Send July data disk to Mantrack (Mail: 2 day; Mantrack: 2 days; Return: 3 days, includes weekend).
1	20/08	Receive Report. Department instructs re-send. Make corrections and revise software if necessary. Prepare revised July data.
1	25/08	Send July data disk to Mantrack (Mail: 2 day; Mantrack: 2 days; Return: 2 day).
1	01/09	Receive Report. Department advises proceed to second month.
2	05/09	Send August data disk to Mantrack (Mail: 2 day; Mantrack: 2 days; Return: 3 days, includes weekend).
2	12/09	Receive Report. Department instructs re-send. Make corrections. Prepare revised August data.
2	14/09	Send August data disk to Mantrack (Mail: 2 day; Mantrack: 3 days, includes weekend; Return: 2 day).
2	21/09	Receive Report. Department advises proceed to live system. Mantrack Systems sets up live system (takes 2 days).
Live	23/09	Send July data disk to Mantrack for <i>live</i> system (Mail: 3 days, includes weekend; Mantrack: 2 days; Return: 2 day)
Live	30/09	Receive and reconcile July report.
Live	03/10	Send August data disk to Mantrack (Mail: 3 days, includes weekend; Mantrack: 2 days; Return: 2 day).
Live	10/10	Receive and reconcile August report.
Live	14/10	Send September data disk to Mantrack (Mail: 2 day, Mantrack: 3 days, includes weekend; Return: 2 day)
Live	21/10	Receive and reconcile September report.

Compiling PRS/2 Test Transmissions

The procedures for compiling a PRS/2 transmission are as follows:

Add the Header Record

Each transmission must have a Header Record as the first record to identify the transmitting facility.

Specify Header Dates in the Header Record

Header dates must be for the full month (unless otherwise agreed by the Department), that is:

- The Start Date is equal to the first day of the month you are testing
- The End Date is equal to the last day of that month

Reporting Option

There are three Reporting Options, which control the format of the Transmission Control and Reconciliation Report. The Reporting Options are as follows:

- 0 Full transaction trail
- 1 Warnings/rejections only
- 2 Edit messages, then full (accepted) transaction trail

For testing purposes a full transaction report must be selected and it is strongly recommended that reporting option 2 be selected to enable the easy identification of error records. Option 0 is printed if this field is left blank.

Include Relevant Data Records

Each admitted patient episode must be reported to the VAED. All episodes require the following data records to be transmitted to PRS/2:

- Episode (E2) Record, containing demographic, admission, separation and accounting data.
- Diagnosis (X2) Record, containing diagnosis and procedure data.
- Sub-Acute (S2) Record, (for public hospitals only)
- DVA and TAC (V2) Record, (for public hospitals only)

Add the Trailer Record

Each transmission must have two Trailer Records at the end, which comprise various totals calculated by the in-house system. PRS/2, after processing, calculates and prints its totals for these items. Your comparison of the in-house and PRS/2 totals (and reconciliation of these if there are any differences) ensure that VAED data are correct and complete.

View each transmission before sending

The majority of in-house systems can create a replica of the PRS/2 file for review by the facility before sending any transmission to Mantrack Systems. This file should be reviewed to ensure:

- Correct data mapping from the in-house codeset to the codeset required for PRS/2 (where there are differences).
- Statistics declared by the facility in the Trailer Record can be reconciled against statistics generated in-house. If totals are not equal, the sources of these errors must be located and rectified and the transmission re-compiled. When Trailer Record totals are correct, the data can be sent to PRS/2.
- Each episode contains correct and complete data.
- Calculated fields, such as patient days, are correct.

Sending the first month's transmission

The first month's data may have to be transmitted more than once before it reaches an acceptable standard and can be reconciled (see VAED Manual, Section 7).

Labelling disks for PRS/2 Test System

Refer to Transmission Modes, page 21 for instructions on how to label transmission disks.

Packing disks for PRS/2

Disks must be adequately packed. Mantrack Systems will return disks using *your* packaging, if applicable.

Forward test data disks to

PRS/2 Customer Service

Mantrack Systems

680 Blackburn Road

Notting Hill Vic 3168

Return of disk

Mantrack Systems returns each test disk to the facility following processing.

