



Agency reporting guide

6 April 2023

The National Occupational Respiratory Disease Registry (National Registry) receives notifications of occupational respiratory diseases. The diseases are available to State and Territory Health, and Work Health and Safety agencies through the **Agency Reporting Portal**.

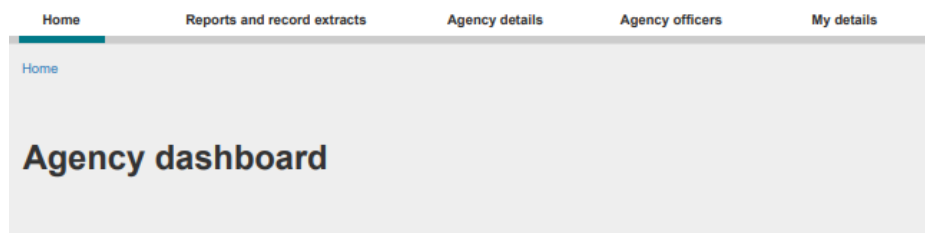
To access the **Agency Reporting Portal** your agency must add you as an authorised officer.

This document provides a guide on the reports available to States and Territories in the **Agency Reporting Portal**. It also covers how to navigate the agency reports, and provides guidance on their contents.

This document has three sections:

- [Agency reports available](#)
- [Report filters](#)
- [Navigating the graphs and tables](#)

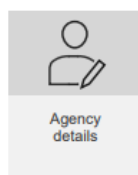
To view and run the reports in the **Agency Reporting Portal** use the *Reports and record extracts* tile from your Agency dashboard.



