

1 JULY 2011 – 30 JUNE 2012

QUEENSLAND PERINATAL DATA COLLECTION  
*(PDC)*

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User Manual  
for the Completion of Electronic Records in  
Perinatal Online (PNO)

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DATA COLLECTIONS UNIT (DCU)  
QUEENSLAND HEALTH

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# 1. INTRODUCTION

## 1.1 BACKGROUND

Welcome to the Queensland Perinatal Data Collection (PDC) Online Form.

This manual has been designed as a user-friendly document. It is structured to lead you through some of the frequently used processes of the PDC Online Form step by step, providing you with the ability to successfully operate the application and reference its functions.

For a full description and definition of all the data items collected as part of the Queensland Perinatal Data Collection (PDC), users should refer to the *Manual of Instructions for the completion and dispatch of the Perinatal Data Collection Form*.

**The PDC Online Form will undergo re-design and maintenance to existing functions from time to time. The user manual will be reviewed annually; therefore information in this manual may change to describe new functionality and new pages may be included. Please contact the Data Collection Coordinator or the Principal Data Collection Officer in the Data Collections Unit for all discrepancies within this manual.**

## 1.2 SCOPE

The Perinatal Data Collection includes all live births regardless of gestation and weight, and stillbirths of at least 20 weeks gestation and/or at least 400 grams in weight. Neonatal morbidity information is collected from the birth admission up until the time the baby is discharged, transferred or dies or up until the baby reaches 28 days of age.

The PDC Online Form displays on a secure Queensland Health Electronic Publishing Services (QHEPS) website and will eventually phase out the paper based Perinatal Data Collection Form (MR63D).

## 1.3 CONFIDENTIALITY

Information collected using the PDC Online Form relates to the pregnancy of mothers and birth of their babies.

All data collected using the PDC Online Form is strictly confidential and is only to be used for statistical purposes.

All persons involved in the collection, processing, management and use of this information **must** ensure that patient confidentiality is maintained at all times.

## 1.4 REQUIREMENTS

Monthly Data Extracts must be generated from the PDC Online Form within 35 days from baby's birth.

Facilities that do not have any births during the month are required to inform Data Collections staff via email as per the existing reconciliation process.

## 1.5 SECURITY

PDC Online Form contains highly sensitive and confidential information.

Access to this system is strictly controlled through the use of usernames and passwords.

Users are issued a:

- login username that is unique and identifiable to the individual,
- system generated unique password for their first login.

Users will be '**locked out**' after three unsuccessful attempts at logging on. Contact your Primary User, Deputy User or PDC contact to unlock your account. You will then receive a new system generated email containing a new password.

First time Users are:

- required to change their password with their initial logon,
- the new password must be a minimum of 8 characters with at least one number.

Users **must not**:

- Write down their password,
- Tell other persons their password.

**If your password becomes compromised, then you should immediately change your password.**

The PDC Online form has an 8 minute lock out. If the system is left unattended for 8 minutes, you will automatically be locked out. Any unsaved data will be lost when you log back on.

## 1.6 PDC ONLINE FORM

The PDC online form is an electronic version of the current MR63D. A mother can be entered and details updated at any stage throughout her pregnancy and birth.

There are currently three main screens to the form:

1. Mother's details which contains demographic information, previous pregnancy history, her current pregnancy information and discharge details
2. Labour and delivery details relating to both mother and baby,
3. Neonatal details and discharge information for baby and postnatal details for mother.

The record can also be updated, saved and validated at any time throughout the pregnancy and birth. To reduce the number of validations prior to each extract, it is advisable to validate her record once information has been entered in each screen eg validate the labour and delivery section of the form after her birth and prior to transfer to postnatal ward.

Records are unable to be submitted with any blank fields. If information is unknown eg apgars with a BBA, please contact PDC.

## 1.7 ACCESS/REGISTRATION TO PDC ONLINE FORM

All users must be registered for access to the PDC Online Form.

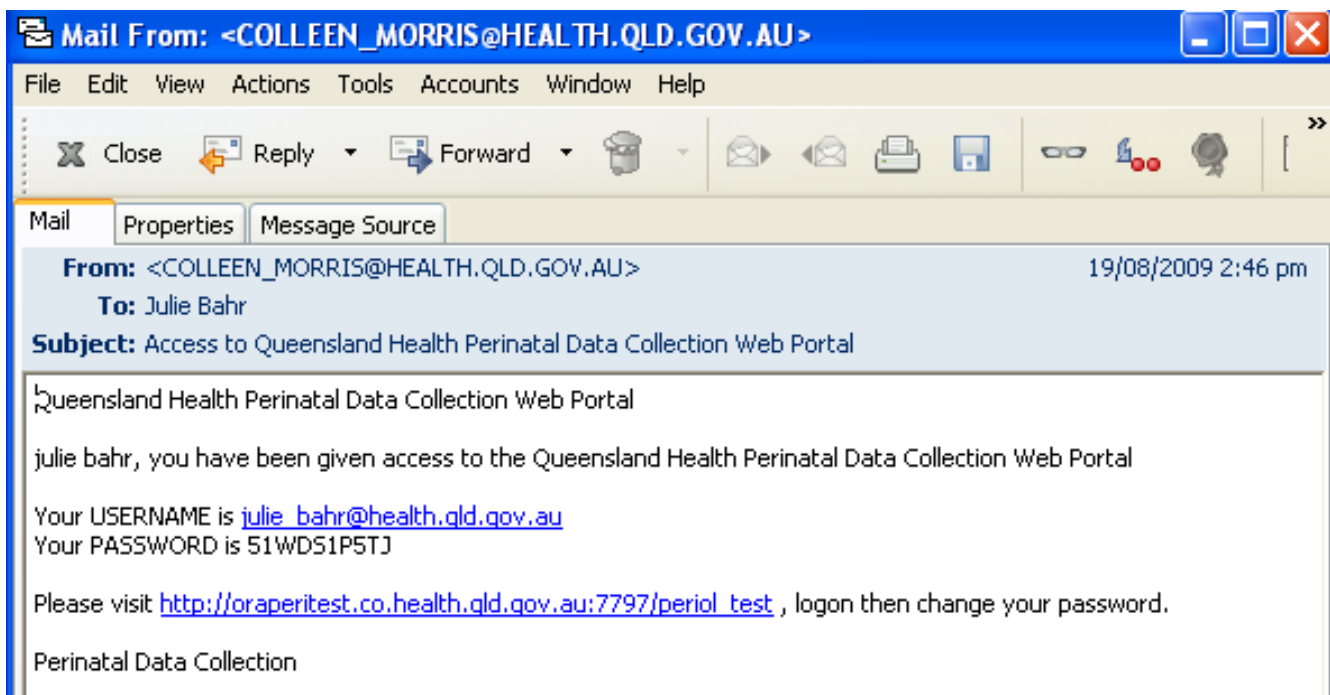
For registration/access to PDC Online Form contact the:

- Primary or Deputy Users of your hospital,
- or
- PDC Data Collection Coordinator (Data Collections Unit).

After registration you will receive a notification email (see below). If you haven't received this email within 24 hours please notify either the PDC Data Collection Coordinator or Nurse Unit Manager.

The notification email contains:

- Your username (email address),
- Initial password (this password must be changed on your first logon),
- Link to the PDC Online Form intranet site.



## 1.8 PDC ONLINE FORM SUPPORT

Rather than contact the InfoService Centre, users of the PDC Online Form should contact PDC if they require any support or assistance in using the application.

Office hours are 8:15am to 5:00pm.

Phone:

Principal Data Collection Officer	(07) 3237 1464
Senior Data Collection Officer	(07) 3234 0814
Data Collection Coordinator	(07) 3235 4359

or send an email to:

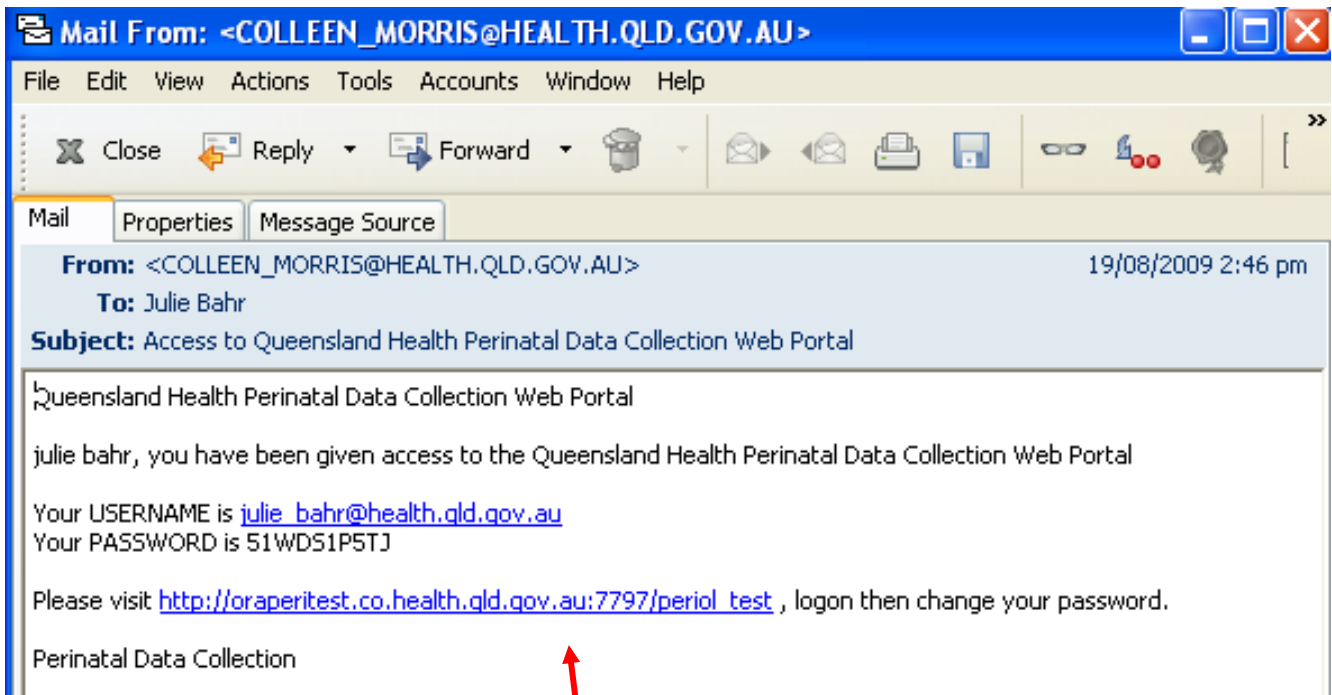
PERIMAIL@health.qld.gov.au

## 2. LOGGING ON TO PERINATAL ONLINE FORM

### 2.1 ACCESS TO THE PERINATAL ONLINE FORM

#### 2.1.1 Initial Login – New Users

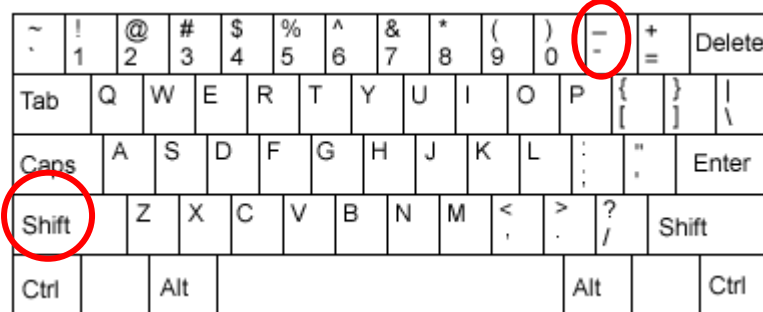
- Click the link within the email to access the login screen.



1. Click on:  
[45Hhttp://oraperitest.co.health.qld.gov.au:7797/periol\\_test](http://oraperitest.co.health.qld.gov.au:7797/periol_test)

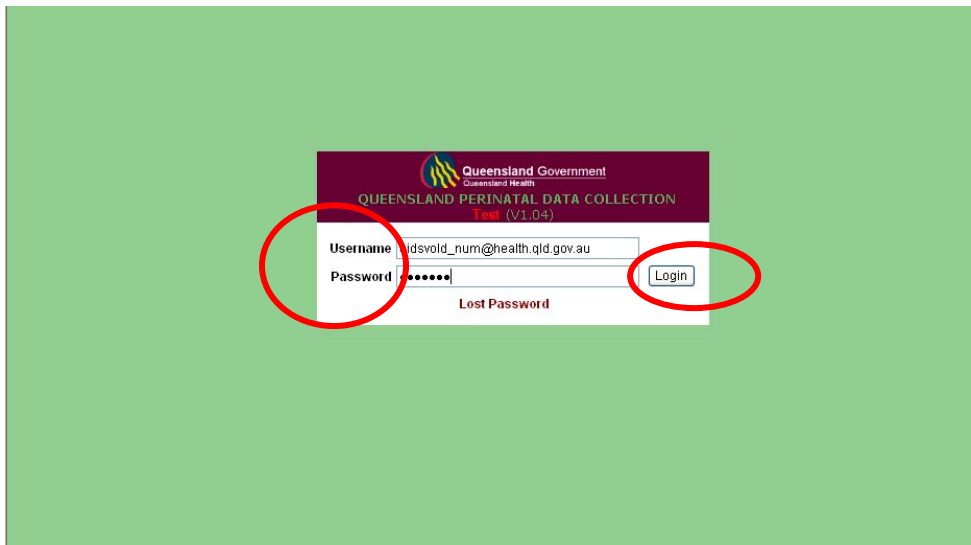
In the 'Login' screen:

- Click into the '**Username**' field and enter your username (i.e. your full email address). Your first name and surname in your email address is usually separated by an 'underscore' (\_). This is achieved by holding down the 'Shift' key while pressing the hyphen key (next to the zero).



Ensure your username is entered in the same format as it appears in the email ie 'UPPER CASE'.

- Click into '**Password**' and type your initial password. Passwords are case sensitive and must be entered exactly the same as in the e-mail you receive ie UPPER CASE.
- Click '**Login**'.

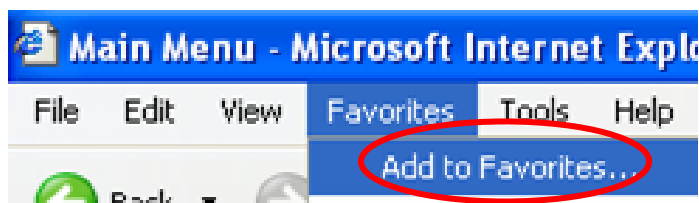


The online form may be saved to your H: drive for easy access from any computer.

- Click on 'Favourites' in the menu/tool bar at the top of the screen.

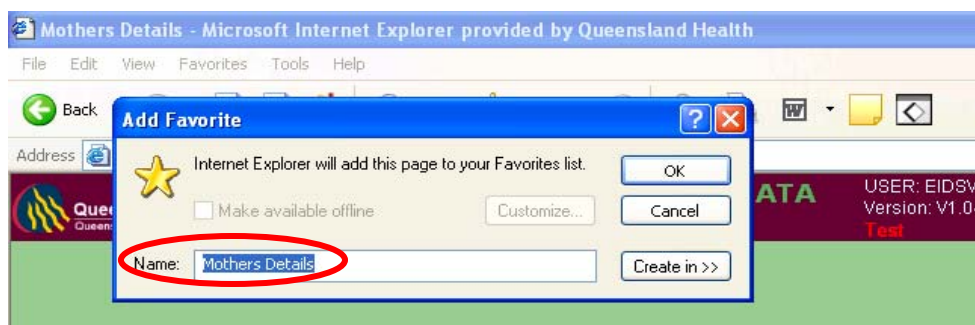


- Click on 'Add to Favourites ...'

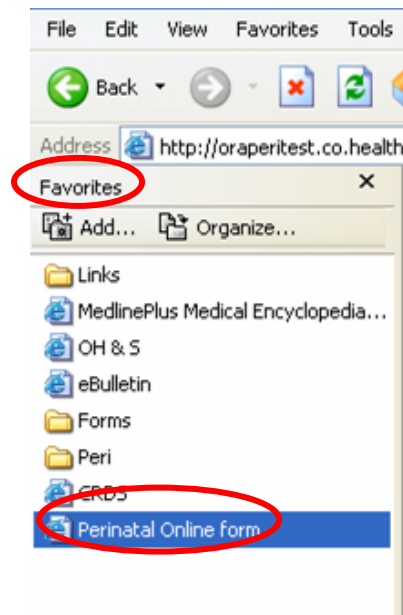


A pop up box will appear.

- Change the name 'Mothers Details' to the name 'PDC Online Form'.



- Click 'OK'. The link will now appear in your favourites.

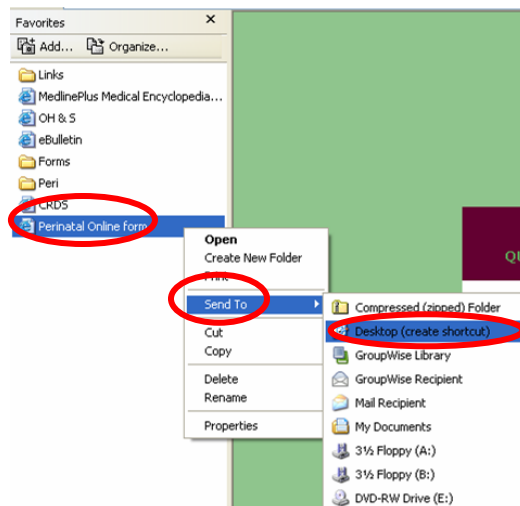


The link may now be saved to:

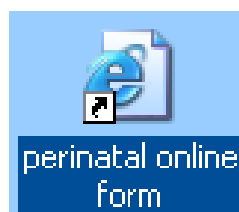
1. the desktop (if you always use the same computer),
2. your H drive (if you use many computers)

To save the link to the desktop:

- Right mouse click on the link, select 'Send To' and 'Desktop'.

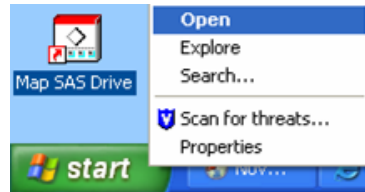


- The internet icon will now appear on the desktop titled 'Perinatal Online Form'.



To save the link to your H drive:

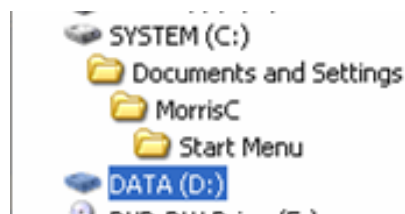
- Right mouse click on the '**Start**' menu (bottom left of main screen)
- Left mouse click on '**Open**'



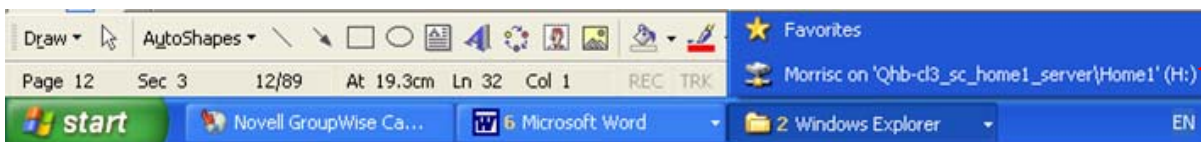
- Click on your **Home (H)** drive and minimise



- Right mouse click on the '**Start**' menu (bottom left of main screen)
- Left mouse click on '**Open**'
- Click on **Data (D)** drive, Userdata, find your name in the list and then open the '**Favourites**' folder. The Perinatal Online link will be there.



- Right mouse click on the link
- '**Copy**'
- Minimise this folder
- Open up your H drive from the bottom tool bar



- Right mouse click
- Paste the link into your H drive
- You will now be able to access the Perinatal Online form through your H drive from any computer.

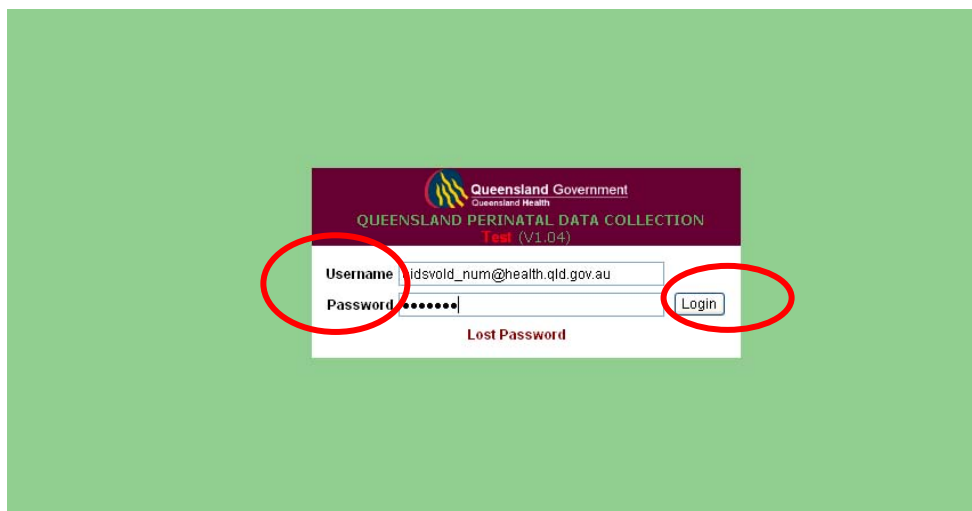
## 2.1.2 Logging In

- Click on the *Internet Explorer Icon*:



In the 'Login' screen:

- Click into the 'Username' field and enter your username (i.e. your full email address).
- Click into the 'Password' field and type password. **Passwords are case sensitive.**
- Click 'Login'.



**THE MAIN MENU SCREEN WILL NOW BE OPEN.**

### 2.1.3 Changing your Password

For security purposes, you will be required to change your password when you logon for the very first time.

Enter:

- your new password and confirm,
- Lost Password Question and Answer

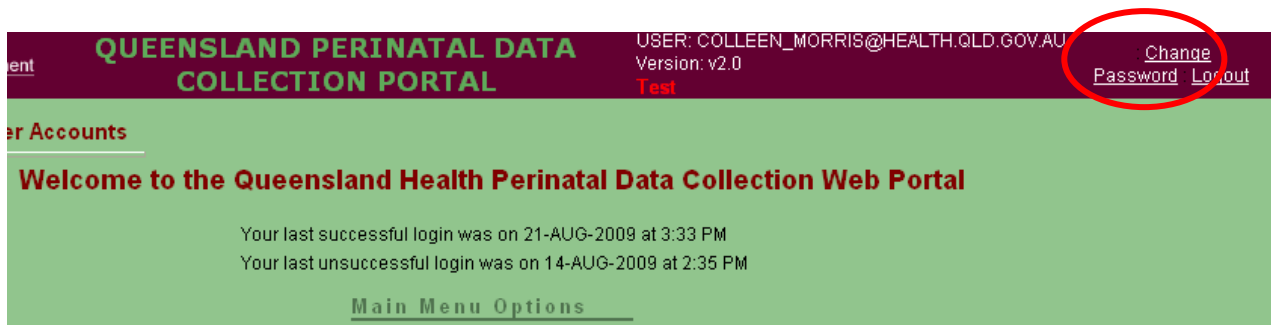
Click **'Save All'**.

The screenshot shows the 'QUEENSLAND PERINATAL DATA COLLECTION PORTAL' interface. At the top right, it displays 'USER: COLLEEN\_MORRIS@HEA', 'Version: v2.0', and a 'Test' link. The main content area is titled 'Reason for change' and features a red 'IMPORTANT!' warning: 'Before continuing to use this application you must change your initial password'. Below this is a 'Change Your Password' form for user 'COLLEEN\_MORRIS@HEALTH.GLD.GOV.AU', with fields for 'New Password' and 'Confirm Password'. A 'Save All' button is circled in red. The bottom section is 'Lost Password Recovery Question', with a question 'where was I born?' and answer 'brisbane'. A 'Save Question/Answer Only' button is also present.

After your initial password change, you can change your password at any time. However, every 3 months you will be prompted and required to change your password.

- Passwords are case sensitive (i.e. upper case or lower case) so take notice of whether you have the Caps Lock on (UPPER CASE) or off (lower case),
- Passwords must be at least 8 characters long,
- Passwords must be a combination of characters and numbers.

To change your password at any other time, click on **'Change Password'**.



- In the **'Change Your Password'** field, type your new password.
- In the **'Confirm Password'** field, retype your new password.
- In the **'Lost Password Recovery Question'** enter your lost password question and answer.
- Click **'Save All'**.

**Change Your Password**

Changing Password for user: COLLEEN\_MORRIS@HEALTH.QLD.GOV.AU

New Password

Confirm Password

**Save All** **Cancel**

---

**Lost Password Recovery Question**

Enter a Lost Password Question and Answer which will assist you should you forget your password.  
Please note, you must enter **BOTH** a question and answer in order to continue using this application.

Lost Password Question

Answer

**Save Question/Answer Only** **Cancel**

You will get an error message if:

- Your password has less than 8 characters/numbers,
- Your password is not a combination of characters and numbers,
- You do not confirm your new password,
- Your **'New Password'** and your **'Confirm Password'** are different.

If an error message occurs re-enter the passwords again and click **'Save All'**.

**THE MAIN MENU SCREEN WILL NOW BE OPEN.**

Queensland Government  
Queensland Health

**QUEENSLAND PERINATAL DATA  
COLLECTION PORTAL**

USER: COLLEEN\_MORRIS@HEALTH.QLD.GOV.AU  
Version: v2.0  
Test

[Change Password](#) [Logout](#)

**Main Menu** [User Accounts](#)

**Welcome to the Queensland Health Perinatal Data Collection Web Portal**

Your last successful login was on 21-AUG-2009 at 3:33 PM  
Your last unsuccessful login was on 14-AUG-2009 at 2:35 PM

Main Menu Options

- Search/Create Mother
- Archived Mothers
- Validate Data
- Extract Data
- Reports

These fields are only visible to Deputy and Primary Users

You have access to the following facilities:	
	CABOOLTURE HOSPITAL
	NAMBOUR HOSPITAL

### 2.1.4 Security Question

A security question and answer has been set up in case you have forgotten your password. It is important that this be changed to a more personal question and answer.

1. From the **'Main Menu'** screen, click **'Change Password'**.
2. In the **'Lost Password Recovery Question'** enter your **'Lost Password Question'** and **'Answer'**.

**Lost Password Recovery Question**

Enter a Lost Password Question and Answer which will assist you should you forget your password.

Please note, you must enter **BOTH** a question and answer in order to continue using this application.

Lost Password Question

Answer

**Save Question/Answer Only**

3. The question should be as specific as possible, e.g. **'The town I was born?'** or **'My pets name?'**
4. Once you **'Save'**, you will be returned to the main screen.