- If HDSS does *not* accept the test, the disk can be re-cycled.
- If HDSS *does* accept the test, put the disk aside for subsequent transmission to the *live* PRS/2 system.

Retain successful disks

It is the facility's responsibility to retain the data files/disks of the two successful test transmissions for subsequent transmission to the live PRS/2 system.

Compiling and sending the second month's transmission

Once HDSS has approved the first month's test data the site can submit the second month's test data. Testing two consecutive months allows HDSS to verify that the facility has the ability to transmit updates of previous accepted records and that the financial year-to-date totals are being calculated correctly.

When the second month's data are accepted, HDSS will:

- Verbally advise the facility that it can go live (transmit to the live system) and state the exemption period, if applicable (see Exemptions, page 20).
- Send the facility a letter to confirm verbal advice that they are authorised to send data to the live PRS/2 system and the exemption period granted, if applicable.
- Notify the facility's Regional Office and Mantrack Systems.

It is the facility's responsibility to retain the data files/disks of the two successful test transmissions for subsequent transmission to the live PRS/2 system.

Action on Receiving PRS/2 Test Transmission Reports

Mantrack Systems

- Checks the transmission and report for technical merit (for example, overall formatting).
- Returns each disk to the facility after processing.
- Sends a copy of the report to the PRS/2 test co-ordinator at HDSS who forwards this to the appointed HDSS liaison.

HDSS Liaison

- Attempts to reconcile the report (both month-to-date and year-to-date figures).
- Checks the data quality, considering all data items on the report, not just episodes with rejections or warning messages. See section Reconciling the Test Transmission below and VAED Manual, Sections 7 and 8.
- Liaises with Mantrack Systems and the facility contact to discuss any problems or concerns identified by either party.
- May produce a Transmissions Issues Worksheet for the facility when the report has identified multiple problems. This worksheet provides the details of issues identified during the test, and possible solutions for any problems/errors.
- Informs the site and Mantrack of the results of each test (Accepted or Rejected).
- If the first month's transmission is accepted on the initial submission informs the facility of at least one episode (for all applicable record types) that must be re-submitted with the second month's data to assess the capability of the in-house system to transmit corrections and updates.
- Grants permission to the site to go live once two consecutive months have been successfully tested. Mantrack are also notified of this approval.
- Calculates the exemption period and determines when normal transmission deadlines apply.
- Confirms approval for live transmission and provides information on deadlines in writing.
- If applicable, mails the facility's Regional Office a letter that the facility can begin live transmissions.

PRS/2 Co-coordinator at the Testing Facility

- Checks with the PRS/2 Customer Service at Mantrack Systems that all set-up work has been completed before sending the first transmission to the test system.
- When the set-up work has been completed, transmits or sends the first test months data.
- Attempts to reconcile the Mantrack control report (both month-to-date and year-to-date figures).
- Reviews all records listed in the report using the method outlined in Initial and Ongoing Data Quality Measures (see VAED Manual, Section 7).
- Corrects the in-house system where rejections and warnings have been triggered and where other errors have been found in the quality review.
- Looks for the sources of these errors and solves them at the stage of initial data entry to avoid recurring errors. Staff education can be a solution to these problems. Mapping problems from the in-house system to PRS/2 may be the cause of errors if the in-house system appears to be correct.
- Particular attention must be given to any errors listed on the Transmission Issues Worksheet. If the test transmission is not accepted by HDSS and/or by Mantrack Systems, the facility must rectify the problems before re-submitting the file.
- Contacts the HDSS liaison to discuss any concerns or queries.
- Ensures that data and software corrections are made before sending the next test transmission.
- Does not send the second month's transmission until the HDSS liaison informs them that the facility can move on to the second month.
- When HDSS considers a test transmission to be acceptable, sets aside that disk to be submitted as the first or second month of live data. Does not re-extract the transmission file or re-use a disk unless that month's data is to be retested.
- Checks with the PRS/2 Customer Service at Mantrack Systems that all set-up work has been completed before sending the first transmission to the live system.
- When the set-up work has been completed, transmits or sends the accepted months of data.

Reconciling the Test Transmission

Read Section 7 of the VAED manual.