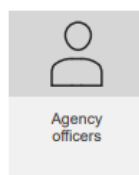
Please select a service



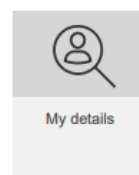
Reports and
record extracts



Agency
details



Agency
officers



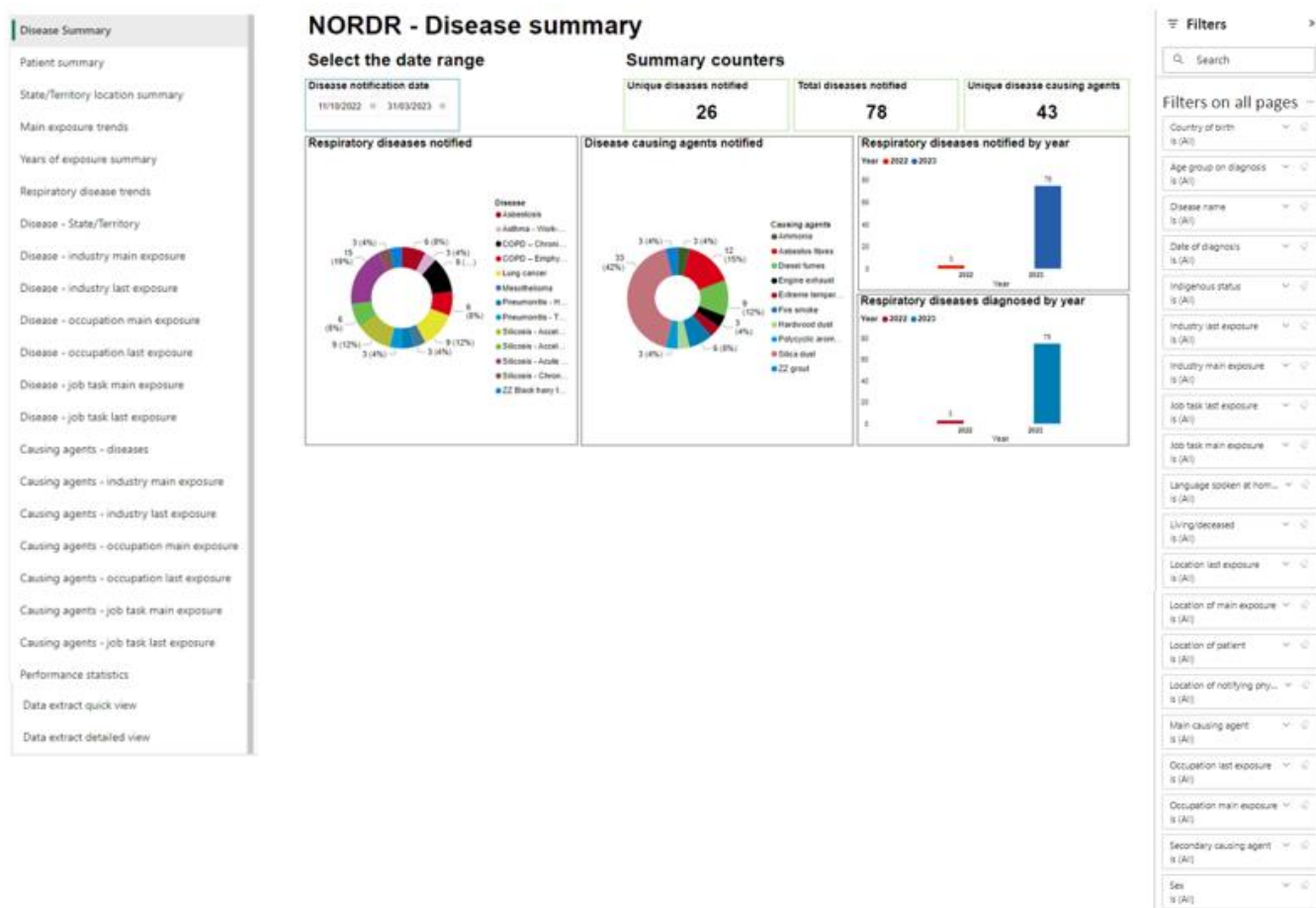
My details

The reports reflect the latest diseases notified.

For more information, or to report an issue, please contact NORDR@Health.gov.au

Agency reports available

The left hand side of the screen lists all of the reports available. Select a report and it will display to the right.



There are two groups of reports available:

1. The first 21 reports are de-identified reports that do not identify patients, workplaces or physicians. These reports include all occupational respiratory diseases in Australia that are in the National Registry.
2. The last two reports are the detailed views/extracts that do identify patients, workplaces and physicians. These reports restrict the records that are available to the agency officer to those that are relevant to their jurisdiction. Records of individuals with an occupational respiratory disease are relevant if:
 - ✓ they reside, or
 - ✓ the physician diagnosing the disease, or
 - ✓ whose last exposure, or
 - ✓ whose main exposure was in the State/Territory of the agency for which the agency officer is a part of.

There are two detailed reports available. You can also export these to Excel:

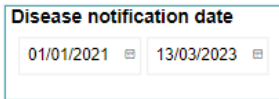
- **Data extract quick view:** Presents key fields for the diseases that meet the date range specified that are relevant to the agency officer's jurisdiction.
- **Data extract detailed view:** Presents all fields for the diseases that meet the date range specified that are relevant to the agency officer's jurisdiction.
- [Detailed record extracts guide.pdf](#) describes these two detailed reports.

The de-identified reports

There are 21 de-identified reports available. For each report the *Filters on all pages* allow filtering on what goes into the reports.

The de-identified reports allow you to choose the range of dates for the diseases to include in the reports.

Select the date range



By default the system sets:

- The *from date*, to the date of the NORDR commencement.
- The *to date*, to the date the last disease notification.

How are the calculated fields calculated?

Some reports have calculated values.

1. NORDR – Disease summary report

Summary counters

Unique diseases notified 25	Total diseases notified 490	Unique disease causing agents 45
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Unique diseases notified: This counts the number of unique diseases in the Registry in the Disease notification date range selected. So if three different patients have Farmer’s lung, it counts here as 1 unique disease.

Total diseases notified: This counts the total number of diseases in the Registry in the Disease notification date range selected. So if three different patients have Farmer’s lung, it counts here as 3 diseases notified.

Unique disease causing agents: This counts the number of unique main disease causing agents in the Registry in the Disease notification date range selected. So if 200 different diseases have silica dust as the causing agent, it counts here as 1 unique disease causing agent.

2. NORDR – Patient summary report

Patient counters

Patient identifiers used 17 DVA Number	4 IHI Number	66 Medicare	Patient notifications 87
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Patient identifiers used: This counts the number of patients notified that have a Medicare number, or a DVA number, or an IHI number recorded. If a patient has more than one of these identifiers recorded it counts in each relevant identifier count.

Patient notifications: This counts the number of unique patients notified. So if a patient has multiple diseases notified on different dates this counts as one patient.