## 2.2 FORGOTTEN PASSWORD

If you have forgotten your password, from the main screen enter your Username (email address) and click onto 'Lost Password':



Queensland Government  
Queensland Health  
QUEENSLAND PERINATAL DATA COLLECTION  
Test (V1.14.27)

Username

Password  Login

**Lost Password**

Click 'Retrieve Question'.



Queensland Government  
Queensland Health  
QUEENSLAND PERINATAL DATA COLLECTION  
Test (V1.04)

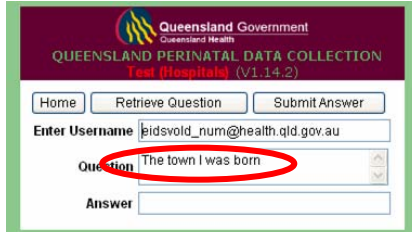
Home Retrieve Question

Enter Username

Question

Answer

Your security question will appear in the 'Question' field



Queensland Government  
Queensland Health  
QUEENSLAND PERINATAL DATA COLLECTION  
Test (Hospital) (V1.14.2)

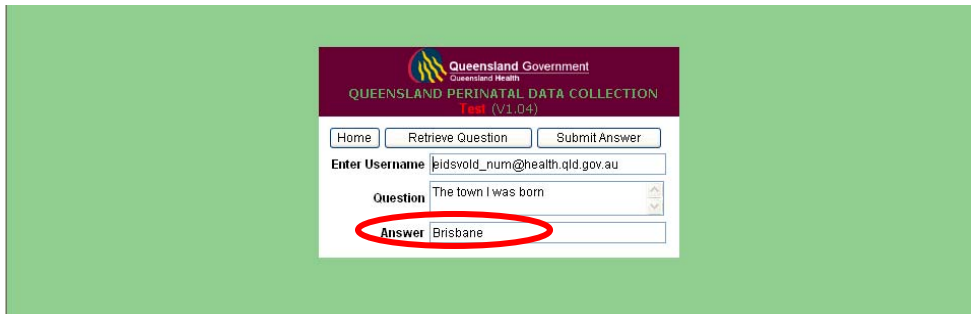
Home Retrieve Question Submit Answer

Enter Username

Question

Answer

Enter your answer (answers are case sensitive) to the question.



Queensland Government  
Queensland Health  
QUEENSLAND PERINATAL DATA COLLECTION  
Test (V1.04)

Home Retrieve Question Submit Answer

Enter Username |idsvold\_num@health.qld.gov.au

Question The town I was born

Answer Brisbane

Click 'Submit Answer'.



Queensland Government  
Queensland Health  
QUEENSLAND PERINATAL DATA COLLECTION  
Test (V1.04)


Home Retrieve Question Submit Answer

Enter Username |idsvold\_num@health.qld.gov.au

Question The town I was born

Answer Brisbane

A pop up box will appear.



Microsoft Internet Explorer

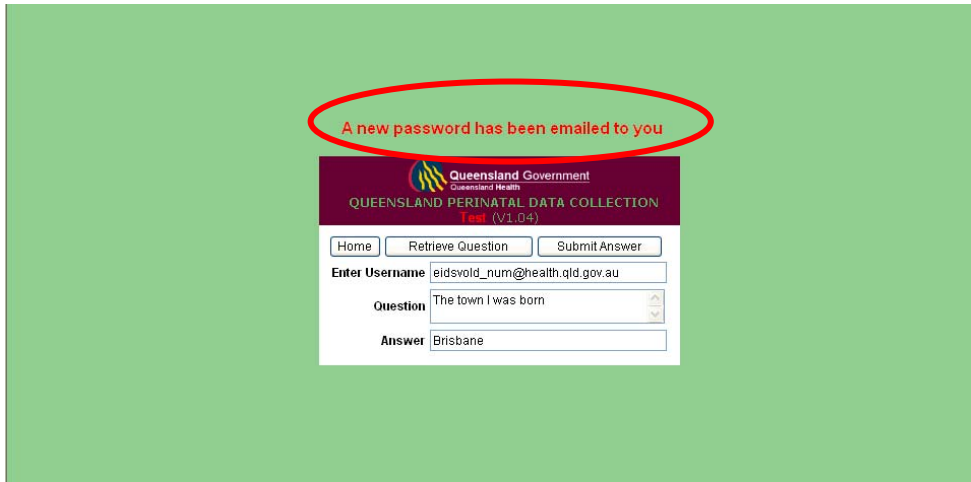
This will change your account password. Do you wish to Proceed?

OK Cancel

Answer Brisbane

To reset your password: Click **'OK'**.

An email will be sent to you advising you of your new password. Check your incoming emails for your new password.



OR

If you do not wish to proceed with resetting your password: Click **'Cancel'**. Your current password will remain valid.



Contact your Primary or Deputy User or PDC if:

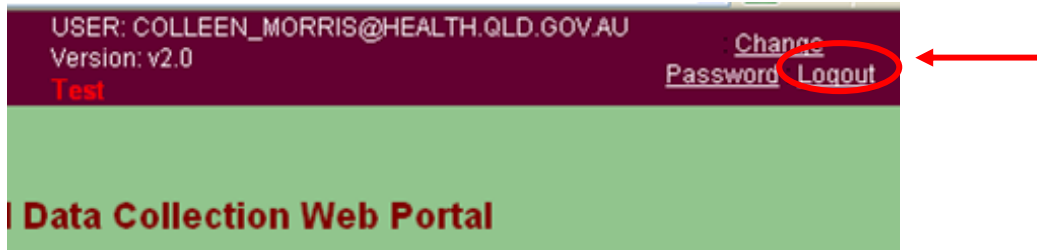
- You have forgotten both your password and security answer,
- The **'Forgot Password'** process is not working as expected, such as the security question is not retrieved,
- You don't receive the email.

## 2.3 LOGGING OFF

You can log off from any screen within the PDC Online Form.

**PLEASE NOTE:** any changes made that have not been saved by clicking 'Save' will not be saved on exit.

Click 'Logout' (top right hand side of the screen).



**YOU WILL BE RETURNED TO THE MAIN LOGIN SCREEN.**

## 3. USER MANAGEMENT

The PDC Online Form has 4 client types:

- PDC Users,
- Hospital Users,
- Deputy Users,
- Primary User.

### 3.1 PDC USERS

PDC Level Users: Management and staff within Perinatal Data Collections in Health Statistics Centre (HSC).

PDC users will have access to:

- all records (read only format),
- override confirmed validations errors (eg unknown apgars with a BBA),
- register and maintain the Primary User accounts.

### 3.2 HOSPITAL USERS

Hospital Users have 3 levels of access:

- Primary Level User,
- Deputy Level Users,
- Facility Level Users.

#### 3.2.1 Primary Level User

There can only be one Primary Level User for each hospital.

Primary Level Users:

- are the highest level Hospital User,
- register and maintain the Facility Level user accounts,
- have access to all records for the hospital/s they are registered for,
- can validate data,
- are responsible for extracting data to DCU each month,
- can be registered for more than one hospital.

#### 3.2.2 Deputy Level Users

There can be any number of Deputy Level Users for each hospital.

Deputy Level Users:

- are responsible for maintaining access for the staff in their area,
- are responsible for maintaining their own user access (i.e. changing passwords etc),
- have access to all records for the hospital/s they are registered for,
- can validate data,
- can be registered for more than hospital.

### 3.2.3 Facility Level Users

There can be any number of Facility Level Users for each hospital.

Facility Level Users:

- are responsible for maintaining their own user access (i.e. changing passwords etc),
- have access to all records for the hospital/s they are registered for,
- can validate data,
- can be registered for more than hospital.

## 3.3 YOUR USER DETAILS

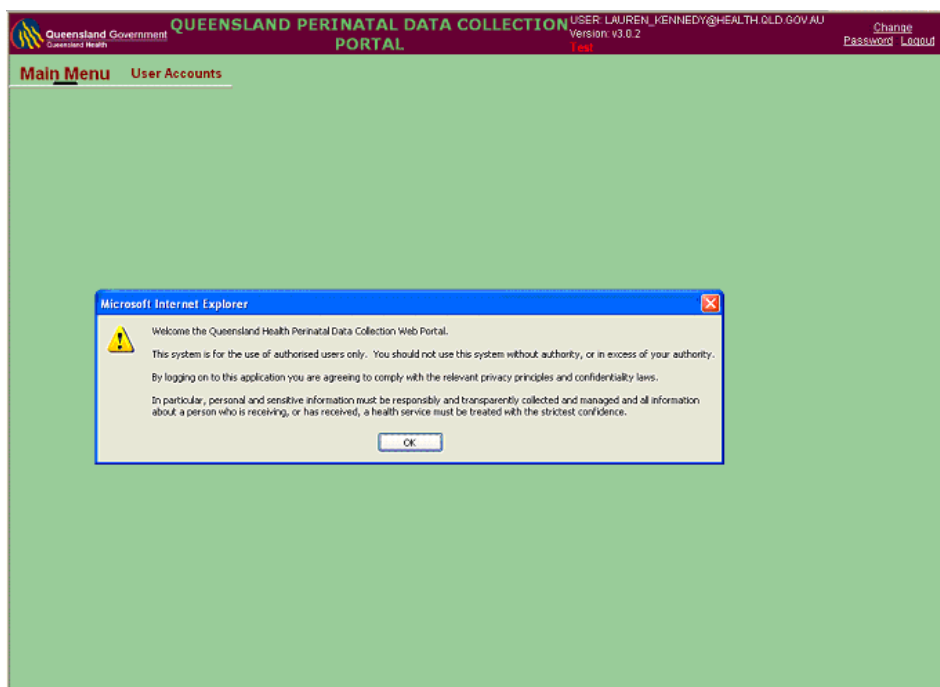
Every user is responsible for maintaining their own user details such as passwords & security questions. To update your password or security question, follow ['Section 2.1.4 Security Question' \(page 14\)](#).

You can view (but not change) your:

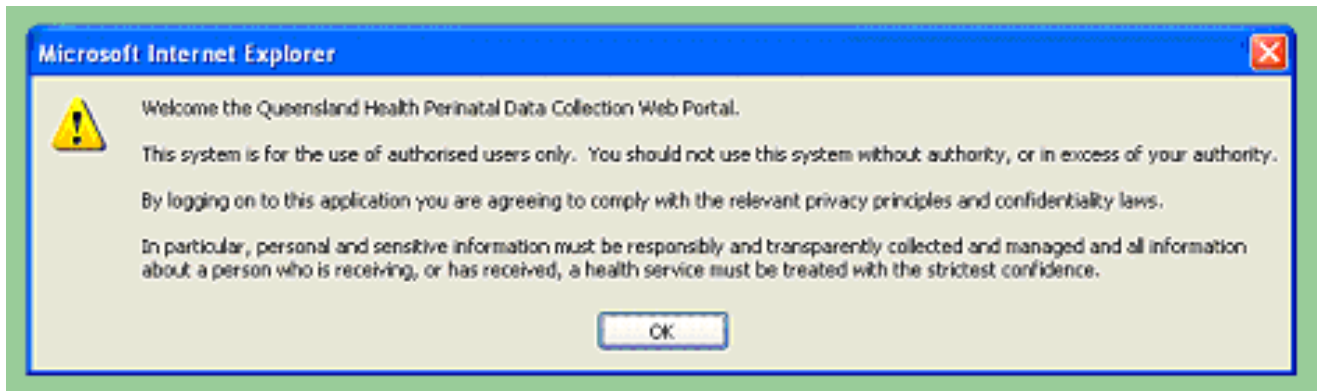
- Username,
- Client Type,
- Active Flag,
- The facilities that you have access to,
- The security level for those facilities,
- Valid From and Valid To dates.

**If you require any change to the above items please contact your Primary or Deputy Level User or PDC contact.**

Each time you log on, the following screen appears:



The pop up box refers to the privacy principles and confidentiality laws of Queensland Health. Please read the principles then click on OK to proceed to the Main Menu.

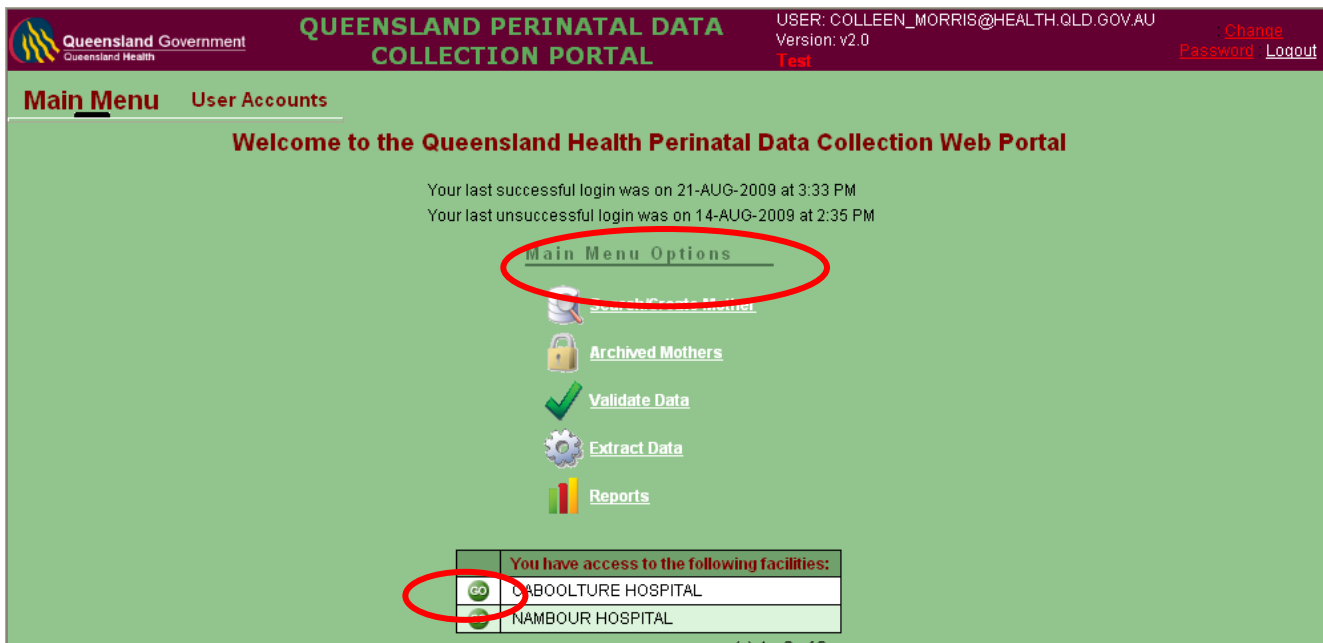


# 4. CREATE NEW OR SEARCH EXISTING MOTHER/BABY RECORD

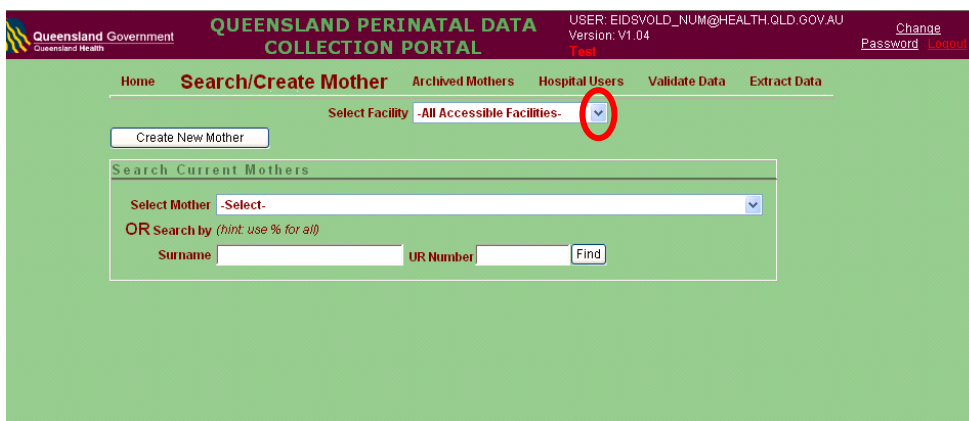
## 4.1 SEARCHING FOR A MOTHER RECORD

From the main screen, click on either the ‘Go’ button against your facility or click on the ‘Search/Create Mother’ button.

To access the ‘Search/Create Mother’ screen, click on either the ‘Go’ button against your facility or click on the ‘Search/Create Mother’ button on the main screen.

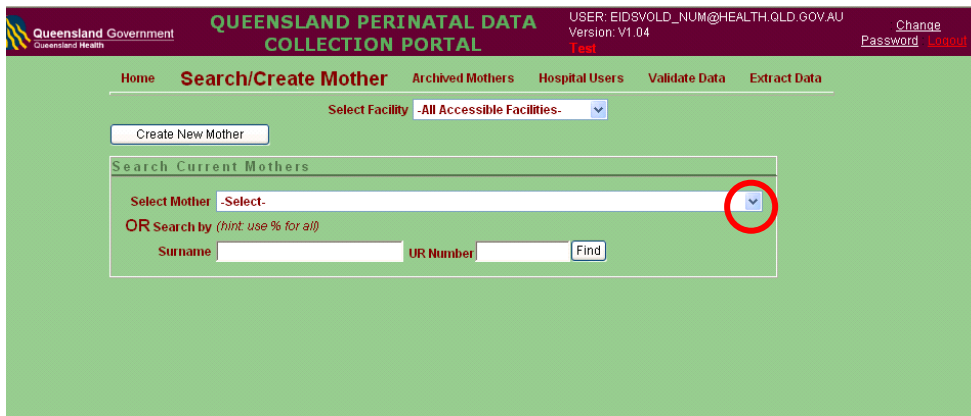


If the correct facility has not appeared in the ‘Select Facility’ field, click on the drop down arrow and select the appropriate facility.



From the ‘Search/Create Mother’ screen, there are **five** ways to search for a mother’s record:

Click 'Select Mother' drop down box.

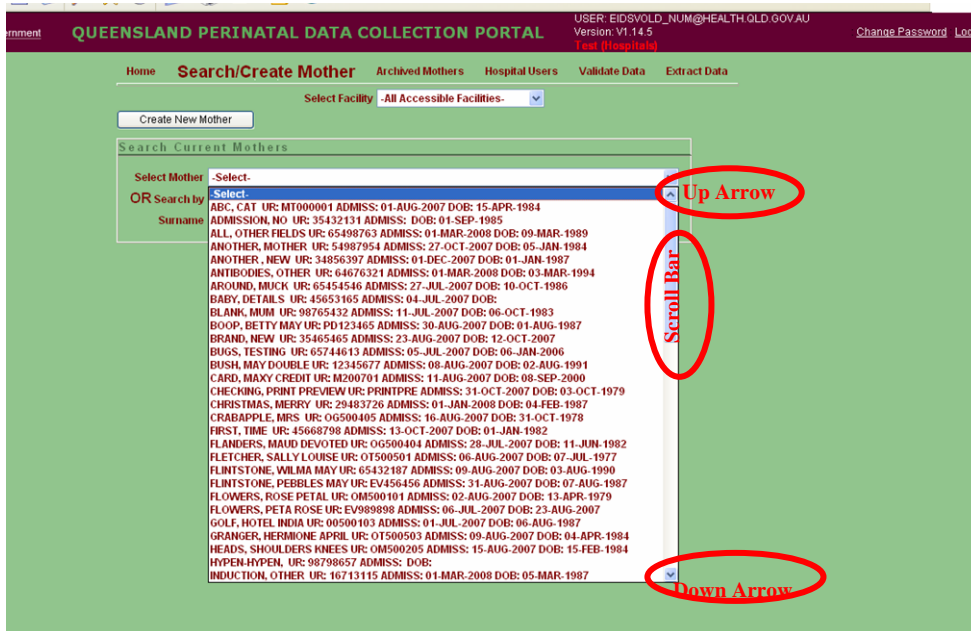


- records are sorted in alphabetical order of mother’s surname,
- the list contains all current mothers (not yet extracted) for the facility you have selected.

Locate the mother’s record you require by any of the following ways:

- using the up and down arrow keys,
- scrolling up and down using the scroll bar,
- scrolling up and down with the mouse.

Click on the mother’s record using your mouse.



Search using Mother’s surname:

- Type the mother’s full surname in the ‘Surname’ field,
- Click “Find”,
- The results of your search will be listed below.

**Surname Search Results Example:**

The screenshot shows the 'Search/Create Mother' page of the Queensland Perinatal Data Collection Portal. The search criteria are set to 'Surname' with the value 'SIMPSON'. The results table is as follows:

	UR No.	Click to Sort by Surname	Given Names	Admission Date	DOB	Facility
<a href="#">Edit</a>	OG500401	SIMPSON	MARG	19-JUL-2007	01-JAN-1980	HOPEVALE MEDICAL CENTRE
<a href="#">Edit</a>	OG500402	SIMPSON	LISA	11-JUL-2007	23-JUN-1984	HOPEVALE MEDICAL CENTRE
<a href="#">Edit</a>	OG500403	SIMPSON	MAGGIE JEAN	17-JUL-2007	19-JUL-1981	HOPEVALE MEDICAL CENTRE

Search using Wildcard (%) in conjunction with the first letter of the Mother’s surname.

This will list all records commencing with the 1<sup>st</sup> letter/s of the surname within the facility you are accessing.

- Type the first letter/s of the surname followed by %,
- Click ‘Find’.
- The results of your search will be listed below.

**Wildcard Surname Search Results Example:**

The screenshot shows the search results for the wildcard 'I%'. The results table is as follows:

	Validated	UR No.	Click to Sort by Surname	Given Names	Admission Date	DOB	Facility
<a href="#">Edit</a>	No	444444	INDUCT	METHODS AGAIN			ARAMAC HOSPITAL
<a href="#">Edit</a>	No	8888888	INDUCTION	METHODS TEST	02-JAN-2009	12-MAR-1980	ARAMAC HOSPITAL

Search using the Mother's UR number:

- Type the mother's UR number in the UR number field,
- Click 'Find'.
- The results of your search will be listed below.

**UR Number Search Results Example:**

Select Mother **-Select-**

OR Search by (hint: use % as wildcard)

Surname  UR Number **00123456** Find

	Validate	UR No.	Click to Sort by Surname	Given Names	Admission Date	DOB	Facility
<a href="#">Edit</a>	Yes	00123456	JACKSONC	ONE	01-JAN-2009	15-MAR-1975	ARAMAC HOSPITAL

Search using Wildcard (%) in conjunction with the **first** digit of the UR number. This will list all records commencing with the 1<sup>st</sup> digit/s of the UR number within the facility you are accessing.

- Type the first digit/s of the UR number followed by %,
- Click 'Find',
- The results of your search will be listed below.

**Wildcard UR% Search Results Example:**

QUEENSLAND PERINATAL DATA COLLECTION PORTAL HOPEVALE MEDICAL CENTRE

Home Search/Create Mother Archived Mothers Hospital Users Validate Data Extract Data

Select Facility HOPEVALE MEDICAL CENTRE

Create New Mother

Select Mother **-Select-**

OR Search by (hint: use % for all)

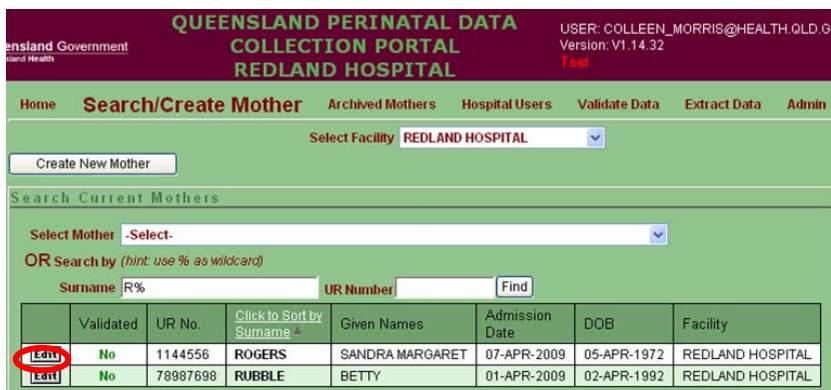
Surname  UR Number **0T%** Find

	UR No.	Click to Sort by Surname	Given Names	Admission Date	DOB	Facility
<a href="#">Edit</a>	OT500501	FLETCHER	SALLY LOUISE	06-JUL-2007	07-JUL-1977	HOPEVALE MEDICAL CENTRE
<a href="#">Edit</a>	OT500503	GRANGER	HERMIONE APRIL	09-AUG-2007	04-APR-1984	HOPEVALE MEDICAL CENTRE
<a href="#">Edit</a>	OT500505	PORTRAIT	FAT LADY	19-FEB-2007	05-MAY-1985	HOPEVALE MEDICAL CENTRE
<a href="#">Edit</a>	OT500502	SCHOFIELD	ELISABETH MICHELLE	29-JUL-2007	02-FEB-1982	HOPEVALE MEDICAL CENTRE
<a href="#">Edit</a>	OT500504	WEASLEY	GINNY MAGICAL	03-AUG-2007	03-MAR-1983	HOPEVALE MEDICAL CENTRE

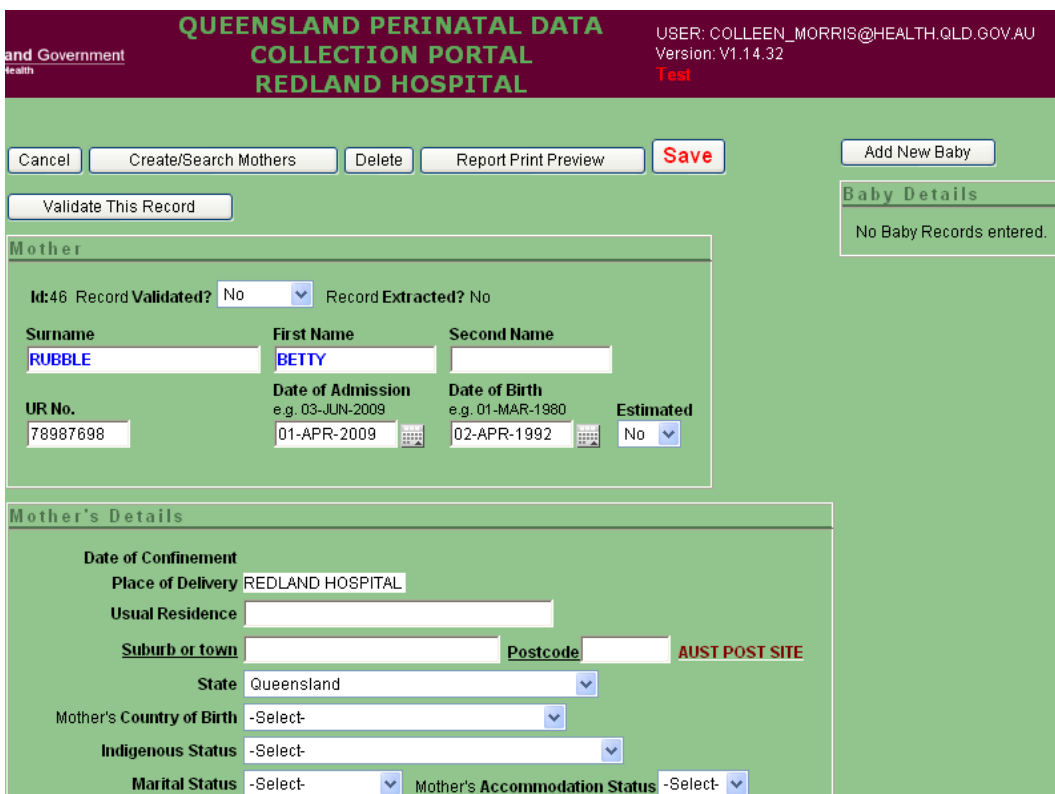
Results of Search

To view or edit the record:

- Click 'Edit' next to the mother's record you wish to view or edit



You will now be in the mother's record.