The reconciliation process ensures that VAED data are a complete and accurate reflection of admitted patient activity. For information on the funding of public admitted patient episodes, refer to the current *Victoria–Public Hospitals and Mental Health Services Policy and Funding Guidelines*.

After processing each test, PRS/2 produces a Transmission Control Report (see VAED Manual, Section 7). This report displays all the records transmitted together with any edit messages. An edit message identification number will appear to the right of any record in which PRS/2 detected a problem. The VAED Manual, Section 8 contains a list of edit messages and descriptions of each specific problem, possible causes and solutions.

In the User Reconciliation part of the Transmission Report, PRS/2 sets out the totals your in-house system added to the transmission in the Trailer Record and, beside them, the totals PRS/2 calculated after processing the transmission. Each difference between the two sets of figures represents the result of a rejection or error (or of incorrect compilation of totals by your in-house system).

The facility must review and reconcile each Transmission Control Report promptly on receipt. Never send a transmission to PRS/2; either in the test system or the 'live' system, until you have reconciled the previous transmission and included all corrections in the subsequent transmission file.

Failure to reconcile and correct reports each time a transmission report is received compounds existing problems and results in PRS/2 data not accurately reflecting facility activity.

Rejected records are not stored in the VAED. You must correct them and re-send in the following transmission.

The HDSS liaison looks at all data items on the report, not just episodes with rejection/warning messages, noting any potential discrepancies or anomalies for follow-up with the facility. If the HDSS liaison does not consider the test transmission to be acceptable, you must correct and resubmit it until approval is granted. Do not re-send a transmission or send the second month's data until the HDSS liaison has contacted you to discuss the current transmission.

Suggested procedure for reviewing a PRS/2 test Control Report

Transmission Report Cover:

Note, for your reference:

- Header Month (eg August 2004)
- Sequence of this test transmission (eg 2nd test, 1st Month)
- Date that you received report

Transmitted Transactions Report

Does Expected = Received = Accepted + Rejected for each record type:

- Episode Record (E2)
- Diagnosis Record (X2/Y2)
- DVA and TAC Record (V2), where applicable
- Sub-Acute Record (S2), where applicable

Check that all corrections and re-submissions from previous reports have been submitted and accepted.

Episode Records (E2)

- Check rejections and enter details regarding each rejection onto a PRS/2 'Worksheet 1' (see VAED Manual, Sections 7 and 8).
- Check warnings and notifiable edit messages
- Check data quality (see VAED Manual, Section 7) for example:
 - Admission and Separation Dates and Times reflect normal patient activity;
 - Country of Birth codes specify States not just 'Australia';
 - Sex of patients is representative of patients being treated at the facility.
- Make any necessary corrections (for rejections, warnings and data quality), ensure these are 'flagged' for inclusion in the next transmission
- Take action to reduce risk of error repetition

Diagnosis Records (X2), DVA and TAC Records (V2), Sub-Acute Records (S2)

- Check rejections, notifiable and warning edits
- Check data quality (see VAED Manual, Section 7), for example:
 - Allocated DRGs reflect conditions treated and procedures performed.
- Make any necessary corrections, ensure these are 'flagged' for inclusion in the next transmission
- Take action to reduce risk of error repetition

User Reconciliation Report Page 1 (Refer to VAED Manual, Section 7 for detailed explanation)

Compare in-house calculated totals with those reported in the Trailer Record Totals (you may have done this after compiling your data).

Using completed 'Worksheet 1', reconcile the PRS/2 figures by adjustment:

- MTD In at start of month, Admissions (including statistical), Separations (including statistical), Same Day stays and Patient Days, Normal and Contract Leave Days, and Remaining in
- YTD In at start of year, Admissions (including statistical), Separations (including statistical), Same Day stays and Patient Days, Normal and Contract Leave Days, and Remaining in

User Reconciliation Report Page 2 (Refer to VAED Manual, Section 7 for detailed explanation)

Compare in-house calculated totals with those reported in the Trailer Record Totals (you may have done this after compiling your data).

Using completed 'Worksheet 3', transferred from information on 'Worksheet 1' to reconcile the PRS/2 figures by adjustment:

- MTD Patient Days and Separations by Account Class groups
- YTD Patient Days and Separations by Account Class groups

Transmitting *Live* to PRS/2

It is important that transmissions are compiled carefully as, once data have been processed onto the 'live PRS/2 system, it is not possible to delete a transmission (as a means of overcoming serious problems).

