Instruction manual

Patient Survey File Creation Guide

Reference

Version: 1a Draft

Document control

Superseded documents

Version history

Version	Date	Comments
1a	04/04/2002	First draft

Changes since last version

None

Outstanding issues and omissions

None

Issue control

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Distribution:

File reference(s)

Contents

1. Introduction

The purpose of this document is to give clear step by step instructions for the creation of patient survey files. The aim is to minimise, or remove any delay in the processing of these files, by ensuring that the file format conforms to that required by SchlumbergerSema.

2. Patient Survey File Requirements

For the most part the starting point for most users will be a table or list of patient details held in a Microsoft Excel spreadsheet. The minimum details required for a successful person trace are.

? Date of Birth

? Surname

? Forename

? Postcode District (first part of postcode)

With these details a successful trace on a patient can be obtained. More accurate results can be obtained if any of the following are available.

? NNN (New National Health Service Number)

? Old NHS Number

? Sex

? Previous/Alternate Forename

? Previous/Alternate Surname

A full list of the input file fields can be found below. There must not be any other information included anywhere in the file.

3. File Format specification

<u>Batch Header Record</u>

Field	Values	Comments
Record	N(2) = '00'	
File Type	N(1) = '0'	
File Version	N(3) = '101'	Version Number for file type
File Format	N(1) = 0: Fixed Length	denotes format of original input file
	1:CSV	
Requesting Organisation Code	X(14)	Supplied by organisation sending the request
Tracing Service Code	X(14)	Supplied by organisation sending the request
File Preparation: Date and Time	X(14) HHMMSSYYYYMMDD	Date and time the file was prepared
File Sequence Number	N(8) 00000001-99999999	Number of the batch sent by the Organisation
Number of Request Records	N(6) 000001-999999	Number of trace request records between header and trailer

Batch Trace Request Records

Following the batch header is a series of trace request records, each one applying to an individual query and containing person details.

Field	Values	Comments
Record Type	N(2) ITS format. Record type must be 10 to be a valid trace request record.	N.B. Record not processed if type <> 10
Record Number	N(8) 1-99999999	Created at Source
DOB	X(8) YYYYMMDD	
Date of Death	X(8) YYYYMMDD	
Old NHS Number	X(17)	Validated at Source
NNN	X(10)	
Supplied Surname	X(35)	
Supplied Previous/Alternative Surname	X(35)	
Supplied Forename	X(35)	
Supplied Alternative Forename	X(35)	
Supplied Sex	X(1) = 0,1,2,9	
Address Line 1	X(35)	
Address Line 2	X(35)	
Address Line 3	X(35)	
Address Line 4	X(35)	
Address Line 5	X(35)	
Supplied Postcode	X(8)	
Previous Address Line 1	X(35)	
Previous Address Line 2	X(35)	
Previous Address Line 3	X(35)	
Previous Address Line 4	X(35)	
Previous Address Line 5	X(35)	
Supplied Previous Postcode	X(8)	
Registered GP	X(8)	
Registered GP Practice	X(6)	
Previous registered GP	X(8)	
Previous registered GP Practice	X(6)	

Batch Trailer Record

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The Batch trailer record follows the final trace request records and is shown below:

Field	Values	Comments
Record Type	N(2) = 99	
File Type	N(1) = 0	
File Version	N(3) = 101	Version Number for file type
Requesting Organisation Code	X(14)	supplied by organisation sending the request
Tracing Service	X(14)	supplied by organisation sending the request
File preparation time/date	N(14) HHMMSSYYYYMMDD	
File Sequence Number	N(8) 00000001-99999999	Number of the Batch sent by the Organisation
Number of Request Records	N(6) 000001-999999	Number of trace request records between header and trailer

4. File Creation

Starting with your Excel file, you must first decide which fields are not required. Remove any that do not correspond to those above.

You can fill in column headings to help you out with the placement of fields, but these must be removed before sending out the file.

The following instructions must be carried out exactly as stated and in the order listed.

Once you are left with only acceptable fields, you can start.