## 4.2 ENTERING MOTHER DETAILS

The Perinatal Online Form guides the user through completion. Generally, if a field is visible it should have the relevant information entered. Accordingly, throughout the online form, there are specific selections that prompt a hidden field to appear. When this occurs:

- the online form will flash and reappear with the additional field/s,
- these fields are mandatory fields and **must** be completed.

There are five (5) different ways to enter data when completing the PDC Online Form: Text Fields, Drop Down (Single) Selections, Multiple Selection Fields; Selection Trees; and Date selection.

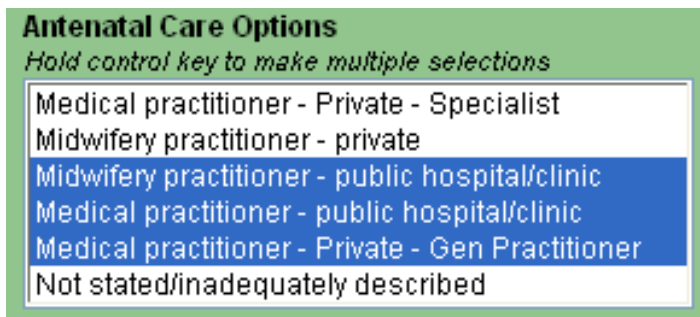
**Text Fields:** Click in the fields and enter the responses/text.

If the post code is unknown, click on the 'AUST POST SITE'

**Drop Down (Single) Selections:** Click the drop box and then click on the correct response from the drop-down list.

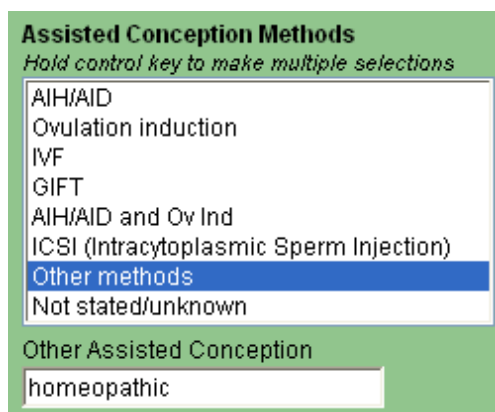
**Multiple Selection Fields:**

- Throughout the online form, there are certain fields where more than one selection may be made eg antenatal care, assisted conception, non-pharmacological analgesia.
- To select more than one field, hold the control key while clicking on the appropriate fields.



} Hold control key while clicking on each selection

- If free text needs to be added, click '**Other**' and the cursor will appear in the free text box.



- The following fields will only allow one selection to be made:
  - Reason for Induction,
  - Reason for Forceps/Vacuum Extraction,
  - Reason for Caesarean Section,
  - Reason for Admission to ICN/SCN.

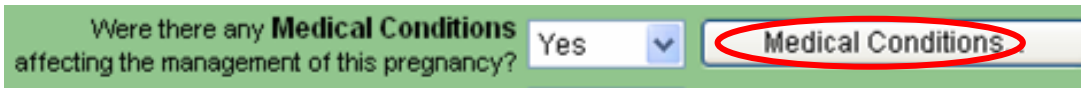
If there is more than one reason for induction, select the most severe and record the remaining conditions in Pregnancy Complications or Medical Conditions.

If there is more than one reason for forceps/vacuum extraction, select the most severe and record the remaining conditions in Pregnancy Complications, Medical Conditions or Labour and Delivery Complications.

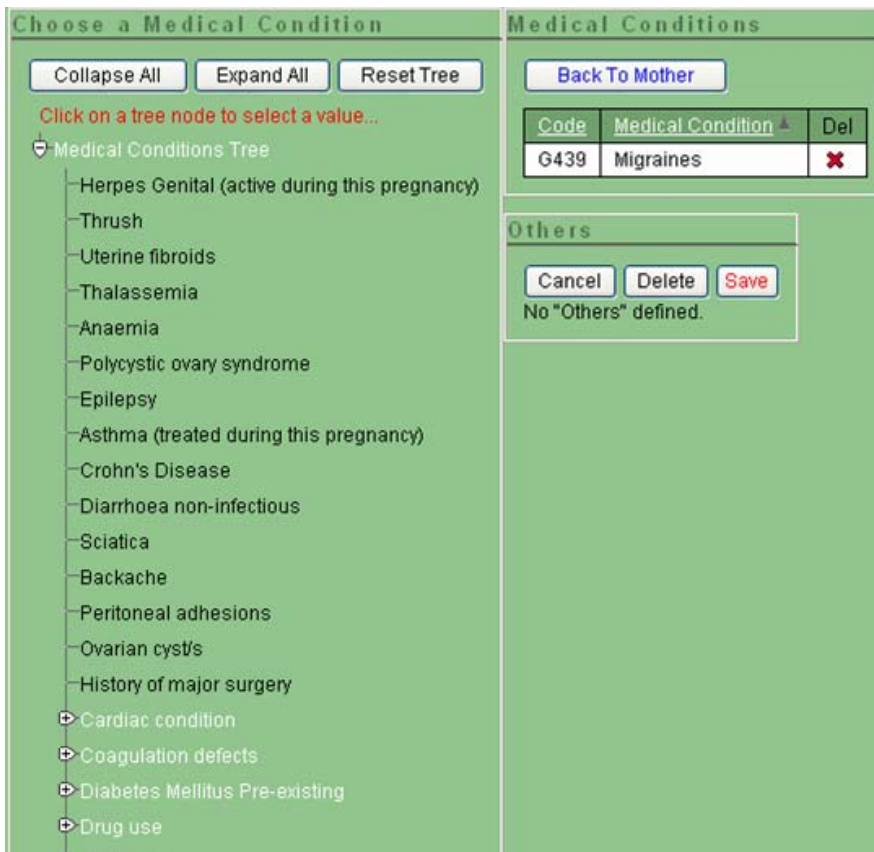
If there is more than one reason for caesarean section, select the most severe and record the remaining conditions in Pregnancy Complications, Medical Conditions or Labour and Delivery Complications.


If there is more than one reason for admission to ICN/SCN, select the most severe and record the remaining conditions in Neonatal Morbidities or Congenital Anomalies.

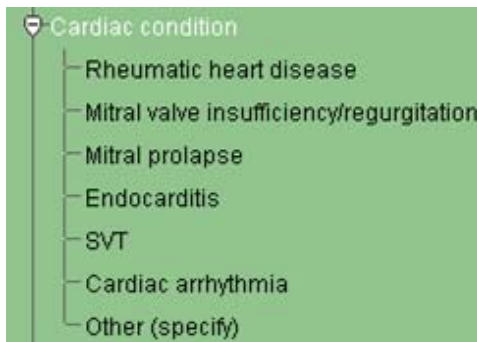
**Selection Trees:** When 'Yes' is selected in certain fields, a tab appears:



- Upon entering this tab, a 'Tree' appears listing the most commonly reported conditions in this field.



- The **white text** expands to reveal more specific conditions when the cursor is placed over the 



- Click on the black text condition (a hand icon will appear over your selection).
- Your selection/s will appear on the right hand side of the form.
- All reasons should be selected.

Medical Conditions

Back To Mother

Code	Medical Condition ▲	Del
D649	Anaemia	X
I471	Cardiac condition, SVT	X
E282	Polycystic ovary syndrome	X

Click on the red X to remove the selection.

- If the specific condition is not listed but can be included with a condition already identified, select **'Other (specify)'** from that specific field. Enter the condition in the free text field and **'Save'** before clicking **'Back to Mother/Baby'**.



Others

Cancel Delete Save

Delete

Mental Health, Other (specify)

obsessive compulsive disorder

- If the specific condition cannot be included in any of the conditions already identified, select **'Other'** from the bottom of the tree and enter the condition in the free text field. If there is more than one condition that needs to be entered here, separate them with a comma. Ensure you **'Save'** the entry before clicking **'Back to Mother/Baby'**.
- **Delete:** If you wish to delete the **'Other (specify)'** entry, Tick the **'Delete'** box, then click **'Delete'**.

Others

Cancel Delete Save

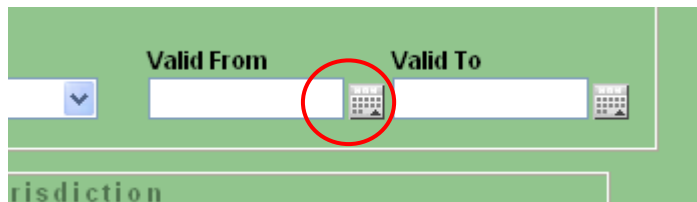
Delete

Other (specify)

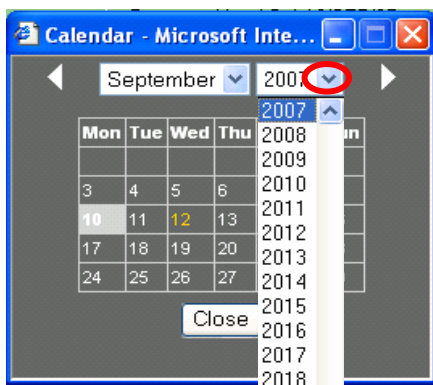
sore back

**Date fields:**

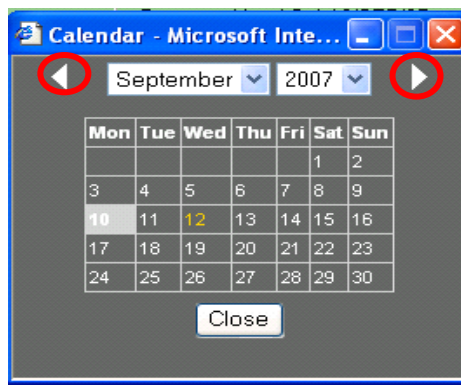
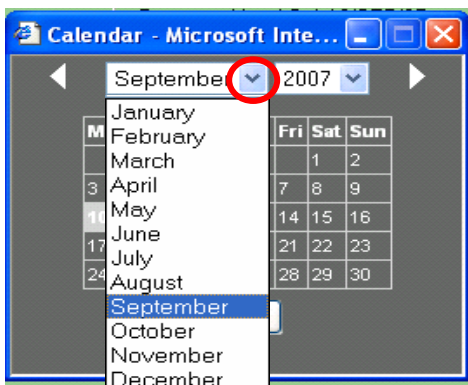
- The same process is followed when completing all date fields throughout the form.
- The calendar will default to the current date.
- The Estimated Date of Confinement is the only date that can be in the future date.
- Dates are entered by clicking on the calendar button beside the date field. The keyboard can not be used to enter a date directly into the field.



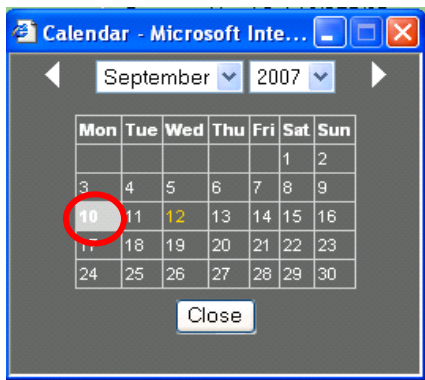
- In the calendar box that appears, select the year by clicking on the drop down arrow in the year field then click on the year.



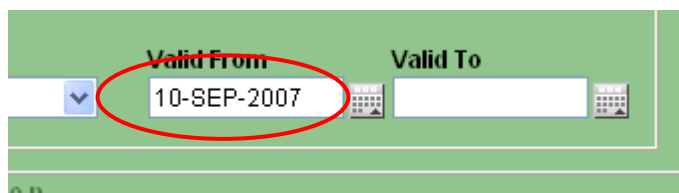
Select the month by either clicking on the drop down arrow OR clicking on the arrows either side.



Point the cursor over the required day until a hand (pointer) icon appears. Click on the required day.



The selected date will then appear in the field in which you are working.



Throughout the online form, certain responses will cause the screen to flash. During this time, the progress bar (on the bottom of the screen) **RUNS**. Do not make any further selections until the progress bar has completed running.

When details are **'Saved'**, the progress bar (on the bottom of the screen) **RUNS**. Do not make any further selections until the progress bar has completed running.



If further details are entered in the mother's details while the progress bar is still running, the following error will result:

**'Unable to process row of table PD\_99\_MNL\_MD\_APEX'**

If further details are entered in the baby's details while the progress bar is still running, the following error will result:

**'Unable to process row of table PD\_99\_MNL\_BBDETAILS\_APEX'**

If this error occurs, click **'OK'**.

Go back to the Mother or Baby screen.

Click on the **'Refresh'** button in the top tool bar.



When the progress bar has finished running, save the record.

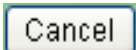
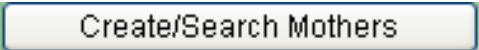






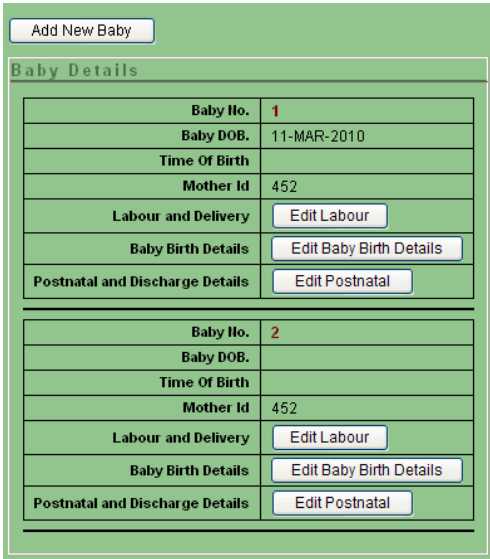

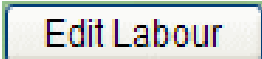
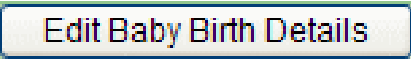
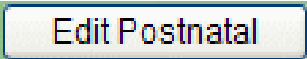
### Changing Selected Conditions

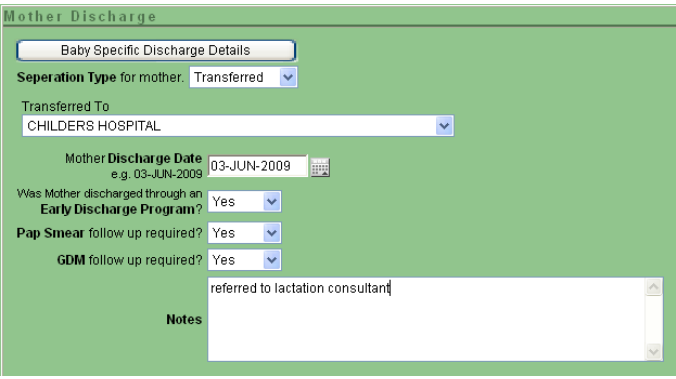
If you wish to change your selection in any field from **'Yes'** to **'No'** eg antenatal transfer, choosing **'No'** from the drop down box will result in the following pop up box:



To proceed with the cancellation, click **'OK'**, otherwise click **'Cancel'** and the selected conditions will remain.

4.2.1 CREATE A MOTHER RECORD

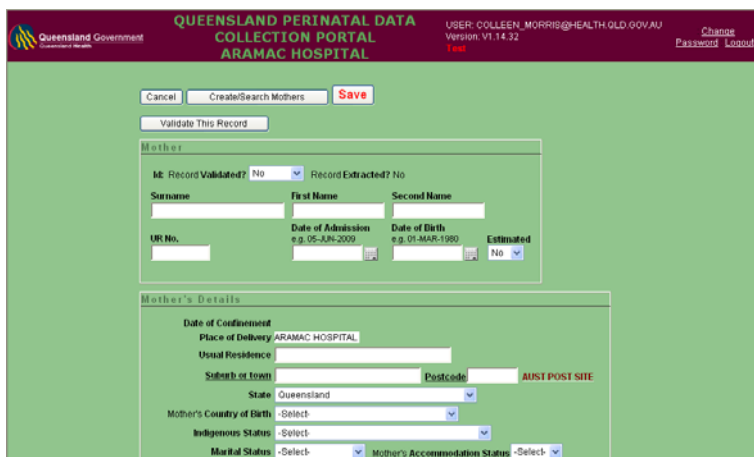
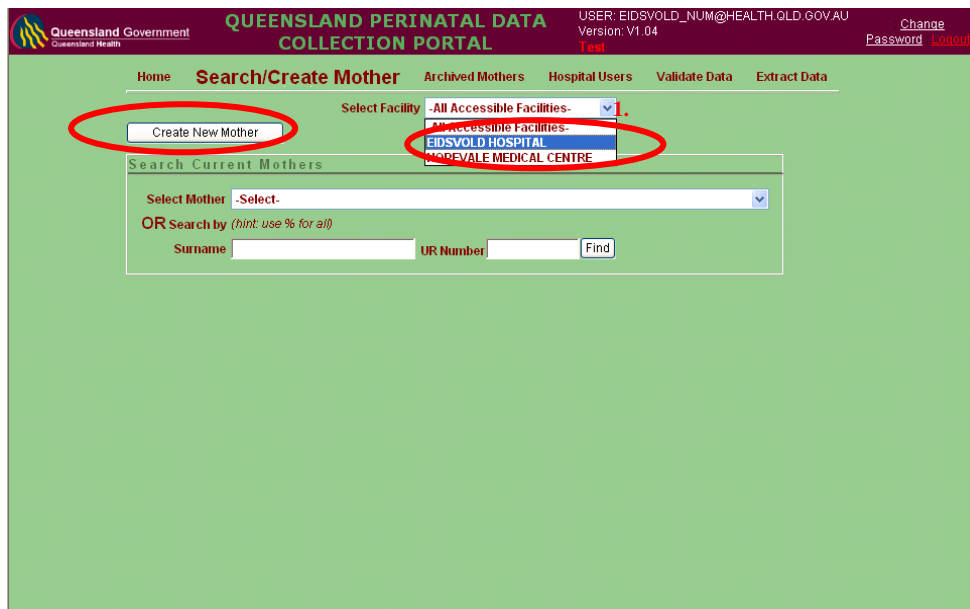
BUTTONS	ACTIONS BY CLICKING BUTTONS
	Takes you back to 'Search/Create Mother' Screen. All information not saved prior to clicking this button will be lost.
	To create a new admission or to search for a mother whose details have already been entered.
	Deletes all information from screen.
	Preview Report prior to printing.
	Print Report (report should be printed in landscape).
	Saves data in current screen.
	Saves baby UR Number and/or date of birth and opens the Edit Labour screen (note: this button is only available when entering a new baby).
	Validates record at any stage throughout pregnancy and birth.
	<p>To add a baby or view / amend the Labour, Birth or Postnatal details (see below for more detailed information regarding specific buttons).</p> <p>The 'Baby Details' section on the 'Mother Details' screen allows birth details to be accessed after the baby UR and/or date of birth has been entered and saved (ie. there is a record available for the baby)</p>
	Adds a new baby record. This field appears once Mother's demographic details have been entered and saved.
	To view or amend the mother's labour details (opens the Labour and Delivery Screen).
	To view or amend the baby's details (opens the Baby Birth Details Screen).
	To view or amend Postnatal and discharge details (opens the Postnatal and Discharge Details screen)

BUTTONS	ACTIONS BY CLICKING BUTTONS
	<p>Mother discharge details entered here:</p> <ul style="list-style-type: none"> <li>• Separation type (discharged, died, remaining in, transferred)</li> <li>• Discharge date</li> <li>• Early discharge program</li> </ul> <p>The following fields are for hospital use only:</p> <ul style="list-style-type: none"> <li>• Pap smear follow up</li> <li>• GDM follow up</li> <li>• Notes – free text in relation to either mother or baby may be entered eg referred to lactation consultant, physio for talipes</li> </ul> <p>Can access Baby discharge details eg discharge date, separation type (discharged, died, transferred, remaining in) via '<b>Baby Specific Discharge Details</b>' tab</p>
<p style="text-align: center;"><b>Record Validated? No</b></p>	<p>Identifies whether validation has been completed</p>
<p style="text-align: center;"><b>Record Extracted? No</b></p>	<p>Identifies whether extraction has occurred</p>
<p style="text-align: center;"><u>Top</u></p>	<p>Takes you to the top of the screen</p>

From the 'Search/Create Mother' screen:

If your facility is not visible in the 'Select Facility' box, click on the drop down box. Select the required facility.

Click 'Create New Mother'.



### 4.2.2 CURRENT MOTHER

In the 'Mother' field, enter the following details in the appropriate boxes:

- Surname: if surname consists of two names, enter without a space between them ie Ta Tam is entered as TaTam,
- First Name,
- Second Name,
- UR Number,
- Date of Admission (may be left blank if mother is to be admitted at a later date),
- Mother's Date of Birth,
- Estimated – Is the mother's date of birth estimated? - select either 'Yes' or 'No',

Click 'Save'.

Once saved, the following buttons will appear.

### 4.2.3 MOTHER'S DETAILS

Complete the 'Mother's Details' section using text and the drop down boxes. **All fields must be completed.**

Postcode: If unknown, click the 'AUST POST SITE' and follow the prompts.

Antenatal Transfer: If the mother has been transferred antenatally, the following fields will appear and require responses:

- Reasons Transferred,
- Time of Transfer (prior to/during labour),
- Transferred From.

If mother was transferred antenatally, Click 'Reasons Transferred...'

'Choose a Reason for Transfer' screen will appear:

The white text expands to reveal more specific conditions when the cursor is placed over



Click on the black text condition (a hand icon will appear over your selection).

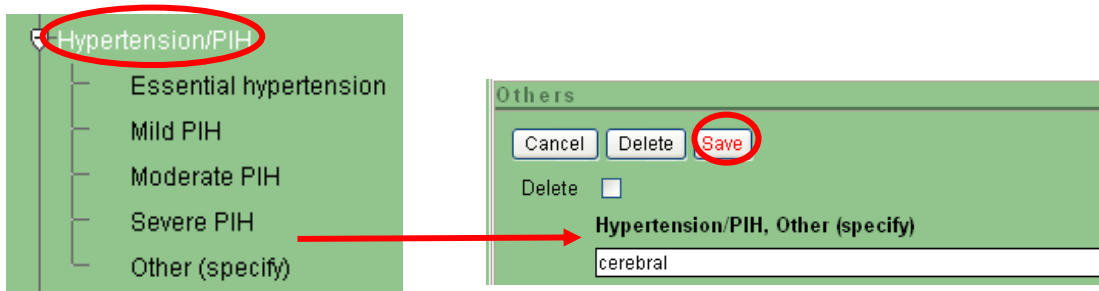
Your selection/s will reappear on the right hand side of the form in the 'Selected Reasons for Transfer'.

All reasons for the transfer should be selected.

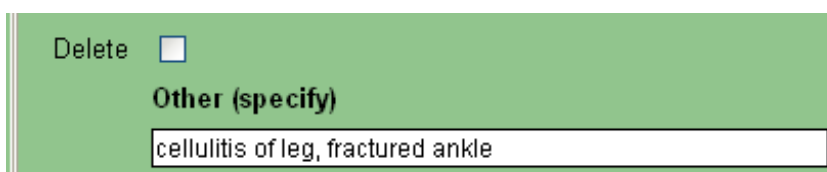
Code	Reason for Transfer	Delete
O140	Hypertension/PIH, Moderate PIH	X
O342	Previous C/S	X



If the specific condition is not listed but can be included with a condition already identified, select **'Other (specify)'** from that specific field. Enter the condition in the free text field and **'Save'** before clicking **'Back To Mother'**.



If the specific condition cannot be included in any of the conditions already identified, select **'Other'** from the bottom of the tree and enter the condition in the free text field. If there is more than one condition that needs to be entered here, separate them with a comma. Ensure you **'Save'** the entry before clicking **'Back To Mother'**.



If you wish to delete any of the **'Other (specify)'** entries, Tick **'Delete'** box and click **'Delete'**.



After completing your selection/s, click **'Back to Mother'**.

**YOU WILL NOW BE BACK AT THE MOTHER'S DETAILS SCREEN.**

Complete the antenatal transfer section by selecting:

- **'Time of Transfer'**
- **'Transferred From'**

If the place of transfer is a home birth, this can be found under **'Planned Home Birth'**.



#### 4.2.4 PREVIOUS PREGNANCIES

Complete the 'Previous Pregnancies' section using the drop down boxes.

Previous Pregnancies

Any Previous Pregnancies? -Select- ▼

If you select 'Yes' in 'Any Previous Pregnancies', further fields will appear:

Any Previous Pregnancies? Yes ▼

Any still or live births? Yes ▼

**Method of Delivery of Last Birth**  
Hold control key to make multiple selections

- Forceps
- Vacuum Extractor
- LSCS
- Classical CS
- Vaginal non-instrumental
- Other
- Not stated / inadequately described

Other Method of Delivery  
hysterotomy

- Either highlight the correct method of last birth or click on 'Other' and the cursor will appear in the free text field. Enter details.
- If the last birth was a multiple birth and more than one method was used eg twins - vaginal non-instrumental and forceps, click on the first method used, hold down the 'Control' key and select the other method used. Both methods will then be highlighted.


**Method of Delivery of Last Birth**  
Hold control key to make multiple selections


- Forceps
- Vacuum Extractor
- LSCS
- Classical CS
- Vaginal non-instrumental
- Other
- Not stated / inadequately described

4.2.5 PRESENT PREGNANCY

Complete the 'Present Pregnancy' section using the calendar, the drop down boxes and free text when applicable.