- Data processed through the test system cannot be transferred by Mantrack Systems to live PRS/2.
- Check with the PRS/2 Customer Service at Mantrack Systems that all set-up work has been completed before sending the first transmission to the live system.

Once you are transmitting live to PRS/2:

- Label the disk correctly (see Transmission Modes, pg 21);
- Retain a copy of the file saved on each disk you send to Mantrack Systems;
- Pack the disk adequately (for example, Australia Post pack) and send to the address detailed below. Mantrack Systems will return the disk using your packaging.

If data are sent via direct transmission, the second transmission should not be sent until the Transmission Reports from the first transmission are received and corrected by the facility.

Addressing disks for the live system

Operations Division
Mantrack Systems
680 Blackburn Road
Notting Hill VIC 3168

Exemptions from transmission deadlines following testing

When a hospital is required to complete the testing process the time taken may exceed the transmission deadlines outlined by the Department. In these circumstances a period of exemption is granted for the applicable months of data.

Once the testing process for a facility is complete, HDSS uses a standard process to determine due dates for data submission. This process determines the time that a public facility is exempt from penalties. One week is allowed for every month outstanding, until hospitals catch up to the normal data deadlines or reporting schedule.

HDSS will calculate this exemption period and advise the hospital verbally and in writing of the date when data submissions must return to the normal schedule.

Public hospitals are subject to the normal penalties if deadlines are not met for the months *outside* of the exempted months.

Example:

Months tested: August and September 2004

Testing finished: 15.02.2005

Month of data	Date due after test	Normal due date	Exempt status
July (not tested)	Not applicable	17.11.2004	Not exempt
August	22.02.2005 (1 week after 15.02.2005)	17.11.2004	Exempt
September	01.03.2005	17.11.2004	Exempt
October	08.03.2005	17.12.2004	Exempt
November	15.03.2005	17.01.2005	Exempt
December	22.03.2005	17.02.2005	Exempt
January	29.03.2005	17.03.2005	Exempt
February	05.04.2005 is <i>before</i> the normal due date, from now on the normal due date applies	17.04.2005	No longer exempt

Interfacing Technical Specifications

Transmission Modes

Transmission files may be sent via disk or electronically.

Files may be sent on 3.5" floppy disks. Only one file can be sent per disk. If sending multiple files they must be on separate disks. Disks must be clearly labelled externally. The following information is suggested for the label:

- Facility Name
- Facility Code (Provide both PRS/2 and VAED Codes)
- System name (PRS/2)
- "Test" or "live" data
- Header dates of file
- Contact name and phone number

Electronic transmission is via RASTAS (Remote Access Service to Mantrack Systems), a software package to facilitate connection to Mantrack Systems using a modem or ISDN line. All alternatives to RASTAS may attract management/handling charges. Users contemplating using alternatives should negotiate directly with Mantrack Systems.

To use RASTAS the following minimum hardware configuration is required:

- IBM PC (or compatible)
- Windows 95 or greater (The product is supported under WIN95, WIN98 and WIN-NT4)
- A high-speed modem (minimum 28.8 kbs). Modems below this minimum may encounter transmission problems. Such problems are outside the scope of RASTAS support.

Data Transmission Standards

For PRS/2 data transmissions, record formats are described in Sections 3 and 5 of the VAED manual.

Data must be transmitted in ASCII CR/LF delimited files generated by hospital management systems.

If transmitting electronically, the hospital must copy the file to the correct Data Type. At a DOS prompt, "copy HHCnnn.XMT PRS2" will create a copy of the XMT file and call it PRS2. If renaming the file via Windows Explorer, ensure you remove the ".XMT" extension from the file.

If the file is a test only, it is copied as above but must be called "PRS2TEST". The ".XMT" extension must be removed.

Data sent via disk requires the file name in the format shown below. The file should not be placed within a sub-directory on the disk.

