

Preparing data for uploading into TQAS

Before data is uploaded into TQAS from FirstNet, the data set needs to be first prepared. The following information will guide you through extracting the required data from FirstNet and preparing the data in Excel. Please ensure that you have access to FirstNet.

1 Download from FirstNet the *Triage to Treatment* report, which can be access by **Explorer** menu option in FirstNet. Please see contact the eMR support team if you are unsure how to obtain this.

Task Edit View Patient Chart Links Nothications Patient Actions Provider List Help
Enhanced Tracking Floor Plan 🖾 Message Centre 👷 Patient List 🎆 Scheduling 🚯 Tracking List 🌇 LiveHELP 🖕
😫 Change 🏨 Exit 📓 Calculator 🧌 AdHoc 🔒 PM Conversation - 🛅 Patient Product Inquiry 💼 Explorer Menu 👔 Medical Record Request 🧾 Batch Report 🖕
🖸 😋 eMR Guides 🐧 Downtime 🐧 SGH Emergency 🎕 POW Emergency 🎕 TSH Emergency 🎕 ISLHD ED Web 🍕 Explorer Menu 🔤 Systems 🎕 ECI Pt Factsheets 🗞 Injectable Drugs Handbook 🖕
CLAP/Up to Date Q Paed RESUS CALC Q SCHN Guidelines Q SCHN Factsheets

2 **Left-click** on FirstNet User Reports, and select *Triage to Treatment*, complete the required fields and **left-click** *Execute* button.

Discern Explorer: Explorer Menu		
Task Edit View Help		
<u></u>		
Main Menu Arrow CHOC Reports	Output to File/Printer/MINE	
FirstNet User Reports	*Emergency Department	•
FN002 Admission Specialty Report	Arrive Start Date Time	03/12/2017 + 00:00 +
FN004 - Breach Report FN005 Detailed Error Beport	Arrive End Date Time	03/12/2017 - 23:59 -
FN007 - HIE QA	Include Patients	ALL
FN010 - Presenting Problem	Include Triage KPI Patients	ALL Triaged Patients
FN020 - Aged Care Presentation	Triage Category	▼ ALL ^
FN028 - FN ABF Diagnosis Audit FNSESI001 - Daily KPI Report		One III
FNSESI004 - Triage To Treatment FNSESI006 - Treatment		
FNSESI005 - Treatment to Departure		(
Patient Address Management Patient NOK Management		
Patient Phone Management		Execute
Mental Health Reports Performance Unit Management Reports	Ready	

3 Once the report has been generated, **left-click** on the square immediately above the number '1'; the cells should all highlight in black.

		y Output - FNSESI004	-Triage To Treatmer					
Т	ask	Edit View Help						
	🛛 🛃 🕰 🖪 🔒 🕞 🗶 📾 🍣 🕯							
		ED	ARRDT					
	1	ED Emergency AAA	ARRDT 01/01/2099 00:01					
	1 2	ED Emergency AAA Emergency AAA	ARRDT 01/01/2099 00:01 01/01/2099 00:01					

4 **Right-click** to reveal a dropdown menu and select, *Edit* then *Copy*.



5 Open *Excel*, select cell **A1**, **right-click** and select *Paste*.



6 **Right-click** on column 'C' titled *ARRDT* and select *Format Cells*.

7 Left-click on Custom. In the 'Type:' field, enter 'YYYY-MM-DD' and left-click on the Enter button.



8 The date within column C should now read year-month-day. Repeat steps 6 and 7 on column CP titled *DOB*.



9 Next, click **File** then **Save**. After setting a filename, drop down the *Save as type* and set to *CSV* (*Common delimited*) and click **Save**.

and an all the state							
ganze • new rac	der		1				18 ·
Microsoft Excel	- 1	Name *	Date modified	Туре	Size		
		🎉 Assets	13/12/2017 11:46 AM	File folder			
Favorites		Invites	19/12/2016 7:55 AM	File folder			
Creative Could H	-165	Manuscript 1	20/07/2017 10:02.AM	File folder			
Douring to		Reports	23/10/2017 7:43 AM	File folder			
U Dropbox		Dpdate 🔒	8/11/2017 10:30 AM	File folder			
GoPro		MxedMockData	10/07/2017 10:39 AM	Moresoft Excel Com	6,395 KB		
Libud Drive		Modk3	10/07/2017 12:35 PM	Moresoft Excel Com	83 KB		
32 Recent Places		C Mock208	10/07/2017 1:03 (%)	Morseoft Excel Com	5,392 (2)		
Documents Masic Pictures Voleos	Single File Web Web Page Excel Template Excel 97-2003 T Text (Tab delmi Unicode Text M4. Spreadshes Mcrosoft Farel	Page englate ted) st 2003 5.0/95 Workbook					
Local Disk (C.)	CSV (Comma de Formatient Text	(mind) (Space delimited)					
Local Disk (D.)	Text (Hacintosh	0					
DID RW Drive	CSV (Macintosh)					
Thor (G1)	CSV (MS-005) DEF (Data Inten	change Pormail)					
POSPUB ((Des	SYLK (Symbolic I Event Add-In	unk)					
POINTA rate (1)5	Excel 97-2003 /	kdd-0n					
a unnear un ris	PDP XPS Document						
Ele come	Strict Open XML	Spreadsheet					
	100000000	La transmissioners					
Save as type:	CSV (Comma de	WW 100					

10 You will be prompted to confirm using the CSV format, click Yes, then exit Excel.