**Present Pregnancy**

Date of **Last Menstrual Period**    
 e.g. 03-JUN-2009

**Estimated Date of Confinement**    
 e.g. 03-JUN-2009

**Mother's Height**  cm

**Mother's Weight**  Kg  
 (Self-reported at conception)

Did the mother receive any **Antenatal Care** during this pregnancy?  ▾

Were there any **Medical Conditions** affecting the management of this pregnancy?  ▾

**Pregnancy Complications**  ▾

Were any **Procedures or Operations** performed during the pregnancy or labour and delivery?  ▾

Was this pregnancy the result of **Assisted Conception**?  ▾

Number of **Ultrasound Scans** performed during this pregnancy?  ▾

**Were any of the following performed?**

Nuchal Translucency Ultrasound  ▾

Morphology Ultrasound Scan  ▾

Assessment for Chorionicity Scan  ▾


**SMOKING:** During the first 20 weeks of pregnancy did the mother smoke at all?  ▾

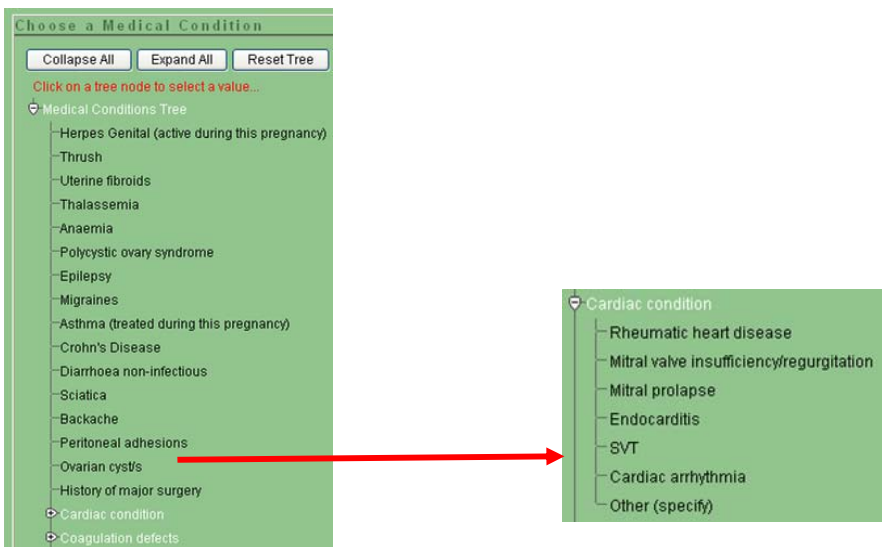
After 20 weeks of pregnancy did the mother smoke at all?  ▾

Collect height and weight at **ANY** time during preg, labour & postnatal

The mother's height and weight are to be reported in whole numbers ie 95kg instead of 95.3kg. As these fields are self reported, they may be collected at any stage throughout the pregnancy, birth and postnatal period.

If mother had any medical conditions that affected the management of the pregnancy, click 'Yes' and enter the 'Medical Conditions....' tree.

The white text expands to reveal more specific conditions when the cursor is placed over the 



Click on the black text condition (a hand icon will appear over your selection).  
 Select the appropriate medical conditions relevant to this pregnancy. These conditions will appear on the right hand side of the screen.

Medical Conditions		
<a href="#">Back To Mother</a>		
Code	Medical Condition ▲	Del
K509	Crohn's Disease	✖
E282	Polycystic ovary syndrome	✖

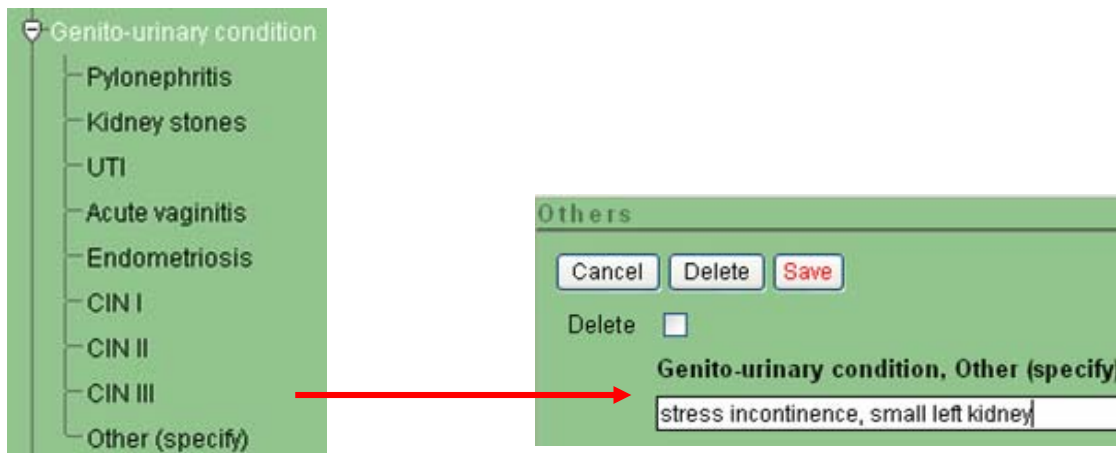


If either 'Thrush' or 'Herpes Genital' is selected, these conditions will appear twice due to the coding standards of ICD-10-AM.

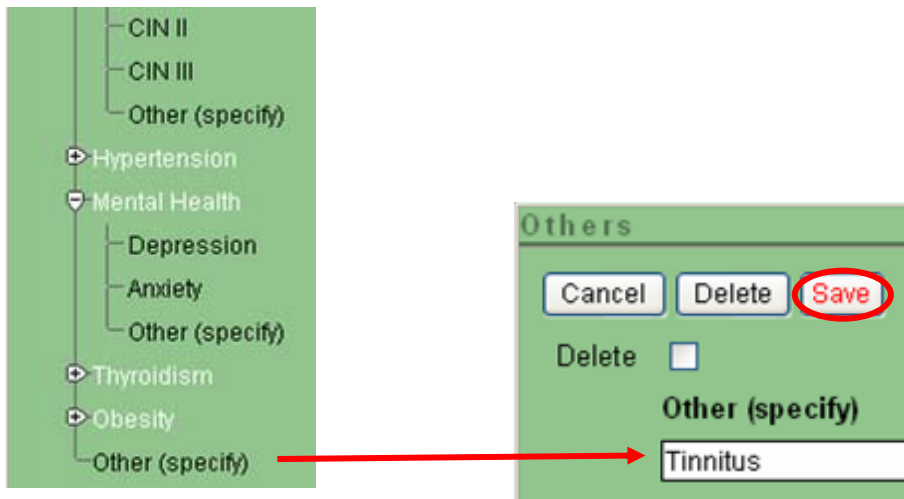
Code	Medical Condition ▲	Del
A600	Herpes Genital (active during this pregnancy)	✖
N770	Herpes Genital (active during this pregnancy)	✖

Code	Medical Condition ▲	Del
B373	Thrush	✖
N771	Thrush	✖

If the specific condition is not listed but can be included with a condition already identified, select **'Other (specify)'** from that specific field. Enter the condition in free text. If there is more than one condition that needs to be entered here, separate them with a comma. **'Save'** before clicking **'Back to Mother'**.



If the specific condition cannot be included in any of the conditions already identified, select **'Other'** from the bottom of the tree. Enter the condition in the free text field. Ensure you **'Save'** the entry before clicking **'Back to Mother'**.

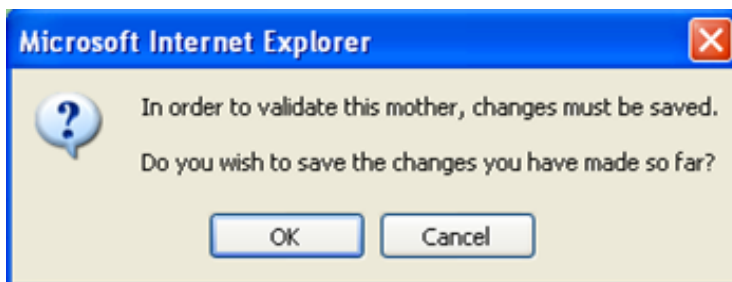


If you change a selection from **'Yes'** to **'No'**, the following pop up box will appear. Click **'OK'** to continue or **'Cancel'** to keep the preselected conditions. **'Save'** any changes made.



When you have completed this section of the form, **'SAVE'** and then click on the **'Validate This Record'** button at the bottom or top of the screen.

The following pop up box will appear.



Click **'OK'** and you will be taken directly to the validation screen. The validations are grouped according to the field in which they occur ie Mother's Details, Previous Pregnancy, Present Pregnancy.

Home Search/Create Mother Archived Mothers Hospital Users Validate Data Extract Data Admin <b>VALIDATION LOG</b> Printer Friendly Mother APGAR SCORE CHECK Facility ARAMAC HOSPITAL Mother Record 1 - 110									
	Period	Facility	Date of Confinement	Mother UR	Surname	Baby No.	Type	Message	Order
<a href="#">Edit</a>	APR-2009	ARAMAC HOSPITAL	01-APR-2009	321321	APGAR	Mother	INFO	Mother Detail Validations	1
<a href="#">Edit</a>	APR-2009	ARAMAC HOSPITAL	01-APR-2009	321321	APGAR	Mother	ERROR	Date of admission is a required field	1
<a href="#">Edit</a>	APR-2009	ARAMAC HOSPITAL	01-APR-2009	321321	APGAR	Mother	ERROR	Marital Status is a required field	2
<a href="#">Edit</a>	APR-2009	ARAMAC HOSPITAL	01-APR-2009	321321	APGAR	Mother	ERROR	Accommodation Status is a required field	3
<a href="#">Edit</a>	APR-2009	ARAMAC HOSPITAL	01-APR-2009	321321	APGAR	Mother	ERROR	Mother's Date of Birth is a required field	4
<a href="#">Edit</a>	APR-2009	ARAMAC HOSPITAL	01-APR-2009	321321	APGAR	Mother	INFO	Previous Pregnancy Validations	5
<a href="#">Edit</a>	APR-2009	ARAMAC HOSPITAL	01-APR-2009	321321	APGAR	Mother	ERROR	Please confirm the total number of previous pregnancies.	5
<a href="#">Edit</a>	APR-2009	ARAMAC HOSPITAL	01-APR-2009	321321	APGAR	Mother	INFO	Present Pregnancy Validations	6
<a href="#">Edit</a>	APR-2009	ARAMAC HOSPITAL	01-APR-2009	321321	APGAR	Mother	ERROR	What height was this mother at conception?	6

Identify the relevant validations that require editing.

Return to the mother's record to amend the validations by clicking on the **'Edit'** button or the **'Mother Record'** button.

You will be returned to the Mother screen where the amendments can then be made and saved. The **'Edit'** button will take you directly to the specific field.

The validation report may be printed by clicking on the 'Printer Friendly' tab.



QUEENSLAND PERINATAL DATA COLLECTION  
MOTHER AND BABY REPORT (MR63D)

**VALIDATION LOG**

Mother SMITH, MELISSA SALLY  
Facility CABOOLTURE HOSPITAL

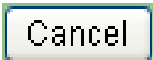



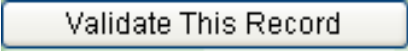




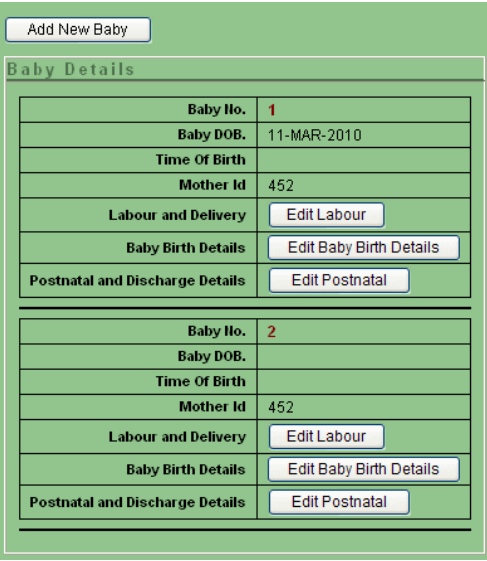

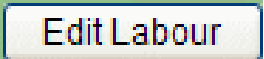
Period	Facility	Date of Confinement	Mother UR	Surname	Baby No.	Type	Message	Order
MAY-2009	CABOOLTURE HOSPITAL	07-MAY-2009	222098	SMITH	Mother	INFO	--- Present Pregnancy Validations ---	1
MAY-2009	CABOOLTURE HOSPITAL	07-MAY-2009	222098	SMITH	Mother	ERROR	What was the mother's gestation at the first antenatal visit?	1
MAY-2009	CABOOLTURE HOSPITAL	07-MAY-2009	222098	SMITH	Mother	ERROR	Did the mother smoke at all during the first 20 weeks of pregnancy?	2
MAY-2009	CABOOLTURE HOSPITAL	07-MAY-2009	222098	SMITH	Mother	ERROR	Did the mother smoke at all after 20 weeks of pregnancy?	3
MAY-2009	CABOOLTURE HOSPITAL	07-MAY-2009	222098	SMITH	Mother	INFO	--- Mother Discharge Validations ---	4
MAY-2009	CABOOLTURE HOSPITAL	07-MAY-2009	222098	SMITH	Mother	ERROR	How was the mother separated from this facility?	4

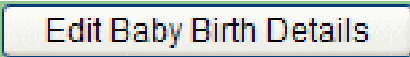
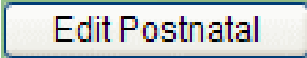
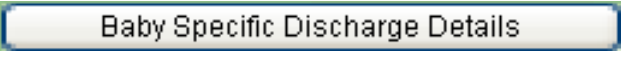
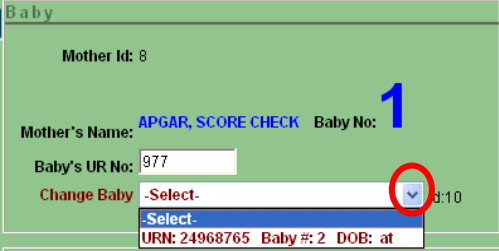


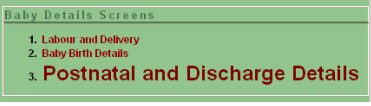

This will enable multiple validations to be amended without returning to the 'Validation Log' each time.

Ensure all changes are **SAVED** before rerunning the validation report.

Re-run the validation report (by clicking on 'Validate This Record'). The amended validations will have disappeared. Continue to run the validation report until all applicable validations have been addressed.

4.2.6 LABOUR AND DELIVERY DETAILS

BUTTONS	ACTIONS BY CLICKING BUTTONS
	Takes you back to 'Search/Create Mother' screen. All information not saved prior to clicking this button will be lost.
	Deletes all information from screen regardless whether already saved.
	Preview Report prior to printing
	Takes you back to the 'Mother Details' screen
	Validates record at any stage throughout pregnancy and birth
	Print Report (report should be printed in landscape)
	Saves data in current screen.
	Saves baby UR Number and/or date of birth and opens the Edit Labour screen (note: this button is only available when entering a new baby).
	Validates record at any stage throughout pregnancy and birth.
	<p>To add a baby or view / amend the Labour, Birth or Postnatal details (see below for more detailed information regarding specific buttons).</p> <p>The 'Baby Details' section on the 'Mother Details' screen allows birth details to be accessed after the baby UR and/or date of birth has been entered and saved (ie. there is a record available for the baby)</p>
	Adds a new baby record. This field appears once Mother's demographic details have been entered and saved.
	To view or amend the mother's labour details (opens the Labour and Delivery Screen).

BUTTONS	ACTIONS BY CLICKING BUTTONS
	To view or amend the baby's details (opens the Baby Birth Details Screen).
	To view or amend Postnatal and discharge details (opens the Postnatal and Discharge Details screen)
	Takes you directly to ' <b>Postnatal and Discharge Details</b> ' screen for baby details and maternal puerperium complications and procedures.
	Multiple Births: Use drop down box in ' <b>Change Baby</b> ' field to switch between babies.
	Indicates you are in the <b>Labour and Delivery</b> screen. You can also click on the 2. Baby Birth Details or 3. Postnatal and Discharge Details links to open the relevant screen.
	Indicates you are in the <b>Baby Birth Details</b> screen. You can also click on the 1. Labour and Delivery or 3. Postnatal and Discharge Details links to open the relevant screen.
	Indicates you are in the <b>Postnatal and Discharge Details</b> screen. You can also click on the 1. Labour and Delivery or 2. Baby Birth Details links to open the relevant screen.
	Takes you to the top of the screen.

If this is a multiple birth, click ‘Add New Baby’ according to the number of babies born eg twins – click twice to create two baby records.

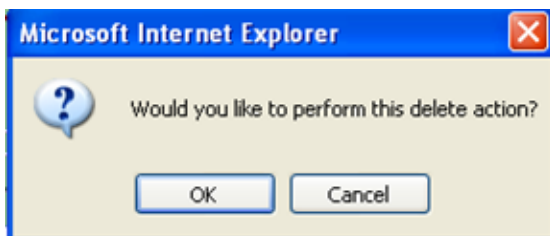
The screenshot shows a form titled 'Add New Baby' with a green header. Below the header is a section titled 'Baby Details' containing two identical record forms. Each record form has the following fields: 'Baby No.' (1 and 2), 'Baby DOB.' (09-APR-2009), 'Time Of Birth', and 'Mother Id' (44). Below each record are two buttons: 'Edit Labour' and 'Edit Postnatal'.

If an extra baby is added by mistake, click on the ‘Edit Labour’ tab of this baby to enter the ‘Labour and Delivery’ screen details.

Click ‘Delete’.

The screenshot shows a software interface with a green background. At the top, there are buttons for 'Back to Mother', 'Cancel', 'Delete' (circled in red), and 'Report Print Preview'. Below these is a 'Save' button and a 'Validate This Record' button. The main area is divided into two sections: 'Baby Details Screens' on the left, which lists '1. Labour, Delivery and Baby Details', and 'Baby' on the right, which shows 'Mother Id: 4', 'Mother's Name: INDUCT, METHODS AGAIN', and 'Baby No: 2'. There are also input fields for 'Baby's UR No:' and a dropdown menu for 'Change Baby'.

The following pop up box appears:



Click ‘OK’ and the extra baby record will be deleted.

To enter/amend the baby birth details, click on the 'Edit Labour' button on the Mother's Details screen.

Baby Details	
Baby No.	1
Baby DOB.	11-MAR-2010
Time Of Birth	
Mother Id	452
Labour and Delivery	<b>Edit Labour</b>
Baby Birth Details	Edit Baby Birth Details
Postnatal and Discharge Details	Edit Postnatal

The following screen will appear:

QUEENSLAND PERINATAL DATA COLLECTION  
PORTAL  
CABOOLTURE HOSPITAL

USER: LAUREN\_KENNEDY@HEALTH.GLD.GOV.AU  
Version: v3.0.2  
Test

Change Password Logout

Back to Mother Cancel Proceed

Baby Details Screens

1. Labour and Delivery

Baby

Mother Id: 452

Mother's Name: BAHR, JULIE ANN Baby No: 2

Baby's UR No:

Date of Birth:  Use Calendar button to select date

Id:

Top

### ENTER BABY UR OR DATE OF BIRTH AND CLICK PROCEED

**For all live born babies:**

- Enter the baby's UR No.
- Click '**Proceed**'.

**For all stillborn babies not allocated a UR number:**

- Enter the baby's date of birth.
- Click '**Proceed**'.

THE LABOUR, DELIVERY AND BABY DETAILS SCREEN WILL NOW BE OPEN.

If this is a multiple birth, follow this process for all babies.

Complete the 'Labour and Delivery' section using the drop down boxes and free text where applicable.

Ensure values have been

- Membranes Ruptured,
- Length of labour 1<sup>st</sup> Stage,
- Length of labour 2<sup>nd</sup> Stage.

entered in ALL fields of:

Membrane Ruptured before delivery  Days  Hours  Minutes

Length of labour 1st Stage  Hours  Minutes

Length of labour 2nd Stage  Hours  Minutes

Some responses will result in other fields being displayed eg if mother was induced, the following screen will appear - 'Reason for Induction'.

Onset of Labour

Reason for Induction


Click on 'Reason' and the 'Reason for Induction' tree will appear. Click on the appropriate condition.

Choose a Reason for Induction

Expand All   Reset Tree   Collapse All   Back to Baby

Click on a tree node to select a value...

- Reason for induction Tree
  - Sciatica
  - Backache
  - Termination of pregnancy
  - Unstable lie
  - Meconium liquor
  - IUFD
  - IUGR
  - Large baby/ Macrosomia
  - Polyhydramnios
  - Oligohydramnios
  - Chorioamnionitis
  - Post dates
  - Pelvic pain
  - Poor obstetric history
  - ▶ Antibodies maternal
  - ▶ Antepartum haemorrhage
  - ▶ Diabetes
  - ▶ False labour
  - ▶ Multiplicity
  - ▶ Hypertension/PIH
  - ▶ Premature rupture of membranes
  - Other (specify)



You will automatically be taken back to the main 'Labour and Delivery screen' with the selected condition displayed. If there is more than one reason, select the most severe and enter the remainder in Medical Conditions or Pregnancy Complications.

The remaining field relevant to induction of labour ('Which methods were used...?') will appear when 'Methods Used' is 'Yes'. If necessary, click on 'Other' and enter free text in the field provided.

If there are placental abnormalities, selecting 'Yes' will result in the 'Options' field appearing.


Click on the correct response or click on 'Other' and enter free text in the field provided.

If a mother has a second degree tear as well as an episiotomy, the following field will appear:

When second degree tear is selected, the 'Perineum' field will stay at '2<sup>nd</sup> degree laceration'.

When 'Episiotomy' is selected, the 'Perineum' field will change to 'Episiotomy' and the field 'Which came first...' disappears.

If the mother had any labour and delivery complications, click 'Yes' and enter the 'Complications...' tree.

The white text expands to reveal more specific conditions when the cursor is placed over the .

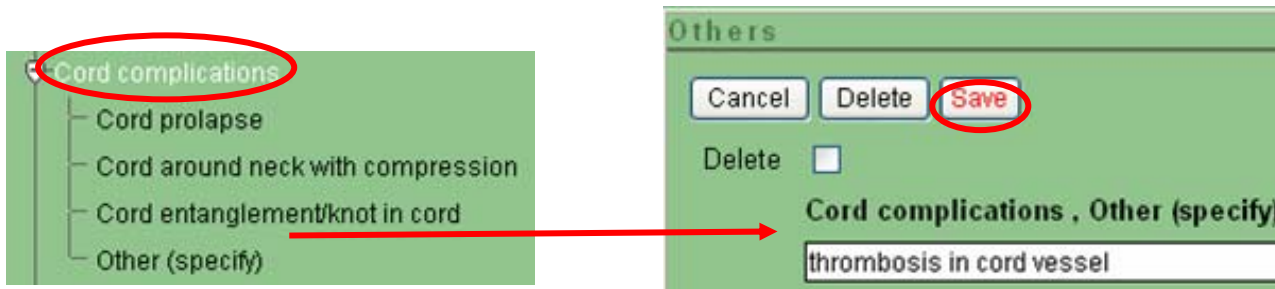
Click on the black text condition (a hand icon will appear over your selection). Select the appropriate labour and delivery complications. These conditions will appear on the right hand side of the screen.

Selected Delivery Complications

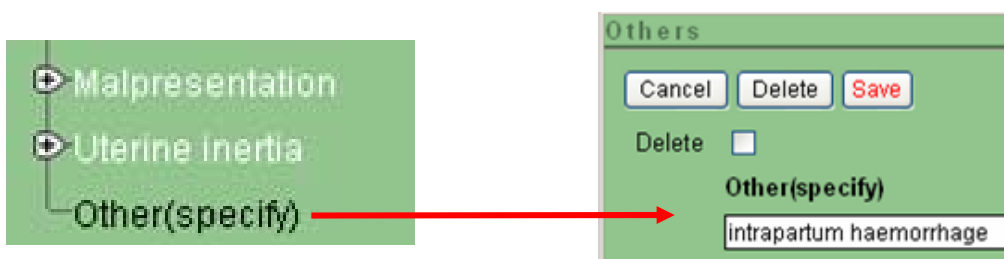
[Back To Baby](#)

Code	Labour and Delivery Complication	Delete
0721	Primary PPH (500 - 999ml)	✘
0630	Prolonged first stage	✘

If the specific condition is not listed but can be included with a condition already identified, select **'Other (specify)'** from that specific field. Enter the condition in free text. If there is more than one condition that needs to be entered here, separate with a comma. **'Save'** before clicking **'Back to Mother'**.



If the specific condition cannot be included in any of the conditions already identified, select **'Other'** from the bottom of the tree. Enter the condition in the free text field. Ensure you **'Save'** the entry before clicking **'Back to Mother'**.



If you change a selection from **'Yes'** to **'No'**, the following pop up box will appear. Click **'OK'** to continue or **'Cancel'** to keep the preselected conditions. **'Save'** any changes made.

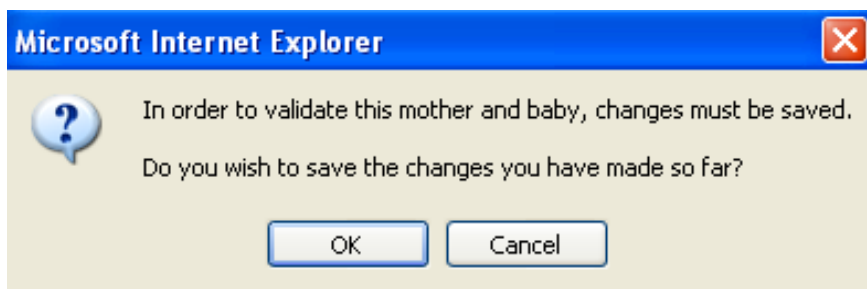


When you have completed the mother's labour details, **'Save'**.



When you have completed this section of the form, **'SAVE'** and then click on the **'Validate This Record'** button at the bottom or top of the screen.

The following pop up box will appear.



Click **'OK'** and you will be taken directly to the validation screen. The validations are grouped according to the field in which they occur ie Labour and Delivery, Baby Details, Mother Discharge, Post Natal.