3. NORDR – State and Territory summary report

State/Territory

Where last exposure and main exposure are the same State/Territory

393

Where last exposure and main exposure are different States/Territories

481

Where last exposure and main exposure are the same State/Territory. This provides a count of the number of diseases where the State/Territory of the last exposure is also the State/Territory of the main exposure.

Where last exposure and main exposure are different states/territories. This provides a count of the number of diseases where the State/Territory of the last exposure is different to the State/Territory of the main exposure.

4. NORDR - Performance statistics report

This report shows the average timeframe taken to confirm critical details.

Confirming the physician can legally report diseases

- The National Registry receives disease notifications from Respiratory and Occupational physicians.
- When a physician first registers their medical speciality is 'Unverified'. An 'Unverified' physician cannot view any records in the Registry, but they can submit disease notifications for a patient. We hide these diseases until we check their medical speciality.
- We check all 'Unverified' physicians to confirm if they are a Respiratory or Occupational physician.
- Once their medical speciality has been verified the diseases notified become available to States and Territories.
- This report shows the time frame it takes for the Registry Operator to verify the medical speciality. This calculation uses the date the physician registered to the date of the review.

Confirming the disease is a respiratory disease

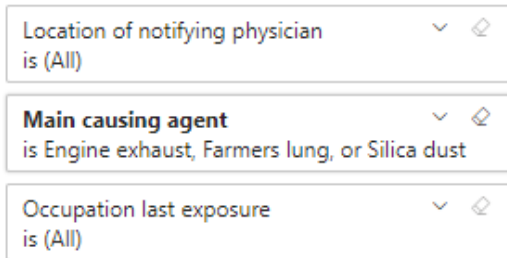
- The National Registry collects and shares details on occupational respiratory diseases.
- We provide the physician with a list of common respiratory diseases from the drop down list. If they do not choose one of these common diseases they can type in their own respiratory disease. When they type in their own disease we need to confirm it is a respiratory disease.
- We hide diseases that have not been confirmed as respiratory diseases.
- We review every unverified disease to confirm if they are a respiratory disease. Once verified the disease becomes available to States/Territories.
- This report shows the time frame it takes to verify the disease entered is a respiratory disease. This calculation uses the date the physician notified the disease to the Registry to the date of the review.

Report filters

There are two types of filters available on the right hand side.

1. **Filters on this visual.** When you click on a graph or table in a report, then on the right hand side the *Filters on this visual* display. These show the filters that impact on the graph/table.
2. **Filters on all pages** are global filters. If you change a filter it applies to all 21 reports and to the Data extract Quick view, and the Data extract Detailed view. If you change a *Filter on all pages* it will impact all graphs/tables, but it does not display as a *Filters on this visual*.

If a filter is in place on a page, then that filter is in **bold** text, for example Main causing agent:



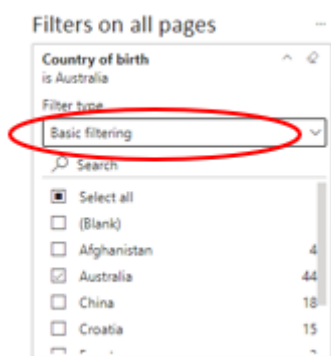
To clear a filter, use the eraser icon:



Updating a filter refreshes the values in the report displayed straight away.

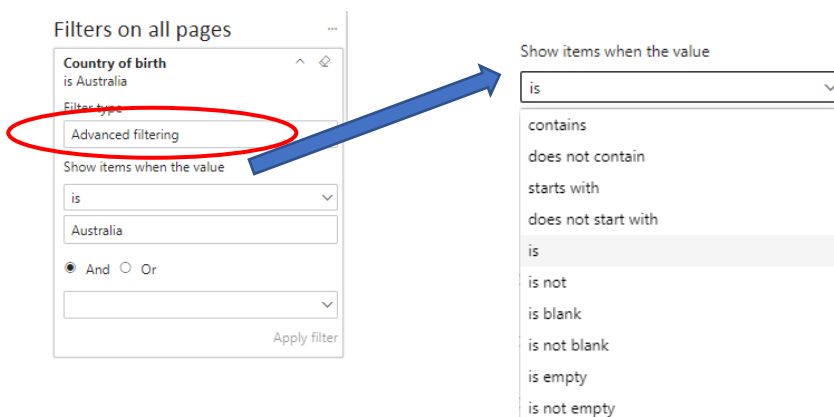
Basic and Advanced filtering

All filters by default use Basic filtering. You can however choose Advanced filtering.



