

MedCo Data Validation Rules

This document describes a collection of data that is required to be uploaded to the MedCo application: users, experts and medical report data.

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1. Purpose

This document has been designed to aid MedCo users when providing data either manually or via the bulk upload facility.

When entering data manually, the system will show ‘friendly’ selection boxes. For bulk file upload, please use the codes found in the Value column of the tables found in this document.

Once the MedCo system has been developed it will hold two data sets. The first type of data is referred to as ‘Directory Data’ and the second type is referred to as ‘Case Data’.

2. Directory Data

The first data set is Directory Data. This set will hold three directory lists:

2.1. Branches

This is a list of branches belonging to an authorised user (not a Direct Medical Expert or MRO) organisation that has registered with MedCo. This list is keyed into the system by the admin user (or primary or secondary contact) of the organisation once their organisation’s registration has been approved by MedCo.

The data fields required to be provided are:

Table 1.1

Field name	Field attribute	Length	Value	Note
Name	Character	128		Branch location This data is mandatory
Address line 1	Character	60		Branch address line 1 This data is optional
Address line 2	Character	60		Branch address line 2 This data is optional
Address line 3	Character	60		Branch address line 3 This data is optional
Post code	Alphanumeric	8		Branch post code This data is optional

2.2. Users

This is a list of users belonging to each organisation that has registered with MedCo. The organisation can either be that of an instructing party or one that is being instructed. This list can be keyed in manually or uploaded via the bulk upload facility by the admin user (or primary or secondary contact) of the organisation once their organisation’s registration has been approved by MedCo.

Important Note: The person who does the bulk upload must ensure that any users already created as a primary or secondary user are NOT to be included in this file as they will have existed within the system and already have access. The system will produce an error if a duplicate email is being used for creation of users.

Further Note: If the organisation wishes to assign users to branches, the branches must be created manually **prior** to bulk user upload. If this is not done all users will be assigned to the Default branch.

The data fields required for upload are:

Table 1.2

Field name	Field attribute	Length	Value	Note
Organisation User	Character	11	One of: Operational, Admin	This data is mandatory
Email address	Alphanumeric	256	Must contain @	User email address. This data is mandatory
Title	Character	4	One of: Dr, Mr, Mrs, Miss, Ms	This data is mandatory
First name	Character	60		This data is mandatory
Last name	Character	60		This data is mandatory
Direct telephone	Numeric	20		This data is mandatory
Mobile telephone (if applicable)	Numeric	20		This data is optional
Branch Name	Character	128	This field is only applicable to authorised user organisations	This data is optional. See Further Note above

2.3. Medical experts

This is a list of medical experts contracted with the medical reporting organisation (MRO) who has registered with MedCo. Once a MRO's registration has been approved by MedCo, it is a requirement that this list is maintained on the MedCo database. The MRO is responsible for maintaining a **full up-to-date list** of its expert panel at a pre-agreed interval. Medical experts can either be keyed directly into the system or uploaded via a bulk upload facility.

The data fields required for upload are:

Table 1.3

Field name	Field attribute	Length	Value	Note
First name	Character	30		Medical expert's first name. This data is mandatory
Last name	Character	30		Medical expert's last name. This data is mandatory
Professional identifier	Alphanumeric	20		General Medical Council (GMC) number (or equivalent) / HCPC number. This data is mandatory

Important Note: If the bulk upload function is used, it will overwrite ALL previously saved medical experts for the MRO. It is therefore important that the full dataset is provided, NOT a delta.

3. Case Data

The second data set is Case Data. In order to carry out a search on the Directory Data, Authorised Users will need to create a case within the MedCo database. Cases can only be created manually.

3.1. Case update

After the medical examination has taken place, the instructed medical expert or MRO will be required to provide to MedCo the data against the MedCo cases that have been commissioned with them.

Report data can either be uploaded:

- a) In bulk via a csv file. This allows the upload of several to hundreds of cases at the same time.
- Or
- b) By manually entering data case by case via a screen interface

If Bulk upload method is selected, Table 2.2 lists the data that are required to be provided for each claimant on a case within a csv file.

If there is more than one diagnosis for a given claimant, data pertaining to each additional diagnosis must be provided in the same row.

Table 2.2

Column	Field name	Field attribute	Length	Value	Note
A	MedCo case ID/n	Alphanumeric (99999999/9)	10		Case ID generated by the MedCo application. The /n indicates the number of claimants (up to a maximum of 9) per case This data is mandatory
B	GMC / HCPC number	Alphanumeric	20		General Medical Council (GMC) number (or equivalent) / HCPC number of the individual undertaking the examination (if direct expert has been instructed) This data is mandatory
C	Date of report	Date (DD/MM/YYYY)	10		Date the report was produced by the medical expert This data is mandatory
D	Date of examination	Date (DD/MM/YYYY)	10		Date the claimant was examined by the medical expert This data is mandatory
E	Time spent with claimant	Numeric	3		Duration in minutes (1 to 999) This data is mandatory

