One of the first steps to accomplish any task is planning. ERD diagram was created before any work begun. After analyzing a task 6 tables where considered which is :

* Department
* Doctor
* Surgeon
* Patient
* Referral
* Waitlist

A lot of work has been done to clean up the data. Below are all the steps to achieve the desired result

Step1: Remove all tracing and leading spaces (TRIM function).

Step2: Remove duplicates where it is necessary. For example we cannot remove duplicates on dates, but it is necessary to remove duplicates for NHI, because it is supposed to be unique.

Step3: all dates must be in a specific format that SQL accepts. (Can be accomplished through some basic operation in Excel, such as “Data-Text – to Column” and “Formatting cells”.

Step4:Any empty slots(cells) needs to be fixed. Temporary solution is -fill with a “Fake date” Important to leave a note somewhere.

Step: One of the final steps to make spreadsheet workable, it should be saved as appropriate file (CSV) for a SQL database.

In conclusion of the above, I would like to note that several operations have been done to achieve “clean data”.

* Column year-month seems unnecessary - was removed
* The last line, since it has no name, was ignored for further investigation.
* Persons who do not have a special NHI cannot be admitted to the appointment. BAK4481 Wandis Clipson Female 2027-12-10 couldn't be born this year as It has not come yet(unless time travel machine was involved). Must be mistake or type error, unfortunately it is not clear it could be 2017 or 2007.
* Simple misspelling for Mr Graeme row 81 was forgiven and ignored (instead of 1700 year it has been changed to a 1900,which is logical)