The **Basic filtering** shows every value for that field and the count of occurrences. You can choose which values you want to report on. By default it shows **all** values.

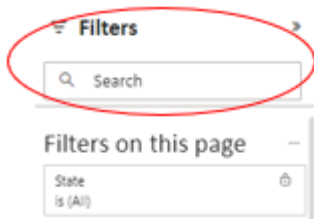
The advanced filtering options:



Searching for a filter

It is rare you should need to search for a filter. The 20 filters are on the right side of the screen.

To find a filter, or to group like filters use the *Filters search* in the top right hand corner of the screen



For example, to group all of the State/Territory location filters, just type 'Loc'







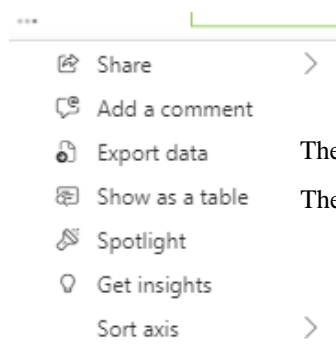
Navigating graphs and tables

If you place your cursor in the top right hand corner of any graph, then four tools display:



Explanations for the graph and table tools

-  Copies the graph as an image with a caption to your clipboard
-  This shows the filters that are impacting the graph/table
-  This shows the graph/table on its own page
-  If you choose ... then you get more options



The Export data allows you to export the underlying table to Excel

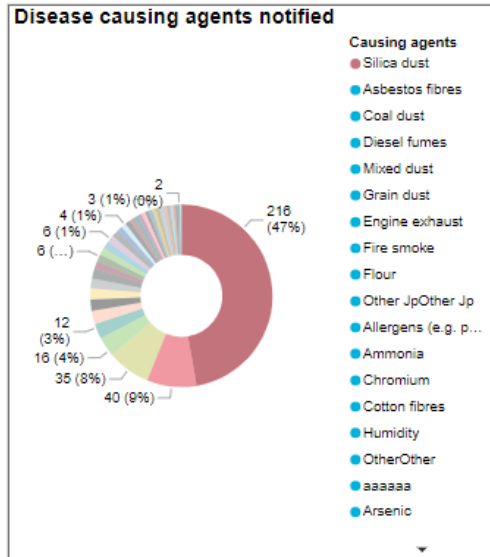
The Show in a table, displays below the graph the underlying table of values

If you select one of these tools, you can go back to the normal report by clicking on **Back to report**.

< Back to report

Exporting data: To export the data behind a graph select the **☰** icon at the top of the graph, and then select “Export data”. The system will then create an excel file with the data for you.

For example this graph



Creates an excel file:

	A	B	C	D	E	F
1	Applied filters:Main disease causing agent is not Disease Notification date is on or after 01/01/2021					
2						
3	Main disease causing agent	Disease Count				
4	Silica dust	216				
5	Asbestos fibres	40				
6	Coal dust	35				
7	Diesel fumes	16				
8	Mixed dust	12				
9	Grain dust	11				
10	Engine exhaust	9				
11	Fire smoke	9				
12	Flour	8				
13	Other JpOther Jp	8				
14	Allergens (e.g. pollen, mould, animals, d	6				
15	Ammonia	6				
16	Chromium	6				
17	Cotton fibres	6				
18	Humidity	6				
19	OtherOther	6				
20	aaaaaa	4				
21	Arsenic	4				
22	Farmers lungFarmers lung	4				
23	Silica dustSilica dust	4				
24	Wood dust	4				
25	Aldehydes e.g., Formaldehyde	3				
26	Extreme temperatures	3				
27	Formaldehyde	3				
28	LigninsLignins	3				
29	other main causing JPother main causing	3				
30	other mainother main	3				
31	Radon gas	3				
32	rrrrrr	3				
33	Unknown	3				
34	Edam cheeseEdam cheese	2				
35	Other main causing agentOther main cau:	2				
36	Paint solvent-based	2				
37	Soot	2				
38	Metals	1				