QUEENSLAND PERINATAL DATA COLLECTION PORTAL  
 CABOOLTURE HOSPITAL

USER: LAUREN\_KENNEDY@HEALTH.QLD.GOV.AU  
 Version: v3.0.2  
 Change Password Logout

Main Menu Search/Create Mother Archived Mothers Validate Data

VALIDATION LOG

Printer Friendly  
 Mother BAHR,JULIE  
 Facility CABOOLTURE HOSPITAL

Mother Record Labour Record Baby's Birth Details Baby's Postnatal Record

	Period	Facility	Date of Confinement	Mother UR	Family Name	Baby No.	Type	Message	Order
<a href="#">Edit</a>	MAR-2010	CABOOLTURE HOSPITAL	11-MAR-2010	122112	BAHR	Mother	INFO	<b>--- Mother Detail Validations ---</b>	1
<a href="#">Edit</a>	MAR-2010	CABOOLTURE HOSPITAL	11-MAR-2010	122112	BAHR	Mother	ERROR	Mother's address of usual residence is not valid at the Baby's date of birth. Please check the locality, postcode and state.	1
<a href="#">Edit</a>	MAR-2010	CABOOLTURE HOSPITAL	11-MAR-2010	122112	BAHR	Mother	INFO	<b>--- Previous Pregnancy Validations ---</b>	2
<a href="#">Edit</a>	MAR-2010	CABOOLTURE HOSPITAL	11-MAR-2010	122112	BAHR	Mother	ERROR	What was the method of delivery of the mother's last live or still birth?	2
<a href="#">Edit</a>	MAR-2010	CABOOLTURE HOSPITAL	11-MAR-2010	122112	BAHR	Mother	END	.....	3
<a href="#">Edit</a>	MAR-2010	CABOOLTURE HOSPITAL	11-MAR-2010	122112	BAHR	1	INFO	<b>--- Labour and Delivery Validations ---</b>	4
<a href="#">Edit</a>	MAR-2010	CABOOLTURE HOSPITAL	11-MAR-2010	122112	BAHR	1	ERROR	Did the mother have CTG in labour?	4
<a href="#">Edit</a>	MAR-2010	CABOOLTURE HOSPITAL	11-MAR-2010	122112	BAHR	1	ERROR	Did the mother have FSE in labour?	5
<a href="#">Edit</a>	MAR-2010	CABOOLTURE HOSPITAL	11-MAR-2010	122112	BAHR	1	ERROR	Was the baby's fetal scalp pH measured?	6
<a href="#">Edit</a>	MAR-2010	CABOOLTURE HOSPITAL	11-MAR-2010	122112	BAHR	1	ERROR	Fetal scalp lactate is a required field.	7
<a href="#">Edit</a>	MAR-2010	CABOOLTURE HOSPITAL	11-MAR-2010	122112	BAHR	1	INFO	<b>--- Baby Details Validations ---</b>	8

You may edit the record by clicking on:

- **'Edit'** button which will take you to the specific field to be amended
- **'Mother Record'** button which will take you to the mother's details
- **'Labour Record'** will take you to the labour and delivery screen,
- **'Baby's Birth Details'** will take you to the baby birth details screen,
- **'Baby's Postnatal Record'** will take you to the postnatal and discharge details screen.

The validation report may be printed by clicking on the **'Printer Friendly'** tab. This will enable multiple validations to be amended without returning to the **'Validation Log'** each time.



QUEENSLAND PERINATAL DATA COLLECTION  
MOTHER AND BABY REPORT (MR63D)

**VALIDATION LOG**

Mother SMITH,MELISSA SALLY  
Facility CABOOLTURE HOSPITAL

Period	Facility	Date of Confinement	Mother UR	Surname	Baby No.	Type	Message	Order
MAY-2009	CABOOLTURE HOSPITAL	07-MAY-2009	222098	SMITH	Mother	INFO	--- Present Pregnancy Validations ---	1
MAY-2009	CABOOLTURE HOSPITAL	07-MAY-2009	222098	SMITH	Mother	ERROR	What was the mother's gestation at the first antenatal visit?	1
MAY-2009	CABOOLTURE HOSPITAL	07-MAY-2009	222098	SMITH	Mother	ERROR	Did the mother smoke at all during the first 20 weeks of pregnancy?	2
MAY-2009	CABOOLTURE HOSPITAL	07-MAY-2009	222098	SMITH	Mother	ERROR	Did the mother smoke at all after 20 weeks of pregnancy?	3
MAY-2009	CABOOLTURE HOSPITAL	07-MAY-2009	222098	SMITH	Mother	INFO	--- Mother Discharge Validations ---	4
MAY-2009	CABOOLTURE HOSPITAL	07-MAY-2009	222098	SMITH	Mother	ERROR	How was the mother separated from this facility?	4

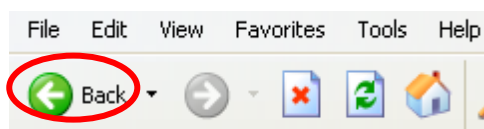
**ALL CHANGES MUST BE SAVED.**

From the bottom of the 'Printer Friendly' screen, click on the field you wish to return to.

- [Main Menu](#)
- [Search/Create Mother](#)
- [Archived Mothers](#)
- [Validate Data](#)
- [Extract Data](#)
- [Reports](#)

Clicking on the back arrow in the top tool bar will take you back to the 'Validation Log' where you can then select:

- Mother Record
- Baby's Labour Record
- Baby's Postnatal Record



If this is a multiple birth, the baby number (twin 1 or twin 2) is displayed in the 'Baby No' column.

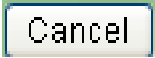





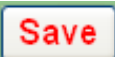


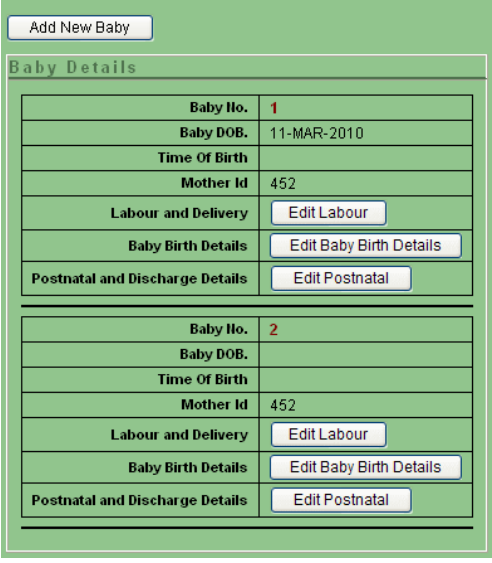

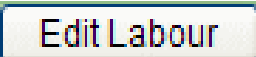
<a href="#">Edit</a>	APR-2009	EMERALD HOSPITAL		32131	MORRIS	1	ERROR	Did the mother have any puerperium procedures or operations after giving birth to this baby?	59
<a href="#">Edit</a>	APR-2009	EMERALD HOSPITAL		32131	MORRIS	1	INFO	--- Baby Discharge Validations ---	60
<a href="#">Edit</a>	APR-2009	EMERALD HOSPITAL		32131	MORRIS	1	ERROR	How was the baby separated from this facility?	60
<a href="#">Edit</a>	APR-2009	EMERALD HOSPITAL		32131	MORRIS	1	ERROR	Did the baby receive fluid in the 24 hours prior to discharge?	61
<a href="#">Edit</a>	APR-2009	EMERALD HOSPITAL		32131	MORRIS	1	ERROR	Did the baby receive fluid at any time in the birth episode?	62
<a href="#">Edit</a>	APR-2009	EMERALD HOSPITAL		32131	MORRIS	2	INFO	--- Baby Discharge Validations ---	63
<a href="#">Edit</a>	APR-2009	EMERALD HOSPITAL		32131	MORRIS	2	ERROR	Intended Place of Birth is a required field	63
<a href="#">Edit</a>	APR-2009	EMERALD HOSPITAL		32131	MORRIS	2	ERROR	Actual Place of Birth is a required field	64
<a href="#">Edit</a>	APR-2009	EMERALD HOSPITAL		32131	MORRIS	2	ERROR	Onset of labour is a required field	65

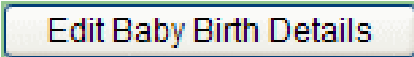
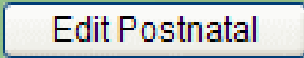
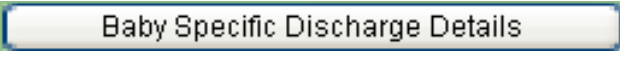
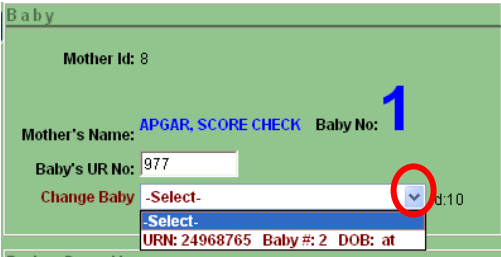


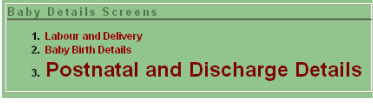

Amend validations for all babies of a multiple birth.

**ALL CHANGES MUST BE SAVED.**

When re-running the validation report, the amended validations will have disappeared.

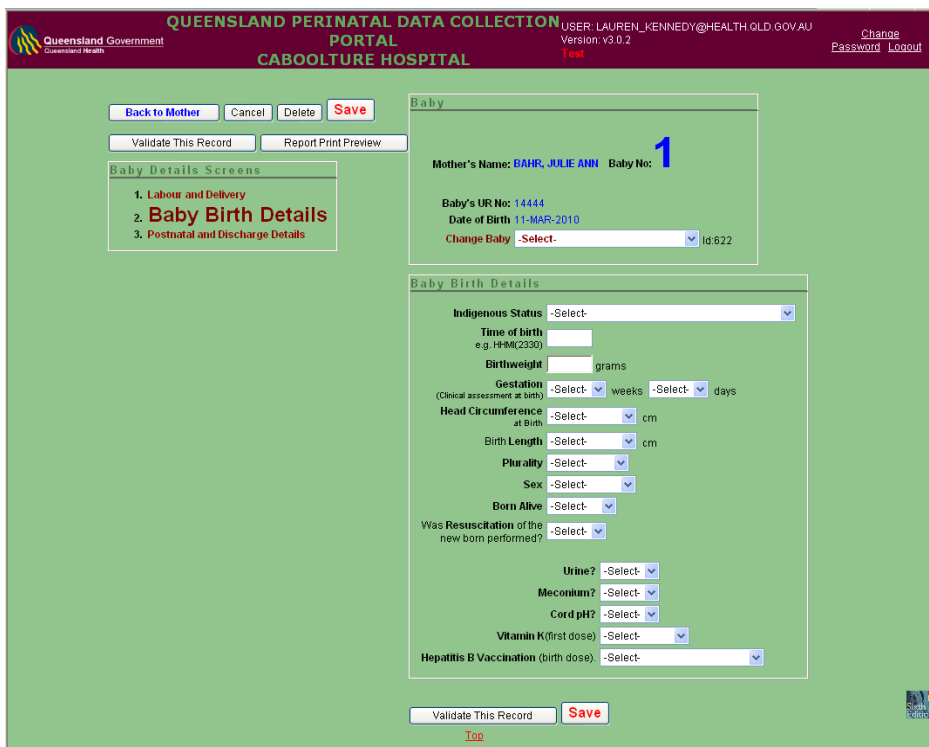
4.2.7 BABY BIRTH DETAILS

BUTTONS	ACTIONS BY CLICKING BUTTONS
	Takes you back to ‘ <b>Search/Create Mother</b> ’ screen. All information not saved prior to clicking this button will be lost.
	Deletes all information from screen regardless whether already saved.
	Preview Report prior to printing
	Takes you back to the ‘ <b>Mother Details</b> ’ screen
	Validates record at any stage throughout pregnancy and birth
	Print Report (report should be printed in landscape)
	Saves data in current screen.
	Saves baby UR Number and/or date of birth and opens the Edit Labour screen (note: this button is only available when entering a new baby).
	Validates record at any stage throughout pregnancy and birth.
	<p>To add a baby or view / amend the Labour, Birth or Postnatal details (see below for more detailed information regarding specific buttons).</p> <p>The ‘<b>Baby Details</b>’ section on the ‘<b>Mother Details</b>’ screen allows birth details to be accessed after the baby UR and/or date of birth has been entered and saved (ie. there is a record available for the baby)</p>
	Adds a new baby record. This field appears once Mother’s demographic details have been entered and saved.
	To view or amend the mother’s labour details (opens the Labour and Delivery Screen).

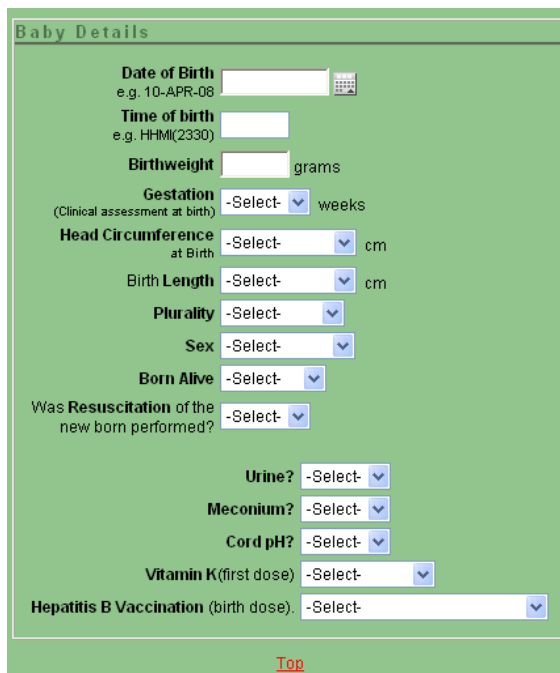
BUTTONS	ACTIONS BY CLICKING BUTTONS
	To view or amend the baby's details (opens the Baby Birth Details Screen).
	To view or amend Postnatal and discharge details (opens the Postnatal and Discharge Details screen)
	Takes you directly to ' <b>Postnatal and Discharge Details</b> ' screen for baby details and maternal puerperium complications and procedures.
	Multiple Births: Use drop down box in ' <b>Change Baby</b> ' field to switch between babies.
	Indicates you are in the <b>Labour and Delivery</b> screen. You can also click on the 2. Baby Birth Details or 3. Postnatal and Discharge Details links to open the relevant screen.
	Indicates you are in the <b>Baby Birth Details</b> screen. You can also click on the 1. Labour and Delivery or 3. Postnatal and Discharge Details links to open the relevant screen.
	Indicates you are in the <b>Postnatal and Discharge Details</b> screen. You can also click on the 1. Labour and Delivery or 2. Baby Birth Details links to open the relevant screen.
	Takes you to the top of the screen.

To enter/amend the baby birth details, click on the '**Edit Baby Birth Details**' button on the Mother's Details screen or click the '**Baby Birth Details**' link from the Labour and Delivery or Postnatal and Discharge Details screens.

THE BABY BIRTH DETAILS SCREEN WILL NOW BE OPEN



Complete the 'Baby Details' section using the calendar, the drop down boxes and free text when applicable.



When 'Born Alive' is selected, the following fields will appear:

- APGAR Scores,
- Regular respirations.

Calculate the APGAR Score.

APGAR SCORE	1 Mins	5 Mins
Heart rate	2	2
Respiratory effort	2	2
Muscle Tone	1	2
Reflex irritability	2	2
Colour	1	2
<b>Total</b>	<b>8</b>	<b>10</b>

**Calculate Apgar score**

If Hepatitis B Vaccination is not administered in Birth Suite, leave this field at 'Select'. This will ensure a validation is generated prior to discharge to remind the Midwives in the postnatal ward to amend this field.

Hepatitis B Vaccination (birth dose). -Select-

If this is a multiple birth, 'SAVE' details then change to baby number 2 by clicking on the drop down box on the Labour and Delivery screen and selecting the required baby.

Baby

Mother Id: 8

Mother's Name: APGAR, SCORE CHECK Baby No: 1

Baby's UR No: 977

Change Baby -Select- Id:10

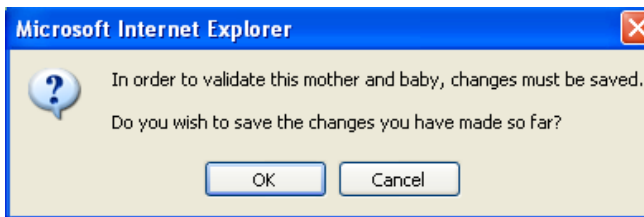
-Select-  
URN: 24968765 Baby #: 2 DOB: at

**Multiple Births:**  
Use drop down box to switch between babies (baby UR No's or DOB must be entered and saved first).

Follow the same process as with baby number 1, 'SAVE' all entries/changes.

When you have completed the Baby Birth Details screen, 'SAVE' and then click on the 'Validate This Record' button at the bottom or top of the screen.

The following pop up box will appear.



Click 'OK' and you will be taken directly to the validation screen. The validations are grouped according to the field in which they occur ie Mother's Details, Previous Pregnancy, Present Pregnancy.

QUEENSLAND PERINATAL DATA COLLECTION PORTAL CABOOLTURE HOSPITAL

USER: LAUREN\_KENNEDY@HEALTH.QLD.GOV.AU Version: v3.0.2 Change Password Logout

Main Menu Search/Create Mother Archived Mothers Validate Data

VALIDATION LOG

Printer Friendly

Mother BAHR,JULIE Facility CABOOLTURE HOSPITAL

Mother Record Labour Record Baby's Birth Details Baby's Postnatal Record

1 - 86

	Period	Facility	Date of Confinement	Mother UR	Family Name	Baby No.	Type	Message	Order
<a href="#">Edit</a>	MAR-2010	CABOOLTURE HOSPITAL	11-MAR-2010	122112	BAHR	Mother	INFO	<b>--- Mother Detail Validations ---</b>	1
<a href="#">Edit</a>	MAR-2010	CABOOLTURE HOSPITAL	11-MAR-2010	122112	BAHR	Mother	ERROR	Mother's address of usual residence is not valid at the Baby's date of birth. Please check the locality, postcode and state.	1
<a href="#">Edit</a>	MAR-2010	CABOOLTURE HOSPITAL	11-MAR-2010	122112	BAHR	Mother	INFO	<b>--- Previous Pregnancy Validations ---</b>	2
<a href="#">Edit</a>	MAR-2010	CABOOLTURE HOSPITAL	11-MAR-2010	122112	BAHR	Mother	ERROR	What was the method of delivery of the mother's last live or still birth?	2
<a href="#">Edit</a>	MAR-2010	CABOOLTURE HOSPITAL	11-MAR-2010	122112	BAHR	Mother	END	-----	3
<a href="#">Edit</a>	MAR-2010	CABOOLTURE HOSPITAL	11-MAR-2010	122112	BAHR	1	INFO	<b>--- Labour and Delivery Validations ---</b>	4
<a href="#">Edit</a>	MAR-2010	CABOOLTURE HOSPITAL	11-MAR-2010	122112	BAHR	1	ERROR	Did the mother have CTO in labour?	4
<a href="#">Edit</a>	MAR-2010	CABOOLTURE HOSPITAL	11-MAR-2010	122112	BAHR	1	ERROR	Did the mother have FSE in labour?	5
<a href="#">Edit</a>	MAR-2010	CABOOLTURE HOSPITAL	11-MAR-2010	122112	BAHR	1	ERROR	Was the baby's fetal scalp pH measured?	6
<a href="#">Edit</a>	MAR-2010	CABOOLTURE HOSPITAL	11-MAR-2010	122112	BAHR	1	ERROR	Fetal scalp lactate is a required field.	7
<a href="#">Edit</a>	MAR-2010	CABOOLTURE HOSPITAL	11-MAR-2010	122112	BAHR	1	INFO	<b>--- Baby Details Validations ---</b>	8

You may edit the record by clicking on:

- 'Edit' button which will take you to the specific field to be amended
- 'Mother Record' button which will take you to the mother's details
- 'Labour Record' will take you to the labour and delivery screen,
- 'Baby's Birth Details' will take you to the baby birth details screen,
- 'Baby's Postnatal Record' will take you to the postnatal and discharge details screen.

The validation report may be printed by clicking on the 'Printer Friendly' tab. This will enable multiple validations to be amended without returning to the 'Validation Log' each time.



QUEENSLAND PERINATAL DATA COLLECTION  
MOTHER AND BABY REPORT (MR63D)

**VALIDATION LOG**

Mother SMITH,MELISSA SALLY  
Facility CABOOLTURE HOSPITAL

Period	Facility	Date of Confinement	Mother UR	Surname	Baby No.	Type	Message	Order
MAY-2009	CABOOLTURE HOSPITAL	07-MAY-2009	222098	SMITH	Mother	INFO	--- Present Pregnancy Validations ---	1
MAY-2009	CABOOLTURE HOSPITAL	07-MAY-2009	222098	SMITH	Mother	ERROR	What was the mother's gestation at the first antenatal visit?	1
MAY-2009	CABOOLTURE HOSPITAL	07-MAY-2009	222098	SMITH	Mother	ERROR	Did the mother smoke at all during the first 20 weeks of pregnancy?	2
MAY-2009	CABOOLTURE HOSPITAL	07-MAY-2009	222098	SMITH	Mother	ERROR	Did the mother smoke at all after 20 weeks of pregnancy?	3
MAY-2009	CABOOLTURE HOSPITAL	07-MAY-2009	222098	SMITH	Mother	INFO	--- Mother Discharge Validations ---	4
MAY-2009	CABOOLTURE HOSPITAL	07-MAY-2009	222098	SMITH	Mother	ERROR	How was the mother separated from this facility?	4

**ALL CHANGES MUST BE SAVED.**

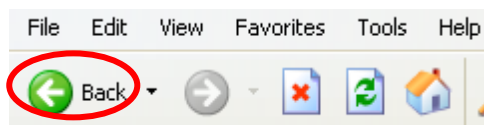
From the bottom of the 'Printer Friendly' screen, click on the field you wish to return to.

- [Main Menu](#)
- [Search/Create Mother](#)
- [Archived Mothers](#)
- [Validate Data](#)
- [Extract Data](#)
- [Reports](#)

Clicking on the back arrow in the 'Log' where you can then select:

- Mother Record
- Baby's Labour Record
- Baby's Postnatal Record

top tool bar will take you back to the 'Validation



When re-running the amended validation report, these validations will have disappeared.

If this is a multiple birth, the baby number (twin 1 or twin 2) is displayed in the 'Baby No' column.





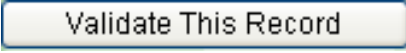




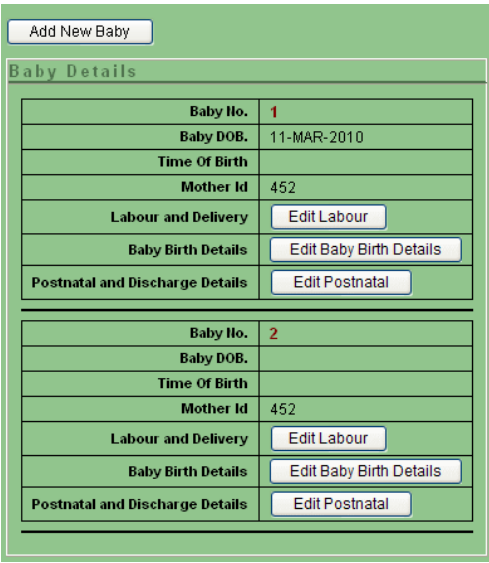

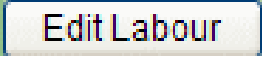
<a href="#">Edit</a>	APR-2009	EMERALD HOSPITAL		32131	MORRIS	1	ERROR	Did the mother have any puerperium procedures or operations after giving birth to this baby?	59
<a href="#">Edit</a>	APR-2009	EMERALD HOSPITAL		32131	MORRIS	1	INFO	--- Baby Discharge Validations ---	60
<a href="#">Edit</a>	APR-2009	EMERALD HOSPITAL		32131	MORRIS	1	ERROR	How was the baby separated from this facility?	60
<a href="#">Edit</a>	APR-2009	EMERALD HOSPITAL		32131	MORRIS	1	ERROR	Did the baby receive fluid in the 24 hours prior to discharge?	61
<a href="#">Edit</a>	APR-2009	EMERALD HOSPITAL		32131	MORRIS	1	ERROR	Did the baby receive fluid at any time in the birth episode?	62
<a href="#">Edit</a>	APR-2009	EMERALD HOSPITAL		32131	MORRIS	2	INFO	--- Baby Discharge Validations ---	63
<a href="#">Edit</a>	APR-2009	EMERALD HOSPITAL		32131	MORRIS	2	ERROR	Intended Place of Birth is a required field	63
<a href="#">Edit</a>	APR-2009	EMERALD HOSPITAL		32131	MORRIS	2	ERROR	Actual Place of Birth is a required field	64
<a href="#">Edit</a>	APR-2009	EMERALD HOSPITAL		32131	MORRIS	2	ERROR	Onset of labour is a required field	65

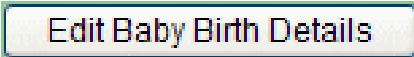
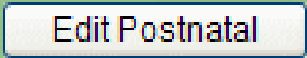
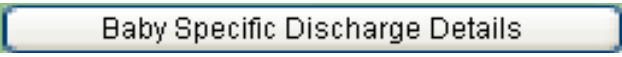
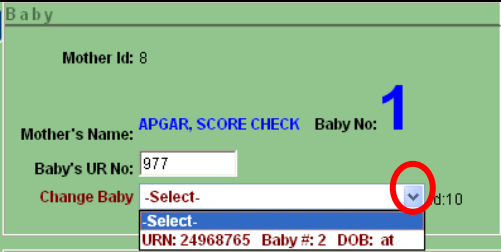


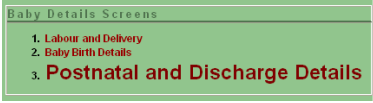
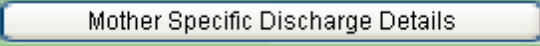
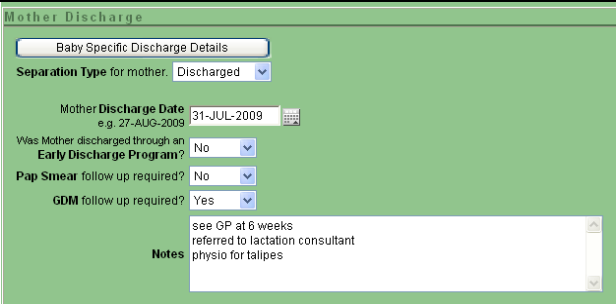

Amend validations for all babies of a multiple birth.

Ensure all changes are **SAVED** before rerunning the validation report.

Continue to run the validation report until all relevant validations have been addressed.

4.2.8 BABY BIRTH DETAILS

BUTTONS	ACTIONS BY CLICKING BUTTONS
	Takes you back to 'Search/Create Mother' screen. All information not saved prior to clicking this button will be lost.
	Deletes all information from screen regardless whether already saved.
	Preview Report prior to printing
	Takes you back to the 'Mother Details' screen
	Validates record at any stage throughout pregnancy and birth
	Print Report (report should be printed in landscape)
	Saves data in current screen.
	Saves baby UR Number and/or date of birth and opens the Edit Labour screen (note: this button is only available when entering a new baby).
	Validates record at any stage throughout pregnancy and birth.
	<p>To add a baby or view / amend the Labour, Birth or Postnatal details (see below for more detailed information regarding specific buttons).</p> <p>The 'Baby Details' section on the 'Mother Details' screen allows birth details to be accessed after the baby UR and/or date of birth has been entered and saved (ie. there is a record available for the baby)</p>
	Adds a new baby record. This field appears once Mother's demographic details have been entered and saved.
	To view or amend the mother's labour details (opens the Labour and Delivery Screen).

