



# Quick Reference Guide

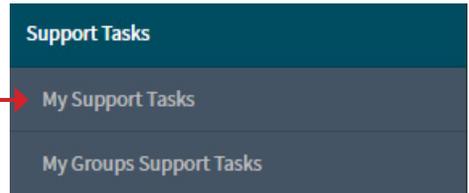
## Creating a Facility Validating Group

Medical facilities may wish to create a validating group which reviews requests for QAS non-emergency patient transports prior to requests being submitted to QAS for processing.

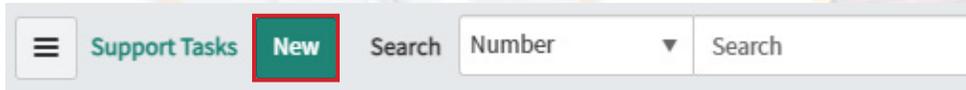
Validating groups can be setup to be active all the time or during specific days and times i.e. Monday to Friday excluding public holidays 0800 - 1700.

Should your medical facility require a validating group, a request for creation will need to be submitted via a Support Task by a NEPT Facility Administrator.

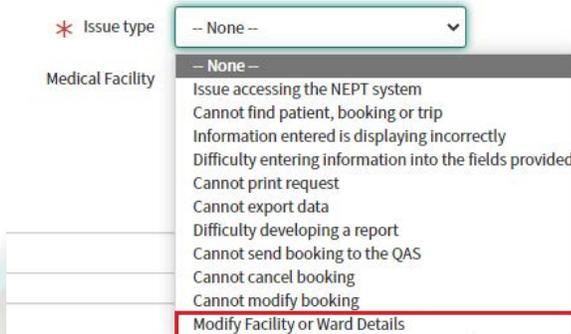
1. Select 'My Support Tasks' from under the 'Support Tasks' section in the left hand navigation menu.



2. Select the 'New' button located at the top of the Support Tasks window.



3. Choose the Issue type 'Modify Facility or Ward Details' from the drop down menu.



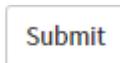
4. Enter the short description as 'Create facility validating group(s)'.

5. Enter the details which include the name of the ward(s)/sub-area(s) which you want attached to the validating group with the days and times i.e. Dialysis - Monday to Friday 0800 - 1700.

\* Short description

\* Please detail what changes are required

6. Select the 'Submit' button.



While the QAS is processing your request to create a validating group, the Facility Administrator must ensure the required NEPT users within their facility have been allocated the role of Facility Validator. Refer to QRG 14 - Creating a New NEPT User Profile, and follow steps 6 through 11.