
FAQ – “How do I run the PCOC extract?”

A – How to Generate the PCOC Extract - This extract produces three fixed format ASCII files that comprise the Version 2 PCOC dataset to be submitted to PCOC.

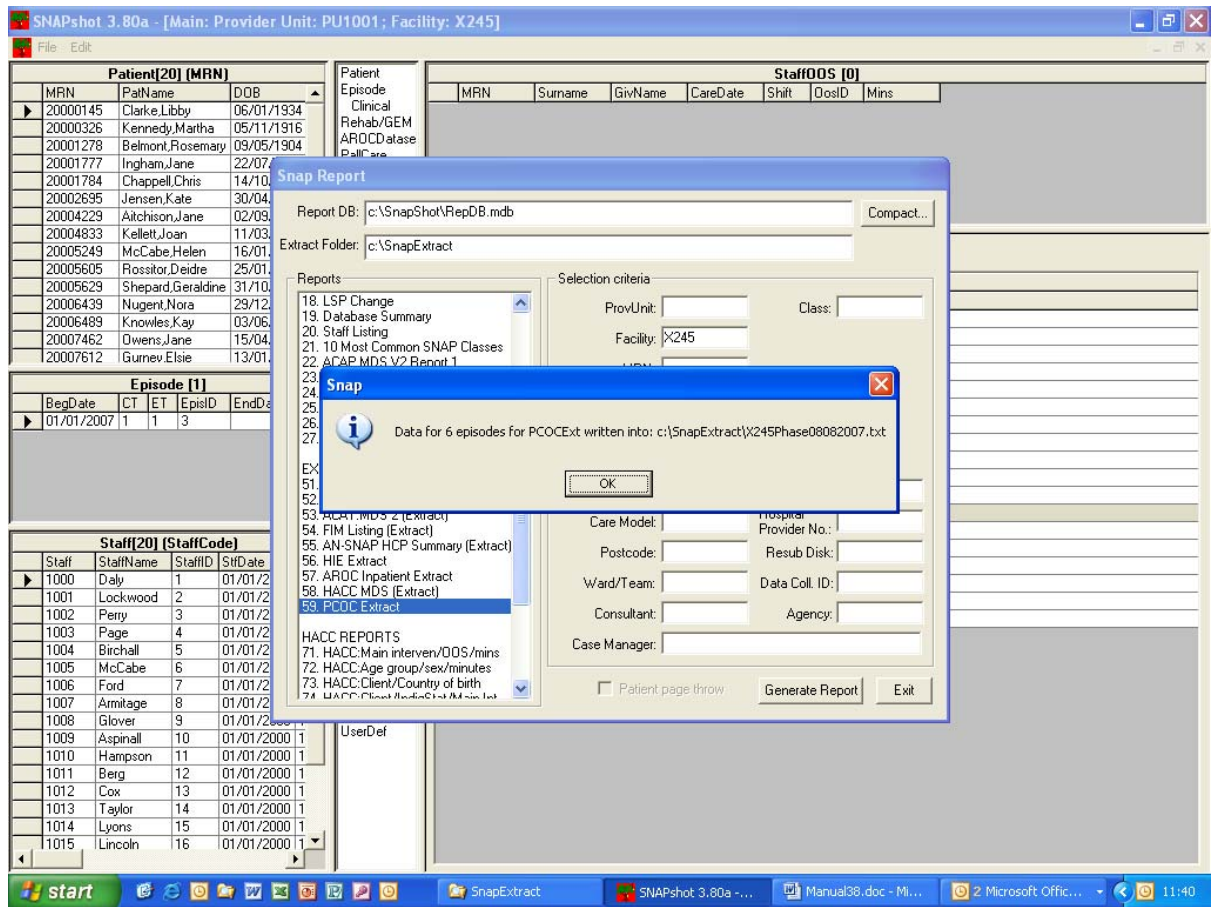
To create the PCOC Extract,

- Press Shift-F8 whilst positioned on any of the data lists in SNAPshot.
- Select Extract 59 ‘PCOC Extract’ from the list of extracts, enter your Facility Code and then press Generate Report.
- This will generate a message as shown in Figure **Error! No text of specified style in document.-1** that reads: ‘Data for XX episodes for PCOCExt written into: C:\SnapExtract\FacilityNamePhaseDDMMYYYYHHMM.txt.’ However, please note that three files will be generated as follows:
 - FacilityNamePatientDDMMYYYYHHMM.txt
 - FacilityNameEpisodeDDMMYYYYHHMM.txt
 - FacilityNamePhaseDDMMYYYYHHMM.txt

FacilityName is the name as entered in the Facility screen, DDMMYYYY is today’s date (the day the extract is created) and HHMM is the time the extract was generated. Do not change the name of the file created by SNAPshot. Please note that ‘from’ and ‘to’ dates should not be selected when creating the PCOC Extract.

The PCOC Extract text file is written into the extract folder. The default location of the extract folder is c:\SnapExtract.

Figure Error! No text of specified style in document.-1 PCOC Extract Dialogue



The file can now be emailed to PCOC at PCOC@uow.edu.au and cc'ed to your PCOC Quality Improvement Facilitator – *note that the extract contains 'client MRN' and 'date of birth', but does not include any other identifying data items.*

This extract will undergo a quality 'check'. Any errors will be returned to your service by your QIF within 2 weeks of data submission. This allows each service to alter the fields identified and resubmit the outcome measure to PCOC.

If you require any further assistance, please contact your PCOC Quality Improvement Facilitator.