BUTTONS	ACTIONS BY CLICKING BUTTONS
	To view or amend the baby's details (opens the Baby Birth Details Screen).
	To view or amend Postnatal and discharge details (opens the Postnatal and Discharge Details screen)
	Takes you directly to <b>'Postnatal and Discharge Details'</b> screen for baby details and maternal puerperium complications and procedures.
	Multiple Births: Use drop down box in <b>'Change Baby'</b> field to switch between babies.
	Indicates you are in the <b>Labour and Delivery</b> screen. You can also click on the 2. Baby Birth Details or 3. Postnatal and Discharge Details links to open the relevant screen.
	Indicates you are in the <b>Baby Birth Details</b> screen. You can also click on the 1. Labour and Delivery or 3. Postnatal and Discharge Details links to open the relevant screen.
	Indicates you are in the <b>Postnatal and Discharge Details</b> screen. You can also click on the 1. Labour and Delivery or 2. Baby Birth Details links to open the relevant screen.
	Click in here to enter mother's discharge status (discharged, transferred, died), discharge date, early discharge program and details relevant to postnatal follow up.
	Enter the mother's: <ul style="list-style-type: none"> <li>• Separation Type eg discharged</li> <li>• Discharge Date</li> <li>• Early Discharge Program</li> </ul> The following fields are for hospital use only: <ul style="list-style-type: none"> <li>• Pap Smear follow up required</li> <li>• GDM follow up required</li> <li>• Notes – any details relevant to either mother and/or baby eg physio for talipes, Lactation Consultant</li> </ul>
	Takes you to the top of the screen.

To enter/amend the baby birth details, click on the 'Edit Postnatal' button on the Mother's Details screen or click the 'Postnatal and Discharge Details' link from the Labour and Delivery or Baby Birth Details screens.

THE POSTNATAL AND DISCHARGE DETAILS SCREEN WILL NOW BE OPEN

The screenshot shows the 'Postnatal and Discharge Details' screen for Baby No. 1. The page header includes the Queensland Government logo, 'QUEENSLAND PERINATAL DATA COLLECTION PORTAL', 'CABOOLTURE HOSPITAL', and user information: 'USER: LAUREN\_KENNEDY@HEALTH.QLD.GOV.AU Version: v3.0.2'. Navigation buttons include 'Back to Mother', 'Cancel', 'Delete', and 'Save'. A 'Validate This Record' and 'Report Print Preview' button are also present. The 'Baby Details Screens' section lists: 1. Labour and Delivery, 2. Baby Birth Details, and 3. Postnatal and Discharge Details (highlighted). The 'Post Natal Details' section contains dropdown menus for 'Neonatal Morbidities?', 'Neonatal Treatment?', 'Was Baby admitted to ICN/SCN?', and 'Does the newborn have a Congenital Anomaly?'. The 'Mother Discharge Report' section includes a 'Mother Specific Discharge Details' dropdown and checkboxes for 'Puerperum Complications?' and 'Puerperum Procedures?'. A table shows 'Discharge Status' as 'Discharged', 'Transferred To' as blank, 'Discharge Date' as '14-MAR-2010', and 'Early Discharge Program Code' as 'No'. The 'Baby Discharge' section includes fields for 'Neonatal Screening date', 'Discharge Weight' (grams), 'Baby Discharge Date', 'Separation Type', and two checkboxes for 'fluid at any time from birth to discharge?' and 'fluid 24hr prior to discharge?'. The 'Baby' section shows 'Mother's Name: BAHR, JULIE ANN' and 'Baby No: 1'. A 'Change Baby' dropdown menu is visible with 'Id: 622'.

To change between babies in a multiple birth, click on the drop down arrow in the 'Change Baby' field.

This close-up screenshot focuses on the 'Change Baby' dropdown menu. The menu is open, showing options: '-Select-', '-Select-', and 'URN: 14445 Baby #: 2 DOB: at'. A red circle highlights the dropdown arrow. The background shows the 'Baby' section with 'Mother's Name: BAHR, JULIE ANN' and 'Baby No: 1'. The 'Change Baby' field is currently set to '-Select-'.

4.2.9 POSTNATAL AND DISCHARGE DETAILS (BABY)

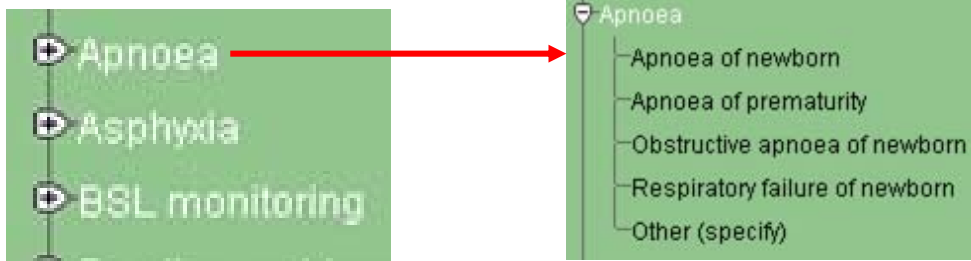
Complete the 'Postnatal Details' using the drop down boxes and free text when applicable.

Neonatal Morbidities:

A 'Yes' response will prompt 'Neo. Morbidities' button to appear.

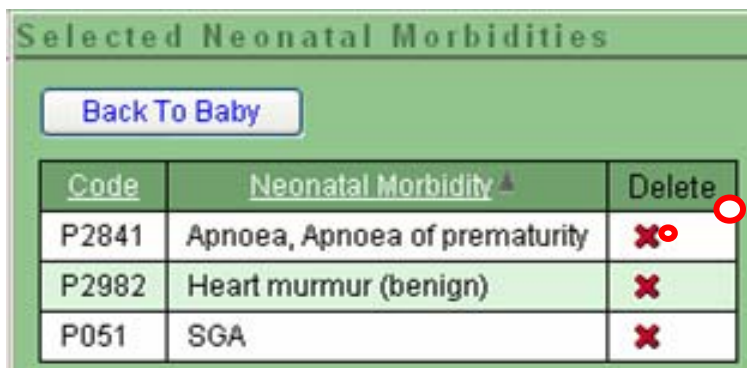
Click the 'Neo. Morbidities...' button. 'Choose a Neonatal Morbidity' tree will appear.

The white text expands to reveal more specific conditions when the cursor is placed over

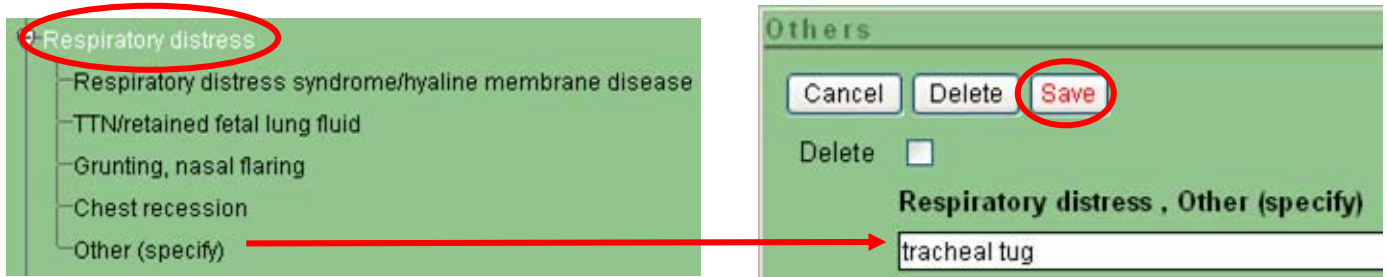


Click on the black text condition (a hand icon will appear over your selection).

Select all applicable morbidities. These conditions will appear on the right hand side of the form in 'Selected Neonatal Morbidities'.

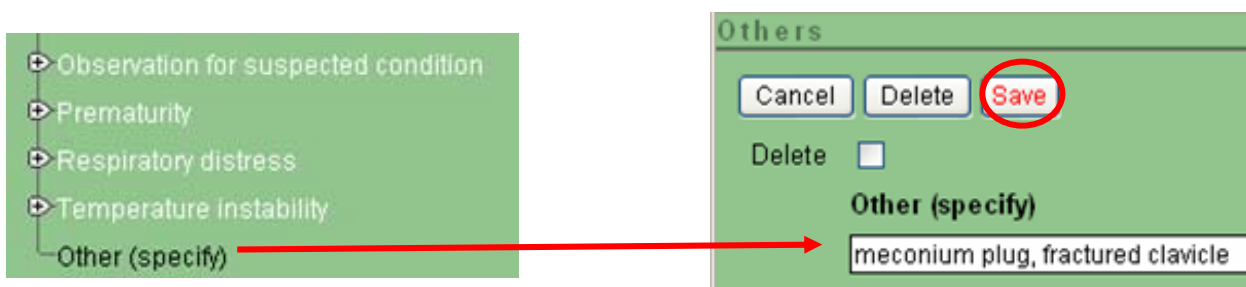


If the specific condition is not listed but can be included with a condition already identified, select 'Other (specify)' from that specific field. Enter the condition in the free text field and 'Save' before clicking 'Back To Mother'.



If the specific condition cannot be included in any of the conditions already identified, select 'Other' from the bottom of the tree and enter the condition in the free text field. If there is more than one condition that needs to be entered here, separate them with a comma.

Ensure you 'Save' the entry before clicking 'Back To Baby'.



If you wish to delete any of the 'Other (specify)' entries, Tick 'Delete' box and click 'Delete'.



Others

Cancel Delete Save

Delete  1

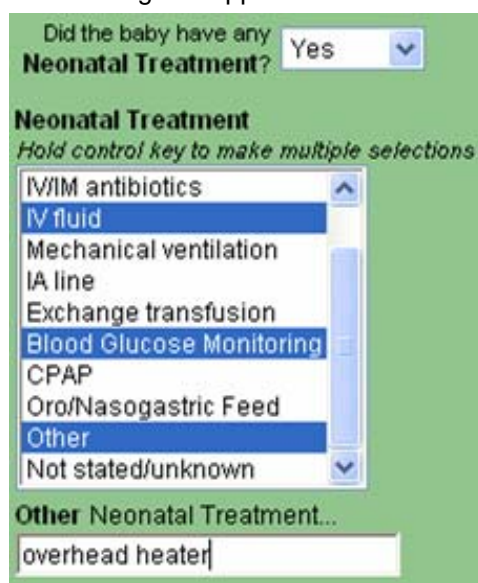
Other (specify)

fractured clavicle

After completing your selection/s, click **'Back to Baby'**.

#### Neonatal Treatment:

If **'Neonatal Treatment'** is **'Yes'**, the following box appears.



Did the baby have any Neonatal Treatment? Yes

**Neonatal Treatment**  
*Hold control key to make multiple selections*

IV/IM antibiotics  
IV fluid  
Mechanical ventilation  
IA line  
Exchange transfusion  
Blood Glucose Monitoring  
CPAP  
Oro/Nasogastric Feed  
Other  
Not stated/unknown

**Other Neonatal Treatment...**  
overhead heater

Select the appropriate responses.

Hold the control key to make multiple selections.

If selecting **'Other'** the field **must** be completed with free text.

All neonatal treatment selections will be highlighted.

**ICN/SCN:**

Was baby admitted to ICN/SCN – a **‘Yes’** response will result in the ICN days and SCN days fields appearing where a response must be entered in **both** fields.

If the baby was admitted to either nursery for less than 24 hours, round up and enter as 1 day.

A **‘Yes’** response will also prompt the **‘Reason’** button to appear. Click the **‘Reason...’** button.

**‘Choose a Reason for Admission to ICN/SCN’** tree will appear:

The white text expands to reveal more specific conditions when the cursor is placed over 

Choose a Reason for Admission to ICN/SCN

Expand All   Reset Tree   Collapse All   Back to Baby

Click on a tree node to select a value...

- Admission to ICN/SCN Tree
  - Maternal premature rupture of membranes
  - Small for gestational age
  - Intra uterine growth retardation
  - Large baby/macrosomia
  - Meconium aspiration
  - Cyanotic attacks
  - Arrhythmia
  - Syndrome of infant of gestational diabetic mother
  - Syndrome of infant of pre-existing diabetic mother
  - Convulsions
  - Neonatal abstinence syndrome
  - Jittery baby
  - Flat at delivery/low apgars
  - Adoption/foster
  - Antibiotics prophylactic
  - Apnoea
  - Asphyxia (birth)
  - Blood glucose monitoring
  - Feeding problems
  - Jaundice
  - Low birth weight
  - Observation for suspected condition
  - Prematurity
  - Respiratory distress
  - Temperature instability
  - Other (specify)

- Respiratory distress
  - RDS/hyaline membrane disease
  - TTN/retained fetal lung fluid
  - Grunting, nasal flaring
  - Chest recession
  - Other (specify)



Click on the black text condition (a hand icon will appear over your selection).

Only 1 selection can be made.

The condition will appear underneath the 'Reason for Admission to ICN/SCN'.

If 'Other (specify)' is selected, a text box will appear. This is a mandatory field and must be completed.

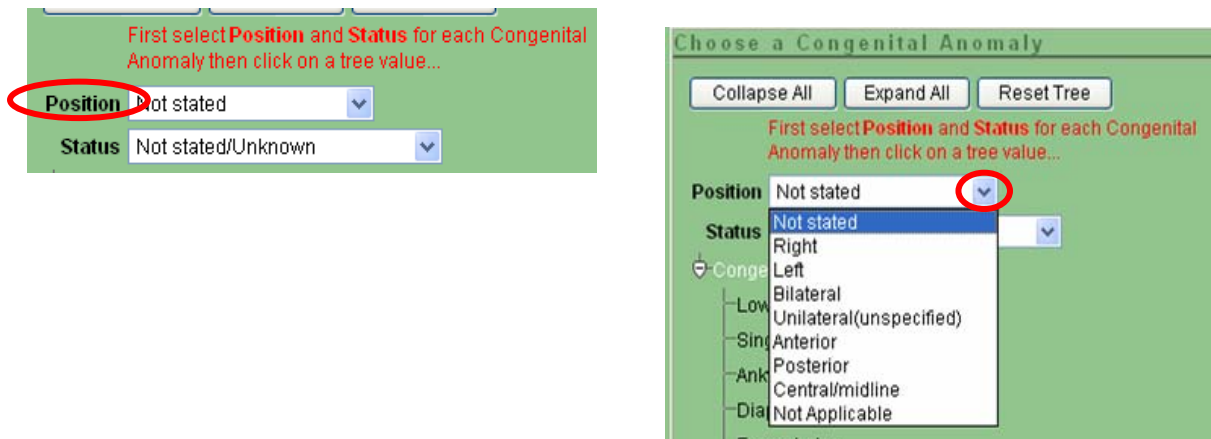
If there is more than one reason for admission to ICN/SCN, enter the **most severe** reason in this field and enter the other reasons in the neonatal morbidity or congenital anomaly field. **SAVE**.

**Congenital Anomaly:**

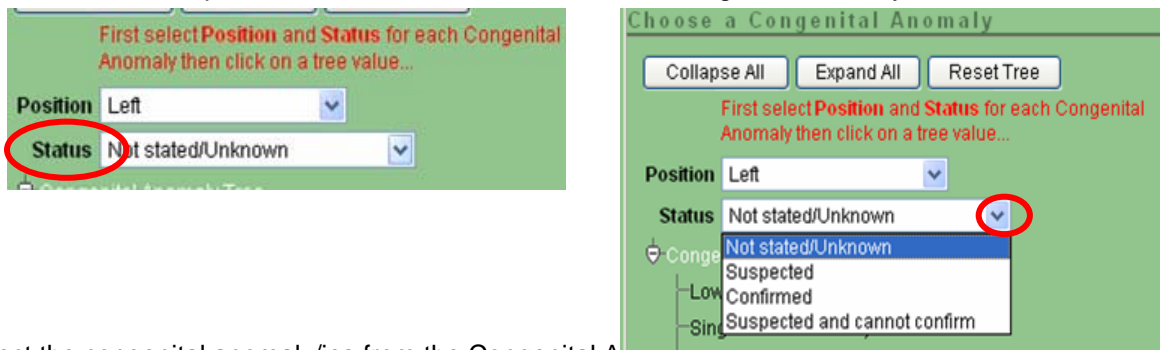
A 'Yes' response will prompt the 'Cong. Anomalies' button to appear. Click the 'Cong. Anomalies'... button

'Choose a Congenital Anomaly' tree will appear.

**Position:** First select the position of the congenital anomaly from the drop down box.

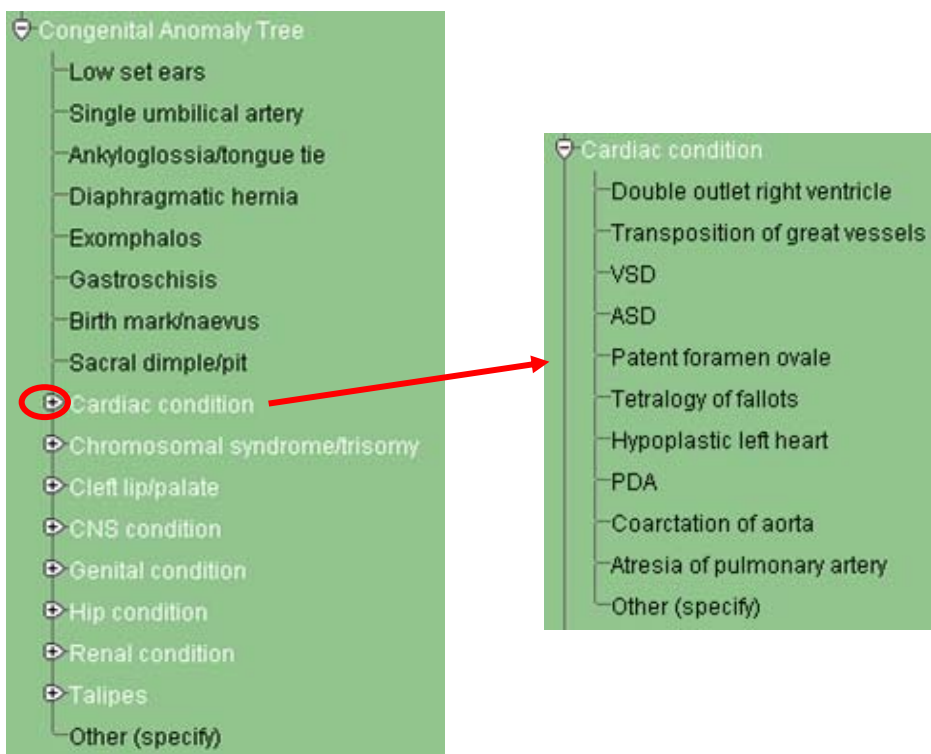


**Status:** Click the drop down box and select the status of the congenital anomaly.



Select the congenital anomaly/ies from the Congenital Anomaly tree.

The white text expands to reveal more specific conditions when the cursor is placed over 



Click on the black text condition (a hand icon will appear over your selection).

Your selection/s will reappear on the right hand side of the form in 'Selected Congenital Anomalies'.

Selected Congenital Anomalies				
<a href="#">Back To Baby</a>				
Code	Congenital Anomaly	Position	Status	Delete
Q2100	Cardiac condition, VSD	Not stated/ Unknown	Not stated/Unknown	



If 'Other (specify)' is selected, a text box will appear.

- The 'Position' and 'Status' selections from the top left hand side of the form will transfer across automatically to the 'Others' field. These selections can also be changed using the drop down arrows.

When entering details in the 'Other (specify)' field, ensure you **SAVE** the entry before clicking 'Back To Baby'.

If you wish **specify)** entry, Tick and click 'Delete'.

to delete the 'Other (

The **'Position'** may not be applicable for all congenital anomalies that are reported eg Syndromes, Gastroschisis, PDA, neural tube defects.

If the **'Position'** is left at **'Not stated'** a validation will be generated.

If the **'Status'** is left at **'Not stated/Unknown'** a validation will be generated.

After completing your selection/s, click **Back to Baby**.

Selected Congenital Anomalies

[Back To Baby](#)

Code	Congenital Anomaly ▲	Position	Status	Delete
Q2100	Cardiac condition, VSD	Not Applicable	Confirmed	✘
Q650	Hip condition, Dislocated hip unilateral	Left	Confirmed	✘



### 4.2.10 MOTHER DISCHARGE REPORT

Two sections need to be completed before discharging a mother.

- Mother Discharge Report – puerperium complications, puerperium procedures.
- Mother Discharge – discharge status, date of discharge, early discharge program (section 4.4.4)

Complete the **'Mother Discharge Report'** using the drop down boxes and free text where applicable. This field is found on the Postnatal and Discharge Details screen.

Mother Discharge Report

Mother Specific Discharge Details

Did the mother have any Puerperium Complications? -Select ▾

Did the mother have any Puerperium Procedures? -Select ▾

Discharge Status	Discharged
Transferred To	
Discharge Date	28-APR-2009
Early Discharge Program Code	Yes

#### Puerperium Complications:

A **'Yes'** response will prompt **'Puerperium Comp'** button to appear.

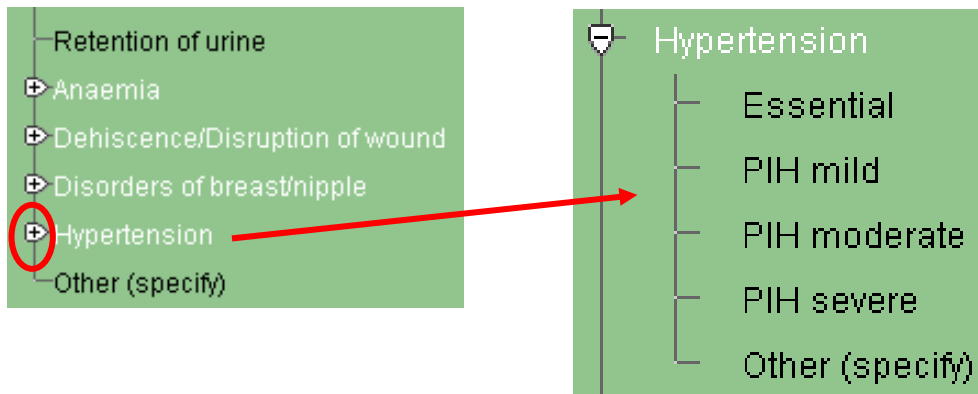
Mother Discharge Report

Mother Specific Discharge Details

Did the mother have any Puerperium Complications? Yes ▾ [Puerperium Comp..](#)

Click the 'Puerperium Comp' button. 'Choose a Puerperium Complication' tree will appear.

The white text expands to reveal more specific conditions when the cursor is placed over

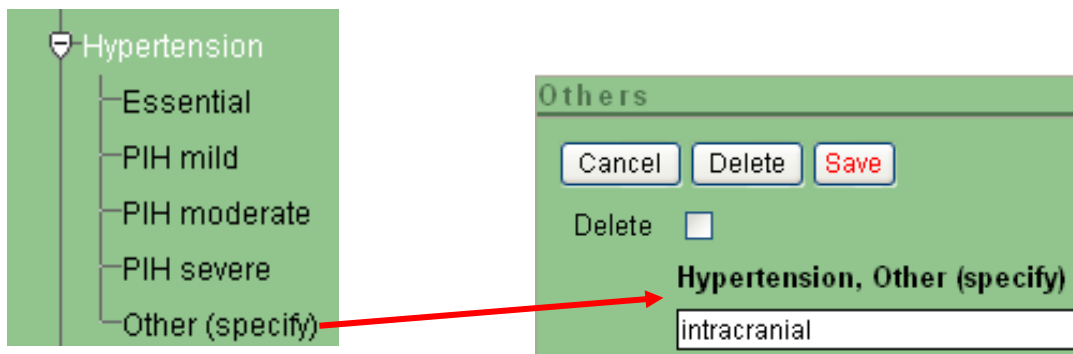


Click on the black text condition (a hand icon will appear over your selection). Your selection/s will reappear on the right hand side of the form in 'Selected Puerperium Complications'.

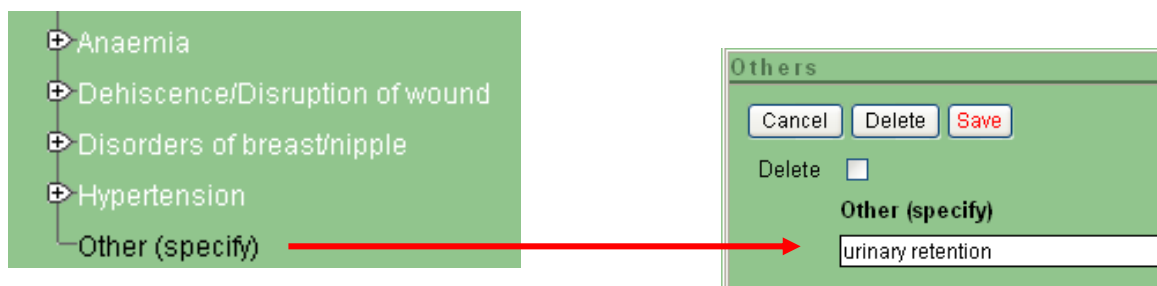
Code	Puerperium Complications	Delete
09211	Disorders of breast/nipple, Cracked nipple with attachment difficulty	



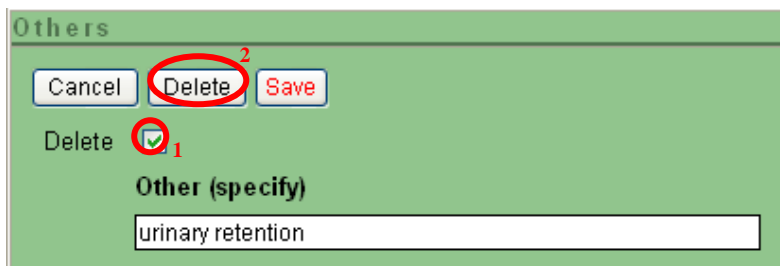
If the specific condition is not listed but can be included with a condition already identified, select **'Other (specify)'** from that specific field. Enter the condition in free text. If there is more than one condition that needs to be entered here, separate with a comma. **'Save'** before clicking **'Back to Mother'**.



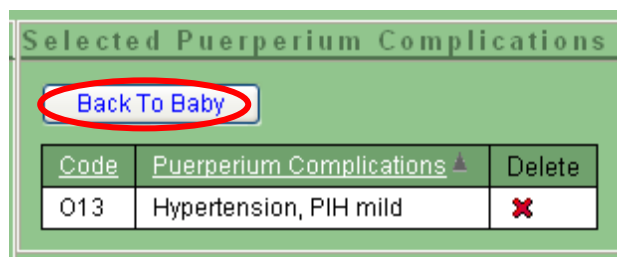
If the specific condition cannot be included in any of the conditions already identified, select **'Other'** from the bottom of the tree. Enter the condition in the free text field. Ensure you **'Save'** the entry before clicking **'Back to Mother'**.



If you wish to delete the **'Other (specify)'** entry, tick then click **'Delete'**.



After completing your selection/s, click **'Back to Baby'**.



**Puerperium Procedures:**

- A 'Yes' response will prompt 'Procs. And Opers.' button to appear.

Did the mother have any Puerperium Procedures? Yes

<b>Discharge Status</b>	Transferred
<b>Transferred To</b>	ROYAL CHILDREN'S HOSPITAL
<b>Discharge Date</b>	10/APR/08
<b>Early Discharge Program Code</b>	No

Click the 'Procs. And Opers.' button.

