

Australian Government

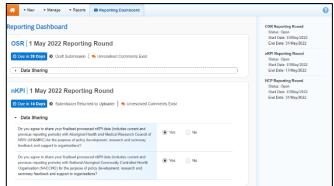
Department of Health and Aged Care

Amend your HCP Submission based on Health Feedback (Submission Uploader)

To amend your HCP submission in the Data Portal as a *Submission Uploader*, once it has been returned to returned by the AIHW:

- 1. Open the Data Portal through <u>Health Data</u> <u>Portal</u>.
- 2. Log in using the information provided in the *Register for and Log in to the Health Data Portal* QRG.

The Data Portal home screen will display with the Reporting Dashboard open.



3. To open your HCP form, hover your mouse pointer to the right of the HCP reporting round text in the Reporting

Dashboard and select **•**.

The HCP form will display.

| 🕋 🔹 New 🔹 Manage 🔹 | Reports 🚔 Reporting D | PAINING I | ENVIRONME | NT | | | 0 |
|---|--|----------------------------|---------------------------------------|----------------------|-----------------------|----------------------------|------------|
| INDIGENOUS HEALTH - HCP 05/Mar/2024 to 12/Mar/2024 | ALBURY WODONGA ABORI HCP - ALBURY WOI | | CE INCORPORATED GINAL HEALTH SERVI | CE INCO | | | ₽ |
| Submission Data | | | | | | A 🗐 | = |
| Health Care Provider Details Place complex al data including provider member and name for all Health Care Providers who provided services during the period. Index includes: general practitioners (CPu) , participating methodes | | | | | Notifications | + New | = × |
| | | | | | | | |
| | | | | | correct. | check that this provide | rnumberi |
| | | | | | Stuart Dunn (0 | Departmental Internal Stat | ri - |
| participating nurse practitioners | | | | | | | |
| allied health workers | | | | | | | |
| dental health workers | | | | | | | |
| Aboriginal and Torres Strait Islan | | | | | | | |
| Aboriginal and Torres Strait Islan | nder health practitioners | | | | | | |
| For the purposes of this report, 'salari | ed' medical providers includes th | nose paid a salary, wage | e, payment under contract or sessi | onal fee by your org | ganisation for the pr | ovision of medical servi | ices. |
| Datails of Health Care Providers who | are not included in the CIS (Clin | ical Information System |) data can be added manually by o | licking the 'Add' bu | tton. | | |
| Please ensure each of your provider n | numbers meet the following form | uat: 1234567a (first six c | haracters must be numbers, the se | wenth character ca | in be a letter or a m | umber and the 8th chara | actor must |
| be a letter). If your provider number de | pesn't have δ characters, please | just respond to the flag | that displays explaining this. | | | | |
| Note: If there are issues with the data | | error messages in the | Notifications Tray) you can select t | he Bulk Update m | enu and then select | Apply Common Name | e Fix-Ups |
| option to see if this resolves the issue | 8. | | | | | | |
| | | | Bulk Update: Please sel | ect 🔹 🕇 A | Add | | |
| Provider Number Last Nar | me | First Name | Salaried | Bu Se | ulk elect | | |
| 2968613W Armstro | ang | Brian | Yes | No | | | |
| 29686134 Da | | Mal | No. | No | | | |

Any FNHD Health Data Portal team comments that need responding to will display in the *Notifications Tray* in the top right-hand corner of the form.

4. For each data validation flag, review the comments made by the Health Data Portal team in the Notifications Tray.

U If you are unsure which cell the comment refers to, select <a>for the applicable data

validation flag and the applicable cell(s) will be highlighted in red.

- 5. If a value needs to be changed to address the comment, update the value(s) in the required cell(s).
- 6. To respond to a comment made by the FNHD Health Data Portal team, in the

Notifications Tray, select 🔊.

- 7. Enter your comment in the **Additional Information** field.
- 8. To save the comment, select Save.
- 9. Repeat the process for each FNHD Health Data Portal team comment in the form.
- 10. To exit your HCP form and return to the Data Portal home screen, scroll to the

bottom of the form, and select Close

The Data Portal home screen will again display with the *Reporting Dashboard* open.

- 11. To progress the submission, selectSubmission Returned to Uploader
- 12. In the Change Data Asset Status dialog box, select the 🔛 in the **Action** field and select the action needed.

The available actions are:

- **Request Review** Select this action to send your HCP submission to your *Submission Reviewer* for review again.
- **Request Approval** Select this action to send your HCP submission back to your CEO or their representative for approval.

If you can approve the HCP submission yourself, you will also see the *Approve for Submission* option in the action list. This allows you to approve the submission and submit it directly to Health and Aged Care for processing again.

- 13. In the **Comment** field, enter any comments about the action being performed on the submission.
- 14. One of the following buttons can now be selected when submitting your HCP report, depending on the action you have selected:
 - a. To send your HCP submission to the *Submission Reviewer* for review again, select



Department of Health and Aged Care

Request Review your HCP Submission based on Health Feedback (Submission Reviewer) QRG for the next step in the process.

b. To send the submission back to your CEO or their representative for approval, select

Request Approval See the Approve your HCP Submission based on Health Feedback (Submission Approver) QRG for the next step in the process.

Your HCP submission has now been amended and either sent back to your S*ubmission Reviewer* for further review or sent straight on to your CEO or their representative for approval.

An automated email will be sent to all staff within your health service that have been assigned the applicable role in the Data Portal (*Submission Reviewer* or Submission *Approver*) notifying them the HCP report has been submitted to them again for action.