The label HHCnnn.XMT comprises:

HHH	Appropriate Hospital code (3 character – Alpha, Num, Num) (Note 1)
C	Prefix indicating Patient Data (1 character – always C)
nnnn	4 numerics (Note 2)
.XMT	Transmission file extension (always .XMT)

Notes:

1. Assigned by Mantrack Systems.
2. These four numerics are for internal facility control purposes and could be, for instance:

MMYY	Month and year of data cut-off date (if one transmission per month)
DDMM	Day and month of data cut-off date
MMDD	Month and day of data cut-off date

Frequency of Transmission

For facilities where admissions plus separations exceed 2000 per month, it is recommended that transmissions to the live PRS/2 System be:

- once a week to reduce elapsed transmission periods; and
- on a Baud modem.

For overall transmission schedule requirements, see VAED Manual, Section 5.

PRS/2 test transmissions must contain all admitted patient records for the entire month of testing, unless the Department has given special permission or instructions.

To	HDSS Help Desk Dept of Human Services
Fax	(03) 9616 7743
Date	
From	

PRS/2 Testing Notification - HDSS

Please fax these details to notify Metropolitan Health and Aged Care Services, Department of Human Services of any change to your facility's method of transmission to the VAED. **Also send the appropriate fax to your Regional Office.**

FACILITY DETAILS

Facility name:	
Facility code:	Region:
Telephone:	Fax:
CEO's name:	
Postal address:	
Email Address / Web site:	

Facility PRS/2 Contact Details

Name:	Job title:
Telephone:	Fax:
Email Address:	
Times for contact (eg days of work if part-time):	

TESTING DETAILS [Tick reason for PRS/2 testing]

Not currently transmitting to VAED	<input type="checkbox"/>
Currently PRS/2; changing software supplier (please also fax Census Report from last live transmission)	<input type="checkbox"/>
Did not complete previous years transmission (please also fax Census Report from last live transmission)	<input type="checkbox"/>

You must transmit successfully to PRS/2 test system data for two consecutive months of same financial year, before being permitted to transmit to the PRS/2 live system. Consider the timing of the testing process to ensure it does not affect your facility's ability to meet VAED deadlines.

TRANSMISSION DETAILS

Software used in forthcoming transmission _____	
Proposed months of test data _____ and _____ year _____	
Expected date of first transmission _____	
Test transmission medium Disk _____ Modem _____	
I have read 'PRS/2 Interfacing' and 'PRS/2 Testing' in Section 5 of VAED Manual Yes ___ No ___	
Signature	DHS use only:
	Mantrack notified (date):
Name	DHS Contact:

If you have any queries, contact the HDSS Help Desk

Telephone: (03) 9616 8141

Fax: (03) 9616 7743

Email: PRS2.HelpDesk@dhs.vic.gov.au

To	Regional Office Dept of Human Services
Fax	
Date	
From	

PRS/2 Testing Notification - Regional

Please fax these details to notify your Regional Office, Department of Human Services of any change to your facility's method of transmission to the VAED. **Also send the appropriate fax to Metropolitan Health and Aged Care Services.**

FACILITY DETAILS

Facility name:	
Facility code:	Region:
Telephone:	Fax:
CEO's name:	
Postal address:	
Email Address / Web site:	

FACILITY PRS/2 CONTACT DETAILS

Name:	Telephone:
Job title:	Fax:
Times for contact (eg days of work if part-time):	
Email Address:	

TESTING DETAILS

This facility will start PRS/2 Testing with the month of: _____

For this month and later, no data will be sent to the VAED until the Testing process is complete. A member of the Health Data Standards & Systems Unit will be the Department liaison for this facility (check with the HDSS Help Desk for the name).

Signature

If you have any queries, contact the HDSS Help Desk

Telephone: (03) 9616 8141

Fax: (03) 9616 7743

Email: PRS2.HelpDesk@dhs.vic.gov.au

To	HDSS Help Desk. Dept of Human services
Fax	(03) 9616 7743
Date	
From	

<i>VAED Manual Comments</i>
We have tried to make this Manual as useful and accurate as possible but there is always room for improvement. If you have comments, suggestions or queries about this Manual or its contents, please fax them so future editions can better meet the needs of PRS/2 users.

FROM

Name
Facility
Email Address:
Contact Number:

COMMENTS

Signature

If you have any queries, contact the HDSS Help Desk
Telephone: (03) 9616 8141
Fax: (03) 9616 7743
Email: PRS2.Help-Desk@dhs.vic.gov.au