'Choose a Puerperium Procedure' tree will appear.

**Choose a Puerperium Procedure**

Click on a tree node to select a value...

- [-] Puerperium Procedures and Operations Tree
  - D & C
  - Blood Patch
  - Excision of cyst of Bartholin's gland
  - Myomectomy during caesarean
  - Repair of bladder
  - + Blood Transfusion
  - + Cystectomy
  - + Evacuation of haematoma
  - + Hysterectomy
  - + Sterilisation
  - Other (specify)

**Selected Puerperium Procedures**

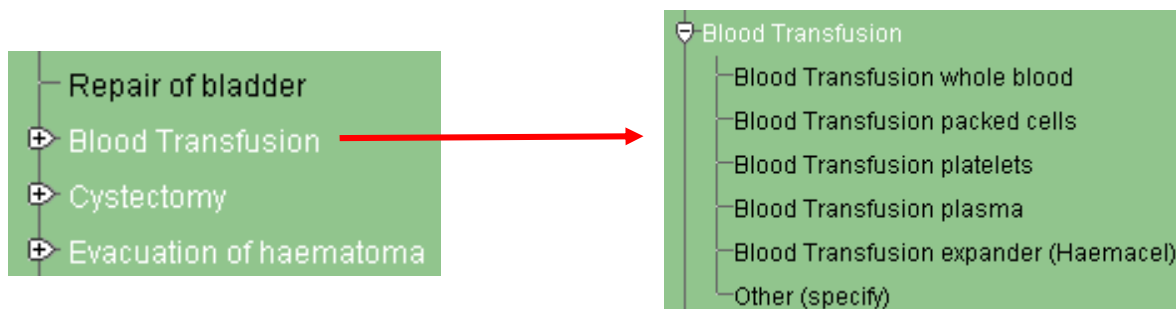
No Puerperium Procedures records selected.

---

**Others**

No "Others" selected

The white text expands to reveal more specific conditions when the cursor is placed over



Click on the black text condition (a hand icon will appear over your selection).

Your selection/s will reappear on the right hand side of the form in 'Selected Puerperium Procedures'.

Selected Puerperium Procedures		
<a href="#">Back To Baby</a>		
Code	Puerperium Procedures ▲	Delete
1370602	Blood Transfusion, Blood Transfusion packed cells	<input checked="" type="checkbox"/>

Click if you wish to delete the reason.

If the specific condition is not listed but can be included with a condition already identified, select **'Other (specify)'** from that specific field. Enter the condition in free text. If there is more than one condition that needs to be entered here, separate with a comma. **'Save'** before clicking **'Back to Baby'**.

**Blood Transfusion**

- Blood Transfusion whole blood
- Blood Transfusion packed cells
- Blood Transfusion platelets
- Blood Transfusion plasma
- Blood Transfusion expander (Haemacel)
- Other (specify)

→

**Others**

[Cancel](#) [Delete](#) [Save](#)

Delete

**Blood Transfusion, Other (specify)**

Intragram

If the specific condition cannot be included in any of the conditions already identified, select **'Other'** from the bottom of the tree. Enter the condition in the free text field. Ensure you **'Save'** the entry before clicking **'Back to Baby'**.

**Sterilisation**

- Sterilisation laparoscopic
- Sterilisation during caesarean
- Other (specify)
- Other (specify)

→

**Others**

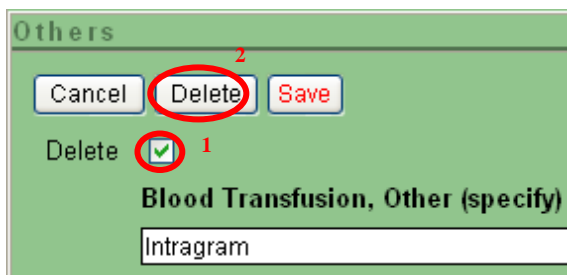
[Cancel](#) [Delete](#) [Save](#)

Delete

**Other (specify)**

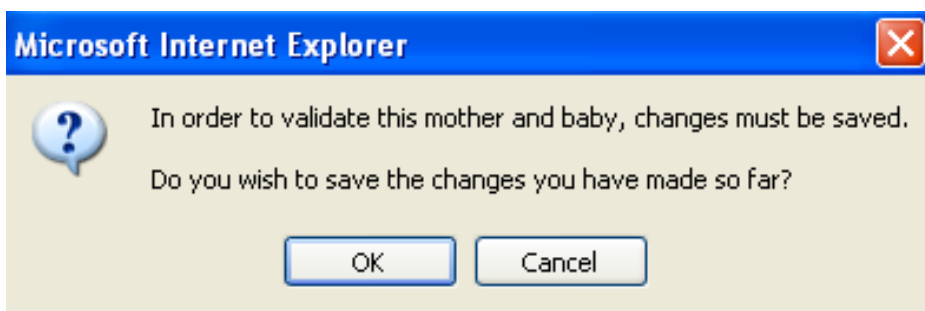
insertion of Bakrai balloon

If you wish to delete the 'Other (specify)' entry, tick and then 'Delete'.



When you have completed this section of the form, 'SAVE' and then click on the 'Validate This Record' button at the bottom or top of the screen.

The following pop up box will appear.



Click 'OK' and you will be taken directly to the validation screen. The validations are grouped according to the field in which they occur ie Labour and Delivery, Baby Details, Mother Discharge, Post Natal.

QUEENSLAND PERINATAL DATA COLLECTION PORTAL  
 CABOOLTURE HOSPITAL  
 USER: LAUREN\_KENNEDY@HEALTH.QLD.GOV.AU Version: v3.0.2  
 Change Password Logout

Main Menu Search/Create Mother Archived Mothers Validate Data

VALIDATION LOG

Printer Friendly  
 Mother BAHR,JULIE  
 Facility CABOOLTURE HOSPITAL  
 Mother Record Labour Record Baby's Birth Details Baby's Postnatal Record

	Period	Facility	Date of Confinement	Mother UR	Family Name	Baby No.	Type	Message	Order
<a href="#">Edit</a>	MAR-2010	CABOOLTURE HOSPITAL	11-MAR-2010	122112	BAHR	Mother	INFO	<b>--- Mother Detail Validations ---</b>	1
<a href="#">Edit</a>	MAR-2010	CABOOLTURE HOSPITAL	11-MAR-2010	122112	BAHR	Mother	ERROR	Mother's address of usual residence is not valid at the Baby's date of birth. Please check the locality, postcode and state.	1
<a href="#">Edit</a>	MAR-2010	CABOOLTURE HOSPITAL	11-MAR-2010	122112	BAHR	Mother	INFO	<b>--- Previous Pregnancy Validations ---</b>	2
<a href="#">Edit</a>	MAR-2010	CABOOLTURE HOSPITAL	11-MAR-2010	122112	BAHR	Mother	ERROR	What was the method of delivery of the mother's last live or still birth?	2
<a href="#">Edit</a>	MAR-2010	CABOOLTURE HOSPITAL	11-MAR-2010	122112	BAHR	Mother	END	-----	3
<a href="#">Edit</a>	MAR-2010	CABOOLTURE HOSPITAL	11-MAR-2010	122112	BAHR	1	INFO	<b>--- Labour and Delivery Validations ---</b>	4
<a href="#">Edit</a>	MAR-2010	CABOOLTURE HOSPITAL	11-MAR-2010	122112	BAHR	1	ERROR	Did the mother have CTG in labour?	4
<a href="#">Edit</a>	MAR-2010	CABOOLTURE HOSPITAL	11-MAR-2010	122112	BAHR	1	ERROR	Did the mother have FSE in labour?	5
<a href="#">Edit</a>	MAR-2010	CABOOLTURE HOSPITAL	11-MAR-2010	122112	BAHR	1	ERROR	Was the baby's fetal scalp pH measured?	6
<a href="#">Edit</a>	MAR-2010	CABOOLTURE HOSPITAL	11-MAR-2010	122112	BAHR	1	ERROR	Fetal scalp lactate is a required field.	7
<a href="#">Edit</a>	MAR-2010	CABOOLTURE HOSPITAL	11-MAR-2010	122112	BAHR	1	INFO	<b>--- Baby Details Validations ---</b>	8

You may edit the record by clicking on:

- ‘Edit’ button which will take you to the specific field to be amended
- ‘Mother Record’ button which will take you to the mother’s details
- ‘Labour Record’ will take you to the labour and delivery screen,
- ‘Baby’s Birth Details’ will take you to the baby birth details screen,
- ‘Baby’s Postnatal Record’ will take you to the postnatal and discharge details screen.

The validation report may be printed by clicking on the ‘Printer Friendly’ tab. This will enable multiple validations to be amended without returning to the ‘Validation Log’ each time.



QUEENSLAND PERINATAL DATA COLLECTION  
MOTHER AND BABY REPORT (MR63D)

**VALIDATION LOG**

Mother SMITH,MELISSA SALLY  
Facility CABOOLTURE HOSPITAL

Period	Facility	Date of Confinement	Mother UR	Surname	Baby No.	Type	Message	Order
MAY-2009	CABOOLTURE HOSPITAL	07-MAY-2009	222098	SMITH	Mother	INFO	--- Present Pregnancy Validations ---	1
MAY-2009	CABOOLTURE HOSPITAL	07-MAY-2009	222098	SMITH	Mother	ERROR	What was the mother's gestation at the first antenatal visit?	1
MAY-2009	CABOOLTURE HOSPITAL	07-MAY-2009	222098	SMITH	Mother	ERROR	Did the mother smoke at all during the first 20 weeks of pregnancy?	2
MAY-2009	CABOOLTURE HOSPITAL	07-MAY-2009	222098	SMITH	Mother	ERROR	Did the mother smoke at all after 20 weeks of pregnancy?	3
MAY-2009	CABOOLTURE HOSPITAL	07-MAY-2009	222098	SMITH	Mother	INFO	--- Mother Discharge Validations ---	4
MAY-2009	CABOOLTURE HOSPITAL	07-MAY-2009	222098	SMITH	Mother	ERROR	How was the mother separated from this facility?	4

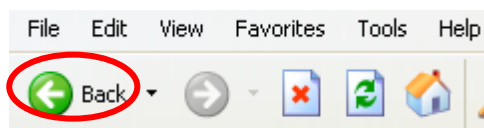
**ALL CHANGES MUST BE SAVED.**

From the bottom of the ‘Printer Friendly’ screen, click on the field you wish to return to.

- [Main Menu](#)
- [Search/Create Mother](#)
- [Archived Mothers](#)
- [Validate Data](#)
- [Extract Data](#)
- [Reports](#)

Clicking on the back arrow in the top tool bar will take you back to the ‘Validation Log’ where you can then select:

- Mother Record
- Baby’s Labour Record
- Baby’s Postnatal Record



If this is a multiple birth, the baby number (twin 1 or twin 2) is displayed in the ‘Baby No’ column.

<a href="#">Edit</a>	APR-2009	EMERALD HOSPITAL		32131	MORRIS	1	ERROR	Did the mother have any puerperium procedures or operations after giving birth to this baby?	59
<a href="#">Edit</a>	APR-2009	EMERALD HOSPITAL		32131	MORRIS	1	INFO	--- Baby Discharge Validations ---	60
<a href="#">Edit</a>	APR-2009	EMERALD HOSPITAL		32131	MORRIS	1	ERROR	How was the baby separated from this facility?	60
<a href="#">Edit</a>	APR-2009	EMERALD HOSPITAL		32131	MORRIS	1	ERROR	Did the baby receive fluid in the 24 hours prior to discharge?	61
<a href="#">Edit</a>	APR-2009	EMERALD HOSPITAL		32131	MORRIS	1	ERROR	Did the baby receive fluid at any time in the birth episode?	62
<a href="#">Edit</a>	APR-2009	EMERALD HOSPITAL		32131	MORRIS	2	INFO	--- Baby Discharge Validations ---	63
<a href="#">Edit</a>	APR-2009	EMERALD HOSPITAL		32131	MORRIS	2	ERROR	Intended Place of Birth is a required field	63
<a href="#">Edit</a>	APR-2009	EMERALD HOSPITAL		32131	MORRIS	2	ERROR	Actual Place of Birth is a required field	64
<a href="#">Edit</a>	APR-2009	EMERALD HOSPITAL		32131	MORRIS	2	ERROR	Onset of labour is a required field	65

Amend validations for all babies of a multiple birth.

**ALL CHANGES MUST BE SAVED.**

When re-running the validation report, the amended validations will have disappeared.

**4.2.11 BABY DISCHARGE**

Complete the ‘Baby Discharge’ using text and the drop down boxes.

‘.....fluid at any time during the birth episode’

- A ‘Yes’ response will prompt the following drop down box. Select appropriate fluids.

‘.....fluid 24hr prior to discharge’

- A ‘Yes’ response will prompt the following drop down box. Select appropriate fluids.

Did the baby receive any **fluid 24hr prior to discharge?** Yes

In the **24 hours prior to discharge** has the baby received?  
*Hold control key to make multiple selections*

Breast Milk/Colostrum	^
Infant Formula	
Other types of fluid (water, fruit juice, etc)	
Water, fruit juice or water-based products	
Nil fluids by mouth	v

Did the baby receive any **fluid at any time during the birth episode?** Yes

Types of fluid the baby has received at any time **during the birth episode**  
*Hold control key to make multiple selections*

Breast Milk/Colostrum	^
Infant Formula	
Other types of fluid (water, fruit juice, etc)	
Water, fruit juice or water-based products	
Nil fluids by mouth	v

Did the baby receive any **fluid 24hr prior to discharge?** Yes

In the **24 hours prior to discharge** has the baby received?  
*Hold control key to make multiple selections*

Breast Milk/Colostrum	^
Infant Formula	
Other types of fluid (water, fruit juice, etc)	
Water, fruit juice or water-based products	
Nil fluids by mouth	v

Click ‘Save’.

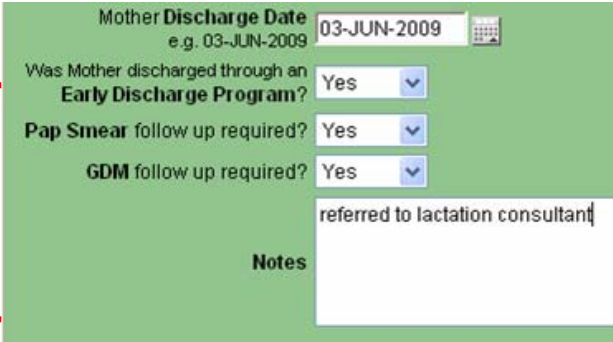
## 4.2.12 MOTHER DISCHARGE

Complete the **'Mother Discharge'** section using the calendar, the drop down boxes and free text when applicable.

This field is at the bottom of the Mother's screen (screen with pregnancy details).

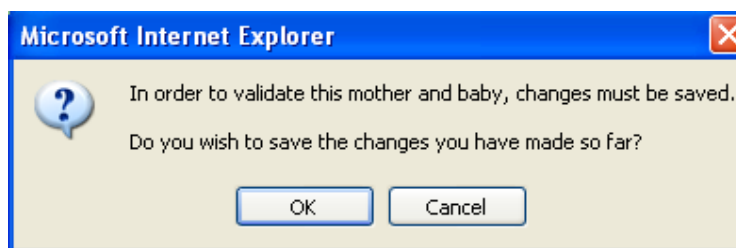
This may be accessed from the postnatal screen by clicking on **'Mother Specific Discharge Details'**.

These fields are for hospital use only. The details are not extracted for PDC.



The screenshot shows a form titled 'Mother Discharge Date' with a date field set to '03-JUN-2009'. Below this are three dropdown menus: 'Was Mother discharged through an Early Discharge Program?' (Yes), 'Pap Smear follow up required?' (Yes), and 'GDM follow up required?' (Yes). A text field contains 'referred to lactation consultant' and a 'Notes' section is visible below.

When the discharge details for the baby and mother are complete (the record should be complete at this stage), save and click on **'Validate This Record'** at the bottom of the screen. The following pop up screen will appear.



Click **'OK'** and you will be taken directly to the validation screen.

The validations are grouped according to the field in which they occur ie Mother's Details, Previous Pregnancy, Present Pregnancy.

Edit	Period	Facility	Date of Confinement	Mother UR	Surname	Baby No.	Type	Message	Order
	APR-2009	ARAMAC HOSPITAL	01-APR-2009	321321	APGAR	Mother	INFO	--- Mother Detail Validations ---	1
	APR-2009	ARAMAC HOSPITAL	01-APR-2009	321321	APGAR	Mother	ERROR	Accommodation Status is a required field	1
	APR-2009	ARAMAC HOSPITAL	01-APR-2009	321321	APGAR	Mother	INFO	--- Present Pregnancy Validations ---	2
	APR-2009	ARAMAC HOSPITAL	01-APR-2009	321321	APGAR	Mother	ERROR	What height was this mother at conception?	2
	APR-2009	ARAMAC HOSPITAL	01-APR-2009	321321	APGAR	Mother	ERROR	What weight was this mother at conception?	3
	APR-2009	ARAMAC HOSPITAL	01-APR-2009	321321	APGAR	Mother	ERROR	Did the mother smoke at all during this pregnancy?	4
	APR-2009	ARAMAC HOSPITAL	01-APR-2009	321321	APGAR	Mother	ERROR	How many ultrasound scans did the mother have during this pregnancy?	5
	APR-2009	ARAMAC HOSPITAL	01-APR-2009	321321	APGAR	Mother	INFO	--- Mother Discharge Validations ---	6
	APR-2009	ARAMAC HOSPITAL	01-APR-2009	321321	APGAR	Mother	ERROR	Was the mother discharged through an early	6

If this is a multiple birth, the baby number (twin 1 or twin 2) is displayed in the 'Baby No' column. Amend validations for all babies of a multiple birth.

	APR-2009	EMERALD HOSPITAL		32131	MORRIS	1	ERROR	Did the mother have any puerperium procedures or operations after giving birth to this baby?	59
	APR-2009	EMERALD HOSPITAL		32131	MORRIS	1	INFO	--- Baby Discharge Validations ---	60
	APR-2009	EMERALD HOSPITAL		32131	MORRIS	1	ERROR	How was the baby separated from this facility?	60
	APR-2009	EMERALD HOSPITAL		32131	MORRIS	1	ERROR	Did the baby receive fluid in the 24 hours prior to discharge?	61
	APR-2009	EMERALD HOSPITAL		32131	MORRIS	1	ERROR	Did the baby receive fluid at any time in the birth episode?	62
	APR-2009	EMERALD HOSPITAL		32131	MORRIS	2	INFO	--- Baby Discharge Validations ---	63
	APR-2009	EMERALD HOSPITAL		32131	MORRIS	2	ERROR	Intended Place of Birth is a required field	63
	APR-2009	EMERALD HOSPITAL		32131	MORRIS	2	ERROR	Actual Place of Birth is a required field	64
	APR-2009	EMERALD HOSPITAL		32131	MORRIS	2	ERROR	Onset of labour is a required field	65

You may edit the record by clicking on:

- 'Edit' button which will take you to the specific field to be amended
- 'Mother Record' button which will take you to the mother's details
- 'Baby's Labour Record' will take you to the labour and delivery screen,
- 'Baby's Postnatal Record' will take you to the postnatal and discharge details screen.

The validation report may be printed by clicking on the 'Printer Friendly' tab. This will enable multiple validations to be amended without returning to the 'Validation Log' each time.



QUEENSLAND PERINATAL DATA COLLECTION  
MOTHER AND BABY REPORT (MR63D)

**VALIDATION LOG**

Mother SMITH,MELISSA SALLY  
Facility CABOOLTURE HOSPITAL

Period	Facility	Date of Confinement	Mother UR	Surname	Baby No.	Type	Message	Order
MAY-2009	CABOOLTURE HOSPITAL	07-MAY-2009	222098	SMITH	Mother	INFO	... Present Pregnancy Validations ...	1
MAY-2009	CABOOLTURE HOSPITAL	07-MAY-2009	222098	SMITH	Mother	ERROR	What was the mother's gestation at the first antenatal visit?	1
MAY-2009	CABOOLTURE HOSPITAL	07-MAY-2009	222098	SMITH	Mother	ERROR	Did the mother smoke at all during the first 20 weeks of pregnancy?	2
MAY-2009	CABOOLTURE HOSPITAL	07-MAY-2009	222098	SMITH	Mother	ERROR	Did the mother smoke at all after 20 weeks of pregnancy?	3
MAY-2009	CABOOLTURE HOSPITAL	07-MAY-2009	222098	SMITH	Mother	INFO	... Mother Discharge Validations ...	4
MAY-2009	CABOOLTURE HOSPITAL	07-MAY-2009	222098	SMITH	Mother	ERROR	How was the mother separated from this facility?	4

**ALL CHANGES MUST BE SAVED.**

When re-running the validation report, these amended validations will have disappeared.

**PERINATAL ONLINE FORM IS NOW COMPLETED.**

**VALIDATION LOG**  
*Printer Friendly*

Mother SMITH,MELISSA SALLY  
Facility CABOOLTURE HOSPITAL

Mother Record    Baby's Labour Record    Baby's Postnatal Record

1 - 1

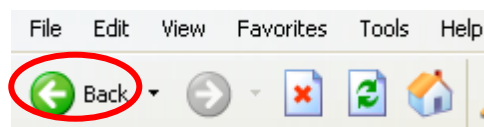
	Period	Facility	Date of Confinement	Mother UR	Surname	Baby No.	Type	Message	Order
<a href="#">Edit</a>	MAY-2009	CABOOLTURE HOSPITAL	07-MAY-2009	222098	SMITH	Mother	INFO	<b>NO VALIDATION ERRORS</b>	1

From the bottom of the 'Printer Friendly' screen, click on the field you wish to return to.

- [Main Menu](#)
- [Search/Create Mother](#)
- [Archived Mothers](#)
- [Validate Data](#)
- [Extract Data](#)
- [Reports](#)

Clicking on the back arrow in the top tool bar will take you back to the 'Validation Log' where you can then select:

- Mother Record
- Baby's Labour Record
- Baby's Postnatal Record



Exit the form by clicking 'Logout' in the top right corner.



## 5. PRINT PREVIEW

The record may be printed at any stage throughout the confinement. Any fields not completed will read 'Not Stated'.

If the record is printed prior to validation, the following message appears.



It is preferable to print after the validation process is complete. These may then be distributed according to hospital policy eg filed in mother and baby charts.

'Report Print Preview' tab is situated on the Mother's screen, the Labour and Delivery screen and the Postnatal screen.



The report will appear in the format below.

To access the mother's report, click on the 'Mother's Report' tab.

To access the baby's labour record, click on the 'Baby's Labour Record' tab.

To change between baby records with multiple births, click on the drop down arrow in the 'Change Baby' field.

<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Mother's Report</span>		Baby's Labour Record Baby's Postnatal Record	
Change Baby URN: 43786387 Baby #: 1 DOB: Mon 06-APR-2009 at 23:33 <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">▼</span>			
Baby No	1		
Baby Ur No	43786387		
Mother's Name	FLINTSTONE,WILMA		

Labour and delivery	
Intended Place of Birth	Hospital
Other Intended Place of Birth	-
Actual Place of Birth	Hospital
Other Actual Place of Birth	-
Onset of Labour	Spontaneous
Reason for Induction	-
Induce/Augment Labour?	Yes
Methods to Induce/Augment Labour	Artificial rupture of membranes
Membrane Ruptured before Delivery	0 days 12 hrs 52 mins
Length 1st Stage Labour	13 hrs 24 mins
Length 2nd Stage Labour	1 hrs 35 mins
Presentation at Birth	Vertex
Presentation Other	-
Method of Birth	Vaginal non - instrumental
Other Birth Methods	-
Reason for Forceps/Vacuum	-
Reason for Caesarean	-
Cervical Dilatation prior to Caesarean	-
Was This a Water Birth?	No
Was This Water Birth Planned?	-

Date of Birth	06-APR-2009
Time Of Birth	23:33
Baby Weight gms	3480
Gestation Weeks	39
Head Circumference	35.9
Length at Birth	50.6
Plurality	Not Stated
Other Plurality	-
Sex	Female
Birth Status	Born alive
Macerated	-
Total 1 min Apgar Score	10
Total 5 min Apgar Score	10
Respiration Mins	At birth
Resuscitation Performed?	No
Resuscitation Options	-
Urine?	No
Meconium?	No
Cord pH?	No
Cord pH Result	-
Vitamin K	Intramuscular
Hepatitis B	Vaccinated for Hepatitis B

Postnatal details	
Any Neonatal Morbidity?	Yes
Neonatal Morbidities	Respiratory distress , Other (specify)
Any Neonatal Treatment?	Not Stated
Neonatal Treatment	-
Admission ICH	Not Stated

To print, click on the printer in the top right corner of the screen.

---

**QUEENSLAND PERINATAL DATA COLLECTION  
MOTHER AND BABY REPORT (MR63D)**



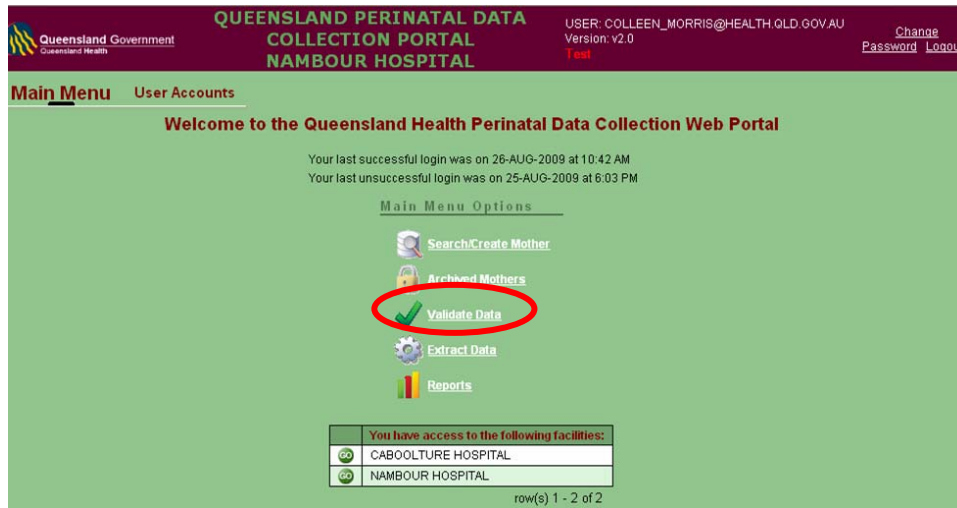
The footer of the printed mother's and baby's record contains:

- Mother's surname
- Mother's first name
- Mother's UR
- Mother's date of birth
- Baby number (eg baby no 1, baby no 2)
- Baby UR
- 'Record not validated' (if applicable)

## 6. VALIDATE DATA

From the 'Main Menu' screen:

Click 'Validate Data'. This can also be accessed from all other screens.

