

## **Airway Registry: File name protocol**

The **Excel file name** should be of the following structure:

**Ordernumber\_sitename\_year\_monthend\_issue number.xls (or xlsx)**

Eg: **1\_RoyalNorthShore\_2014\_Feb\_2.xls**

Note the use of under-scores between the fields – with **no** spaces please. The following explains each element:

- 1) The **Order number** is the number of data sheets sent up until now (i.e. the first data sheet is 1, the second datasheet is 2 etc). It helps every one keep a track of where we are.
- 2) We need to agree a simple list of **full names** for facilities (e.g. 'RoyalNorthShore' and 'StVicentSyd' is preferable to 'RNHS' or SVH). Please can each site choose their own brief name.
- 3) The **year and monthend** are those of the most recent case in the datasheet. If the cases span 2-3 months or over a year, just state the year and month for the last case. If there are a few old cases from way back in the data (e.g. from a lost form) it does not matter. They get sorted out in the database. The file name should include the year then month so the files all order correctly in file manager when sorted/ordered.
- 4) An **issue number** can be omitted, but needs to be added if a data set is resent for some reason (e.g. an error in the data, updated data with new information about cases etc). It distinguishes it from the previous outdated dataset.

Once the form is completed please send this to [airwayRegistry@aci.health.nsw.gov.au](mailto:airwayRegistry@aci.health.nsw.gov.au).

Please feel free to contact Hatem Alkhouri if you need further clarification on (02) 9464-4735.