Column	Field name	Field attribute	Length	Value	Note														
F	Number of Diagnoses	Numeric	2	If Unable to diagnose or No injury occurred , enter value 1	Specify the number of diagnoses as a result of the examination. <ul style="list-style-type: none"> If 1 injury found, enter 1; if 2 found enter 2; and so on. If Unable to diagnose or if there was No injury occurred, enter 1 This data is mandatory														
G	Claimant's examination outcome	Numeric	1	One of: 0, 1, 2	Outcome of the IP's examination. This data is mandatory. Enter one of the following: <table border="1"> <thead> <tr> <th>Value</th> <th>Meaning</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>Unable to diagnose</td> </tr> <tr> <td>1</td> <td>No injury occurred</td> </tr> <tr> <td>2</td> <td>Injury diagnosed</td> </tr> </tbody> </table> Where there was No injury occurred , no further data are required i.e. the remaining columns should be left blank.	Value	Meaning	0	Unable to diagnose	1	No injury occurred	2	Injury diagnosed						
Value	Meaning																		
0	Unable to diagnose																		
1	No injury occurred																		
2	Injury diagnosed																		
H	Claimant's Injury Diagnosis	Numeric	1	One of: 0, 1, 2, 3, 4	If examination outcome = 2, this data is mandatory. Where injury is Physical , enter one of the following: <table border="1"> <thead> <tr> <th>Value</th> <th>Meaning</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>Neck</td> </tr> <tr> <td>1</td> <td>Back</td> </tr> <tr> <td>2</td> <td>Discreet shoulder injury</td> </tr> <tr> <td>3</td> <td>Other</td> </tr> </tbody> </table> Or, where injury is Psychological , enter: <table border="1"> <thead> <tr> <th>Value</th> <th>Meaning</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>Psychological</td> </tr> </tbody> </table>	Value	Meaning	0	Neck	1	Back	2	Discreet shoulder injury	3	Other	Value	Meaning	4	Psychological
Value	Meaning																		
0	Neck																		
1	Back																		
2	Discreet shoulder injury																		
3	Other																		
Value	Meaning																		
4	Psychological																		
I	Additional report	Numeric	1	One of: 0, 1	Enter one of the following as appropriate: <table border="1"> <thead> <tr> <th>Value</th> <th>Meaning</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>Yes</td> </tr> <tr> <td>1</td> <td>No</td> </tr> </tbody> </table>	Value	Meaning	0	Yes	1	No								
Value	Meaning																		
0	Yes																		
1	No																		
J	Additional treatment	Numeric	1	One of: 0, 1, 2	Enter one of the following as appropriate: <table border="1"> <thead> <tr> <th>Value</th> <th>Meaning</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>Yes</td> </tr> <tr> <td>1</td> <td>No</td> </tr> <tr> <td>2</td> <td>Already in progress</td> </tr> </tbody> </table>	Value	Meaning	0	Yes	1	No	2	Already in progress						
Value	Meaning																		
0	Yes																		
1	No																		
2	Already in progress																		

Column	Field name	Field attribute	Length	Value	Note	
K	Type of additional treatment	Numeric	1	One of: 0, 1, 2, 3, 4, 5, 6	If Additional treatment is required or Treatment already in progress , MUST enter one of the following:	
					Value	Meaning
					0	Medication treatment
					1	Physiotherapy/ Osteopathy
					2	Other
					3	X-ray/ MRI scans/ Ultrasound
					4	Surgery
					5	Cognitive Behavioural Therapy
6	Combination of the above					
L	Claimant's injury prognosis	Numeric	1	One of: 0, 1, 2, 3, 4	If injury diagnosis = 3 (Other) this field should be left blank	
					If injury diagnosis value is either 0, 1, 2 or 4 , select one of the following:	
					Value	Meaning
					0	< 1 month,
					1	1 month or greater
					2	Guarded
3	Permanent					
4	Unable to provide a prognosis					
M	Claimant's injury prognosis duration	Numeric	3		If injury diagnosis = 3 (Other) this field should be left blank Where Claimant's injury prognosis is 1 month or greater , MUST enter duration in number of months (1 to 999)	

3.2. Upload process via CSV file

- 1) When uploading their CSV file(s) to the MedCo application, the file(s) will be immediately checked for any obvious formatting errors (such as blank data where input is required, length of data exceeded, empty file, wrong file format).
- 2) If errors are found, the user will then be advised that the file cannot be processed together with the reason(s).
- 3) If no errors are detected, the user will be advised that their case file has been submitted successfully and the user can exit the upload process when done.
- 4) The file(s) is/are placed in a queue and processed by the system at a later point, on a record by record basis.

- 5) The user will be able to log back onto the system the following day to view a list of their previous submissions:
 - a. For those where processing has completed, the number of uploads cases AND number of cases with errors will be displayed.
 - b. For those files completed with errors, the user will be able to click a link to download the error file (file will contain the cases as originally submitted, with an additional column describing the error added at the end).

3.3. Example CSV



CasesDataUpload-v2
.1.xlsx

3.4. Error scenarios in Case data upload

The following is a list of possible error scenarios the user may encounter when uploading a case data csv file:

- 1) File extension is not .csv
- 2) No file selected by the user
- 3) File contains headers (i.e. field titles) instead of only data rows
- 4) Blanks in one of the mandatory fields (for example MedCo Case ID field is empty and/or GMC/HCPC field is empty etc.
- 5) MedCo case id does not match with the instructed party's MedCo case reference
- 6) GMC or HCPC does not belong to the MRO who uploads the report(s)
- 7) American date format
- 8) Date of report is earlier than date of examination (it is acceptable for date of report to be the same or later than date of examination)
- 9) Date of examination is earlier than date of accident
- 10) Characters or numbers in date fields
- 11) Characters in numeric fields
- 12) Wrong values in numeric fields – for example, Claimant's injury outcome has a value of 3 (allowed values are 0,1 and 2)
- 13) Unrequired data – for example, a value is provided where it should have been blank
- 14) Missing data – for example, a value is required and the column has been left blank
- 15) Field length exceeded – for example, number of diagnoses is set to 100 (typo error – instead of 10)
- 16) Number of diagnoses uploaded does not correspond with the number of diagnoses provided in the csv file. For example, number of diagnoses = 3, however only 2 groups of data pertaining to each diagnosis were provided in the csv file