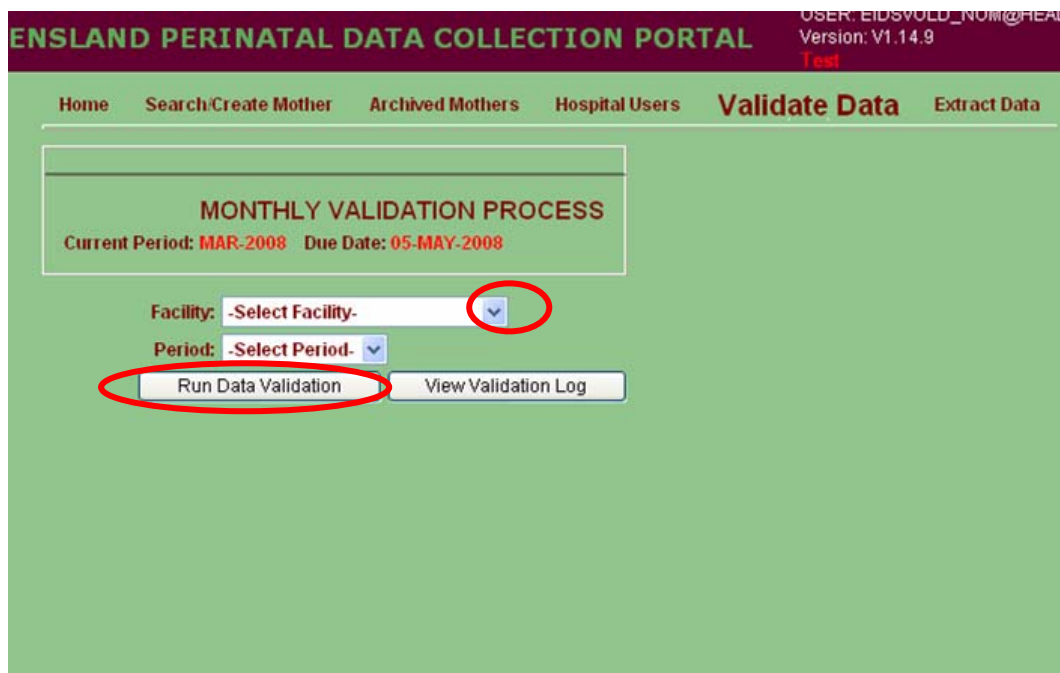


In the 'Select Facility' field, if your hospital is not displayed, click on the drop down box, then select the facility/hospital you wish to validate.

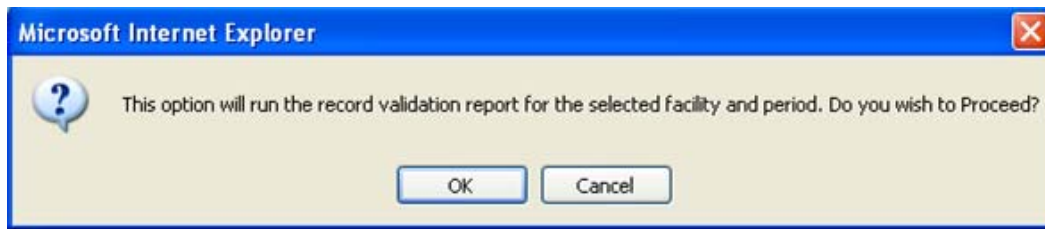
In the **Period** field, click the drop down box, then select the month you wish to validate.

The validation report will capture all validations of those mothers/babies that have been discharged.

Click 'Run Data Validation'.



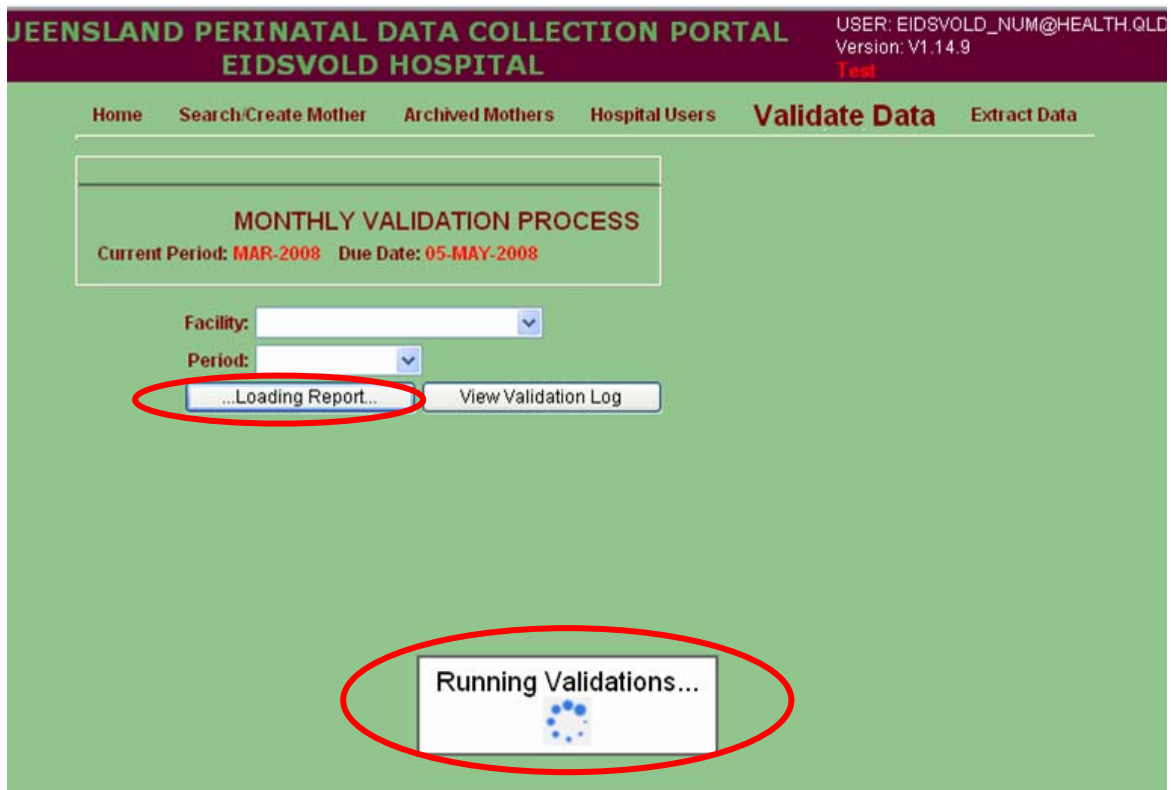
The following message will appear.



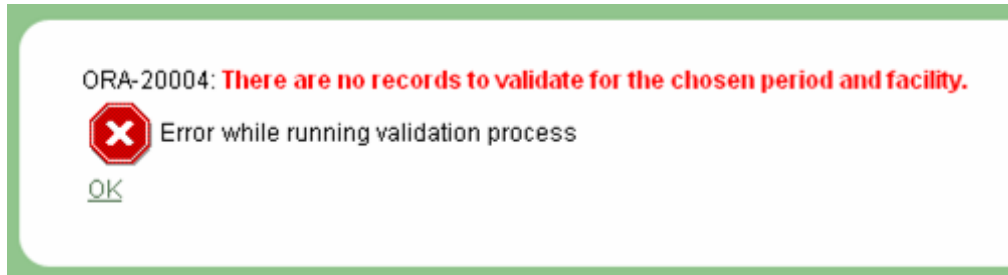
To Proceed: Click '**OK**'.

If you do not wish to proceed: Click '**Cancel**'.

While the report is running, the following screen will appear.



If there are no records to validate, the following message will appear at the top of the screen.



If there are records to validate the following screen will appear.

Main Menu Search/Create Mother Archived Mothers Validate Data Extract Data Reports

Validation process complete.

Re-Run Validations

Facility: NAMBOUR GENERAL HOSPITAL

Period: JUL-2009 Filters Period Entries in Log

Mother: -ALL-

Printer Friendly

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	Period	Facility	Date of Confinement	Mother UR	Surname	Baby No.	Type	Message	Order
<a href="#">Edit</a>	JUL-2009	NAMBOUR GENERAL HOSPITAL	23-JUL-2009	11111111	ONE	Mother	INFO	--- Mother Detail Validations ---	1
<a href="#">Edit</a>	JUL-2009	NAMBOUR GENERAL HOSPITAL	23-JUL-2009	11111111	ONE	Mother	ERROR	Please provide the reason this mother was transferred antenatally.	1
<a href="#">Edit</a>	JUL-2009	NAMBOUR GENERAL HOSPITAL	23-JUL-2009	11111111	ONE	Mother	END	-----	2
<a href="#">Edit</a>	JUL-2009	NAMBOUR GENERAL HOSPITAL	23-JUL-2009	11111111	ONE	1	INFO	--- Baby Details Validations ---	3
<a href="#">Edit</a>	JUL-2009	NAMBOUR GENERAL HOSPITAL	23-JUL-2009	11111111	ONE	1	ERROR	The baby's UR number is a required field.	3

The Validation Log allows you to:

- Identify all Mother/Baby Records requiring validation for the facility you have selected,
- Select the individual Mother Record for the facility you have selected,
- Access the Mother Record, Baby's Labour Record and Baby's Postnatal Record to correct validations,
- Re-Run the Validation Report,
- Print the Validation Report.

**Selecting Individual Records:**

Click the 'Mother' drop down box and click on the Mother you wish to validate.

Home Search/Create Mother Archived Mothers Hospital Users Validate Data Extract Data

Re-Run Validations

Facility: EIDSVOLD HOSPITAL

Period: SEP-2007 Filters Period Entries in Log

Mother: -ALL- (dropdown menu open showing options like GOLF, MORRIS, MESSY, SYDNEY, etc.)

	Period	Facility	Date of Confinement	Mother UR	Surname		Message	Order
<a href="#">Edit</a>	SEP-2007	EIDSVOLD HOSPITAL	02-JUL-2007	65432132	MESSY		Address of usual residence including locality, postcode and state are required	1
<a href="#">Edit</a>	SEP-2007	EIDSVOLD HOSPITAL	02-JUL-2007	65432132	MESSY		.....	2
<a href="#">Edit</a>	SEP-2007	EIDSVOLD HOSPITAL	02-JUL-2007	65432132	MESSY		..... did not have labour, but the perineum is not intact	3
<a href="#">Edit</a>	SEP-2007	EIDSVOLD HOSPITAL	02-JUL-2007	65432132	MESSY		..... e baby separated from this facility?	4
<a href="#">Edit</a>	SEP-2007	EIDSVOLD HOSPITAL	02-JUL-2007	65432132	MESSY		.....	5
<a href="#">Edit</a>	SEP-2007	EIDSVOLD HOSPITAL	02-JUL-2007	65432132	MESSY		..... did not have labour, but the perineum is not intact	6
<a href="#">Edit</a>	SEP-2007	EIDSVOLD HOSPITAL	02-JUL-2007	65432132	MESSY		.....	7
<a href="#">Edit</a>	SEP-2007	EIDSVOLD HOSPITAL	16-JUL-2007	00500103	GOLF	Mother	INFO VALIDATION OVERRIDE	1
<a href="#">Edit</a>	SEP-2007	EIDSVOLD HOSPITAL	16-JUL-2007	00500103	GOLF	1	INFO VALIDATION OVERRIDE	2
<a href="#">Edit</a>	SEP-2007	EIDSVOLD HOSPITAL	26-JUL-2007	OM500104	JULIET	Mother	ERROR Mother's address of usual residence including locality, postcode and state are required fields	1
<a href="#">Edit</a>	SEP-2007	EIDSVOLD HOSPITAL	26-JUL-2007	OM500104	JULIET	Mother	ERROR What was the method of delivery of the mother's last live or still birth?	2
<a href="#">Edit</a>	SEP-2007	EIDSVOLD HOSPITAL	26-JUL-2007	OM500104	JULIET	Mother	END	3
<a href="#">Edit</a>	SEP-2007	EIDSVOLD HOSPITAL	26-JUL-2007	OM500104	JULIET	1	ERROR What was the reason for this mother to have caesarean delivery?	4

The Validation Log will now only show your selection.

Re-Run Validations

Facility: EIDSVOLD HOSPITAL

Period: SEP-2007 Filters Period Entries in Log

Mother: URN: 65463213 - SYDNEY

Printer Friendly

	Period	Facility	Date of Confinement	Mother UR	Surname	Baby No.	Type	Message	Order
<a href="#">Edit</a>	SEP-2007	EIDSVOLD HOSPITAL	16-SEP-2007	65463213	SYDNEY	Mother	ERROR	How many cigarettes did this mother smoke on average, per day, after 20 completed weeks of this pregnancy?	1
<a href="#">Edit</a>	SEP-2007	EIDSVOLD HOSPITAL	16-SEP-2007	65463213	SYDNEY	Mother	ERROR	Was the mother discharged through an early discharge programme?	2
<a href="#">Edit</a>	SEP-2007	EIDSVOLD HOSPITAL	16-SEP-2007	65463213	SYDNEY	Mother	ERROR	How was the mother separated from this facility?	3
<a href="#">Edit</a>	SEP-2007	EIDSVOLD HOSPITAL	16-SEP-2007	65463213	SYDNEY	Mother	END	.....	4
<a href="#">Edit</a>	SEP-2007	EIDSVOLD HOSPITAL	16-SEP-2007	65463213	SYDNEY	1	ERROR	Was the baby's fetal scalp pH measured?	5
<a href="#">Edit</a>	SEP-2007	EIDSVOLD HOSPITAL	16-SEP-2007	65463213	SYDNEY	1	ERROR	The baby is remaining in, but has a discharge date. Please confirm baby's separation details.	6
<a href="#">Edit</a>	SEP-2007	EIDSVOLD HOSPITAL	16-SEP-2007	65463213	SYDNEY	1	END	.....	7

After identifying the relevant validations that require editing, return to the mother's record to amend the validations by clicking on the 'Edit' button.

**Printing the Validation Log:**

When amending multiple validations, it is recommended you print the Validation Log as this will save you time from having to re-run the validation report each time you amend a field.

Click 'Printer Friendly'.



The report will now be in a format that can be printed.

QUEENSLAND PERINATAL DATA COLLECTION  
MOTHER AND BABY REPORT (MR63D)

**VALIDATION LOG**

Mother SMITH, MELISSA SALLY  
Facility CABOOLTURE HOSPITAL

Period	Facility	Date of Confinement	Mother UR	Surname	Baby No.	Type	Message	Order
MAY-2009	CABOOLTURE HOSPITAL	07-MAY-2009	222098	SMITH	Mother	INFO	--- Present Pregnancy Validations ---	1
MAY-2009	CABOOLTURE HOSPITAL	07-MAY-2009	222098	SMITH	Mother	ERROR	What was the mother's gestation at the first antenatal visit?	1
MAY-2009	CABOOLTURE HOSPITAL	07-MAY-2009	222098	SMITH	Mother	ERROR	Did the mother smoke at all during the first 20 weeks of pregnancy?	2
MAY-2009	CABOOLTURE HOSPITAL	07-MAY-2009	222098	SMITH	Mother	ERROR	Did the mother smoke at all after 20 weeks of pregnancy?	3
MAY-2009	CABOOLTURE HOSPITAL	07-MAY-2009	222098	SMITH	Mother	INFO	--- Mother Discharge Validations ---	4
MAY-2009	CABOOLTURE HOSPITAL	07-MAY-2009	222098	SMITH	Mother	ERROR	How was the mother separated from this facility?	4

If this is a multiple birth, the baby number (twin 1 or twin 2) is displayed in the 'Baby No' column.

<a href="#">Edit</a>	APR-2009	EMERALD HOSPITAL		32131	MORRIS	1	ERROR	Did the mother have any puerperium procedures or operations after giving birth to this baby?	59
<a href="#">Edit</a>	APR-2009	EMERALD HOSPITAL		32131	MORRIS	1	INFO	--- Baby Discharge Validations ---	60
<a href="#">Edit</a>	APR-2009	EMERALD HOSPITAL		32131	MORRIS	1	ERROR	How was the baby separated from this facility?	60
<a href="#">Edit</a>	APR-2009	EMERALD HOSPITAL		32131	MORRIS	1	ERROR	Did the baby receive fluid in the 24 hours prior to discharge?	61
<a href="#">Edit</a>	APR-2009	EMERALD HOSPITAL		32131	MORRIS	1	ERROR	Did the baby receive fluid at any time in the birth episode?	62
<a href="#">Edit</a>	APR-2009	EMERALD HOSPITAL		32131	MORRIS	2	INFO	--- Baby Discharge Validations ---	63
<a href="#">Edit</a>	APR-2009	EMERALD HOSPITAL		32131	MORRIS	2	ERROR	Intended Place of Birth is a required field	63
<a href="#">Edit</a>	APR-2009	EMERALD HOSPITAL		32131	MORRIS	2	ERROR	Actual Place of Birth is a required field	64
<a href="#">Edit</a>	APR-2009	EMERALD HOSPITAL		32131	MORRIS	2	ERROR	Onset of labour is a required field	65

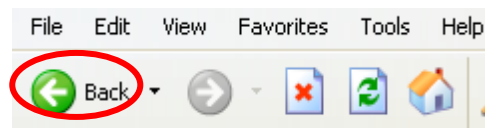
**ALL CHANGES MUST BE SAVED.**

From the bottom of the 'Printer Friendly' screen, click on the field you wish to return to.

- [Main Menu](#)
- [Search/Create Mother](#)
- [Archived Mothers](#)
- [Validate Data](#)
- [Extract Data](#)
- [Reports](#)

Clicking on the back arrow in the top tool bar will take you back to the 'Validation Log' where you can then select:

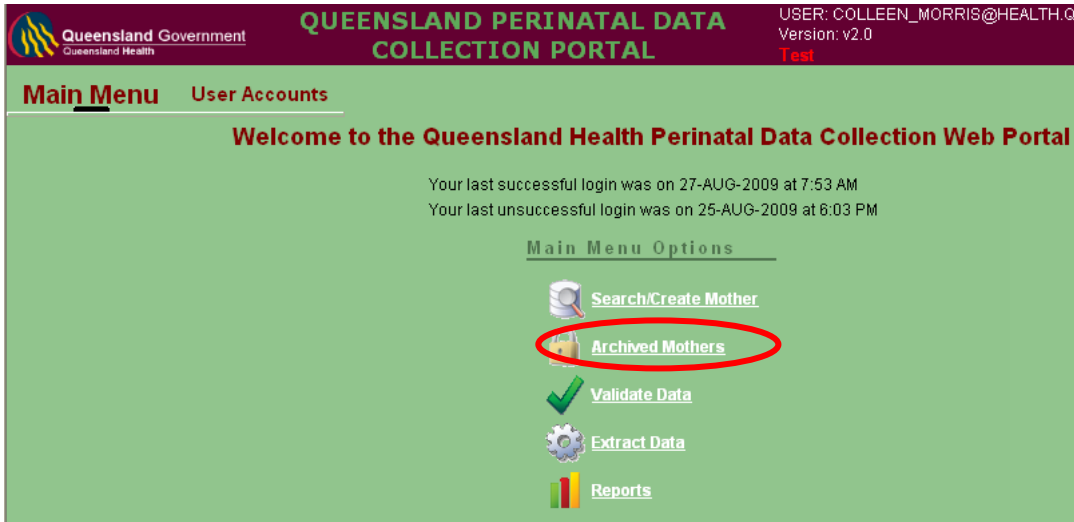
- Mother Record
- Baby's Labour Record
- Baby's Postnatal Record



# 7. ARCHIVE MOTHERS

From the 'Main Menu' screen:

Click 'Archived Mother'.



'Archived Mothers' screen can also be accessed from all other menus.

The Mother's record in printable format will appear.

**QUEENSLAND PERINATAL DATA COLLECTION  
MOTHER AND BABY REPORT**

**Current Mother**

Mother's Record

Select Baby:  
-Select-

Surname	DELTA
First Name	ECHO
Second Name	FOXTROT
Ur No	M500102
Mother Dob	01-JUL-1984
Admission Date	02-JUL-2007

**Mothers details**

Place of Delivery	EIDSVOLD HOSPITAL
Usual Residence	A STREET IN
Suburb	GUILDFORD
Post code	Not Stated
State	Victoria
Mother's Country of Birth	Australia
Indigenous Status	Torres Strait Islander but not Aboriginal origin
Marital Status	Married/De Facto
Accommodation Status of Mother	Private
Antenatal Transfer	Transferred antenatally
Reason for Transfer	Placenta previa, V/with haemorrhage
Time of Transfer	Prior to onset of labour
Transferred from	WEIPA HOSPITAL
Rapid Plasma Reagin	Non - Reactive
Immunoglobulin G	Non Reactive
Rubella	Not Immune
Hepatitis B	Carrier of Hepatitis B
Hepatitis C	Carrier of Hepatitis C
Blood group	O
Rh Factor	+
Antibodies	None
Other Serology Details	Not Stated

**Present pregnancy**

Date of Last Menstrual Period	Not Stated
Estimated Date of Confinement	02-07-2007
Height	170
Weight	72
Antenatal Care	Yes
Antenatal Care types	General Practitioner Public Hospital/Clinic Midwife Practitioner
Antenatal Visits	8 or more
Any Medical Conditions?	Yes
Medical Conditions	Anaemia Diabetes Mellitus Pre-existing, Non-insulin treated
Any Pregnancy Complications?	Yes
Pregnancy Complications	PH/PE, Severe
Any Procedures or Operations?	Yes
Procedures or Operations	External Version
Any Assisted Conception?	Yes
Assisted Conception Options	AH/AID GIFT
Number of Ultrasound Scans	3
11uchal Translucency Ultrasound	Yes
Morphology Ultrasound Scan	Yes
Assessment for Chorionicity Scan	No
Smoking during pregnancy?	Yes
Smoking cessation advice	Yes
Average number of cigarettes per day?	>10 ( Greater than10)

**Mother Discharge**

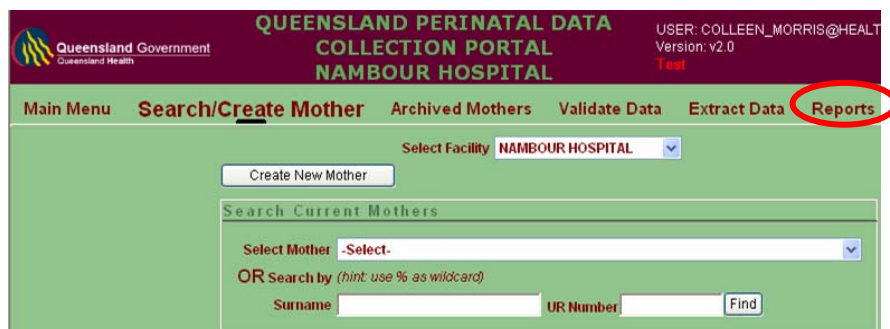
Separation Type	Discharged
Transferred to	-
Discharge Date	03-JUL-2007
Early Discharge Program	No

## 8. MONTHLY BIRTH REPORTS

A report can be run which details the monthly birth details. This is only available for Primary and Deputy Users.

This can be accessed from:

- 'Main Menu' screen
- 'Search/Create Mother' screen



Select 'Monthly Births Report'.

Ensure the selected facility is correct.

The report identifies any discrepancies between:

- The number of mothers giving birth,
- The number of babies born and discharged,
- The number of mothers admitted and discharged,
- Records with outstanding validations,
- Records completely validated,
- Mothers extracted,
- Date records extracted.

Queensland Government  
Queensland Health

**QUEENSLAND PERINATAL DATA  
COLLECTION PORTAL  
ARAMAC HOSPITAL**

USER: COLLEEN\_MORRIS@HEALTH.QLD.GOV.AU  
Version: V1.14.32  
Test

Change Password Lo

Home Search/Create Mother Archived Mothers Hospital Users Validate Data Extract Data Admin **Reports**

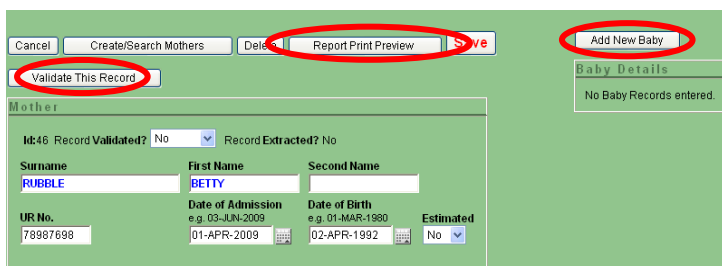
Search Criteria  
Facility ARAMAC HOSPITAL

Monthly Birth Details row(s) 1 - 13 of 13

Period	Mothers Giving Birth	Babies Born	Admitted Mothers	Discharged Mothers	Discharged Babies	Mothers Validated That Still Have Errors	Mothers Validated With No Errors	Extracted Mothers	Extracted On
May 2009	0	0	1	1	0	0	0	0	Period Not Extracted Yet
April 2009	4	6	4	1	1	0	0	0	Period Not Extracted Yet
March 2009	0	0	0	0	0	0	0	0	Period Not Extracted Yet
February 2009	0	0	0	0	0	0	0	0	Period Not Extracted Yet
January 2009	2	3	3	2	3	2	0	0	Period Not Extracted Yet
December 2008	0	0	0	0	0	0	0	0	Period Not Extracted Yet
November 2008	0	0	0	0	0	0	0	0	Period Not Extracted Yet
October 2008	0	0	0	0	0	0	0	0	Period Not Extracted Yet
September 2008	0	0	0	0	0	0	0	0	Period Not Extracted Yet

**9. IMPORTANT POINTS TO REMEMBER**

- The information collected in Perinatal Online is exactly the same as the information collected on the paper MR63D.
- Perinatal Online consists of three screens:
  - Antenatal screen (mothers discharge details at the bottom of this screen)
  - Labour and Delivery and Baby Birth Details
  - Postnatal details
- When the initial mother's details have been entered, 'Save' the record to ensure she is committed to the system. The following buttons will appear:
  - 'Validate This Record'
  - 'Report Print Preview'
  - 'Add New Baby'



Note: The 'Trees' from the antenatal screen can't be accessed if the record hasn't been saved.

- When entering the 'Labour and Delivery' screen, enter the baby UR or date of birth and then 'Save'. The following buttons will appear:
  - 'Validate This Record'
  - 'Report Print Preview'

Note: The 'Trees' from the Labour and Delivery screen can't be accessed if the record hasn't been saved.

- All date fields must be entered using the calendar format.



- Save and validate at the end of each screen
- Save record before leaving workstation
- If the baby's date of birth hasn't been entered, ignore 'not valid at baby's date of birth' validations
- When a single select field is highlighted in blue, the values will be scrolled if the scroll wheel on the mouse is used. If the scroll wheel is to be used for moving the page view, click outside the field (this will remove the field highlighting) then use the scroll wheel.