?   Insert a new field at the 1st column. This column must be filled by a 10. Put a 10 in the first record, move the cursor to the bottom right corner of that cell, the cursor should change to a cross. Hold down the left mouse button and drag down until you reach your last record, let go of the mouse button and you'll see that 10 has been inserted in every record.

?   Insert or delete fields to ensure that the fields required are in the correct place. i.e. The first field is the "file type", second is "PID", third is DOB, fourth is DOD and so on. If you have no data, the filed must still be included, but left empty.

?   Ensure that the date of birth is in the format of YYYYMMDD. If the format isn't like this Excel might be able to convert them all for you. Highlight the DOB column and right click to bring up the menu, select "Format Cells". Under the number tab, select the format listed as "Custom". This will open another section with the different format types available. Overtype what is displayed in the type box with YYYYMMDD, and hopefully you should see the sample above the box change to the required format.

?   Go across to the last required field "Previous registered GP practise". This should be the 27th field, with an Excel heading of AA. If you have data in this field, then this part can be skipped. If not, enter a word in the 1st record that won't appear anywhere else in the file. I tend to use the word "Dummyfield". This must be copied down to every other record in the same way as was done for the 10 in the "file type" field.

?   Remove any column headings that you may have inserted. The top line should be the 1st record of your data.

?   Save the file using the "Save as" option, and bring up the list of "Save as type" options, select the one that says "CSV (OS/2 or MS-DOS)", chose a filename and click save.

?   Close down Excel and start up Microsoft Word. Open this file and perform a find/replace, finding the word "Dummyfield" (or whatever you used) and replacing it with nothing (Do not enter anything in the "Replace with" box"). Click on "Replace All" and Word will then replace all the entries of Dummyfield found in the file. If the word Dummyfield hadn't been inserted whilst in Excel, all of the comma that end each record would not be there. Each record would end at the point where there was some meaningful data (Probably the postcode). SchlumbergerSema's software requires all the fields, regardless of whether there is any data in them.

? Now is the time to manually insert the header and trailer records. These cannot be done whilst in Excel because both the header and trailer records must be fixed length (One long record with each field being a set amount of characters in length). To do this put your cursor at the start of the first record (Before the 10), press return to generate a blank line. Go up to this blank line and enter the details listed above as "batch header record". So you'd start with 2 zeros (records type) followed by another zero (file type) followed by the file version which is a zero, zero one (this will become 101 when phase 2 is implemented). Next would be the file format, and as all these are being created in Excel, this would be a 1 (CSV – Comma separated value file). Next would be the organisation code. This is to be 14 characters in length. If your code is only 3 characters, then it should be followed with 11 spaces and so on. You should end up with a top line that would read something like this

? 0001011Hospitalcode NSTS   17300020020820   1 256

? The trailer is created the same way but after the last record and would look like this.

? 990101Hospitalcode NSTS   17300020020820   1 256

? Save the file. Do not use the save as option. File can now be copied to disc and despatched to SchlumbergerSema with the accompanying TS2 trace request form.

5. Returned file

The file returned to yourself will have the file extension of .FIN. To view the file in Excel, you must first start up Excel and open the file. Do not double click on the .FIN file and associate it with Excel. That will not format the file for viewing. It must be "Start Excel and then open the file".

This will start up an import wizard. At the first screen you should ensure that delimited is checked. On the second you should check "comma". At this point you'll see the data arrange itself into columns. You can now click on Finish and the spreadsheet will open up.

If checking for deceased patients, you should scroll across to the 32nd field (AF). In this field there will be a 3 digit Q-code, a letter D or nothing. If D, then the patient is deceased and the actual date of death can be found in the 34th field (AH).

If there is nothing, that means that the patient couldn't be found with the details presented. It's not "If there's no D, the patient must be alive".

Observation form

Please photocopy this page and use it for any comments and observations on this document, its contents, or layout, or your experience of using it. If you are aware of other standards to which this document should refer, or a better standard, you are requested to indicate this on the form. Your comments will be taken into account at the next scheduled review.

Name of sender: _____   Date: _____

Location and telephone number: _____

Please return this form to.   Hugh Nelson