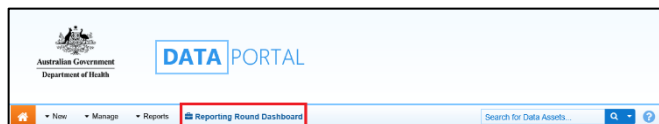




To update and submit a *direct load* Health Care Provider (HCP) data asset in the Health Data Portal:

1. Open the Health Data Portal through [Health Data Portal](#).
2. Log in using the information provided in the *Initial Access to the Health Data Portal* QRG.

The Data Portal Home screen will display.



3. From the Data Portal Home screen, select **Reporting Round Dashboard** to open the **Reporting Round Dashboard** and locate your draft HCP data asset that has been automatically created through the *direct load* process.



The data asset's status will be *Draft Submission*.

4. To open the HCP form attached to the data asset, hover your mouse pointer to the right of the HCP Reporting Period text in the **Reporting Round Dashboard** and select



If you need to change the **Title** or **Description** of the data asset or switch it to a *Trial Submission*, you can open the Data Asset

Details screen first to by selecting next to and then **Open Data Asset**.

The HCP Form will display.

The HCP form contains the Health Care Provider numbers for your Health Service that have been

transferred from your Clinical Information System (CIS). If there are any issues with the Health Care Provider information that has been transferred from your CIS, messages will appear in the *Notifications Tray* on the right-hand side of the form, explaining what these issues are.

Data validation messages may appear in the HCP form *Notifications Tray* for the following reasons:

- One of your *Provider Numbers* does not meet the required numbering format.
- The *Last Name* field is empty for one of your providers.
- The *Salaried* option hasn't been answered for particular providers.
- 5. If any data validation flags display here, read the message to determine what action needs to be taken.

If data values need to be amended:

- a. Update the incorrect data value(s) in the required cell(s) to address the validation issues.



If you are unsure which value(s) needs to be updated, hover your mouse pointer to the right of the applicable validation flag title, select and the applicable cell(s) will be highlighted in red.

- b. To save the amendment and run data validation again, select at the bottom of the form.




The data validation flag relating to the data value you have just amended should now have disappeared from the *Notifications Tray*.




If you wish to add a comment explaining the changes you have made to the data values, select at the top of the *Notifications Tray* and add the details.




If explanatory comments need to be added:

- In the *Notifications Tray*, hover your mouse pointer to the right of the applicable validation flag title and select .
- Select  in the **Reason** field that displays and select the reason you are adding a comment from the drop down list.
- Enter your comment in the **Additional Information** field.
- To save the comment, select .





If an additional Health Care Provider needs to be added to the form, select  at the bottom of the form and add the provider's details.




If you wish to apply a bulk selection for all providers in the **Salaried** section of the form, select the down arrow on  at the bottom of the form and make the applicable selection.

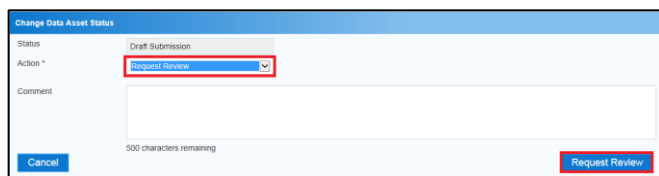


If a provider's information needs to be removed from the form, select  at the end of the row.


- Once all validation issues in the HCP form have been addressed, to exit the form and return to the Data Asset Details screen, scroll to the bottom of the form and select .

- To progress the data asset, select either  or the workflow progress bar at the top of the screen.

The Change Data Asset Status dialog box will display.



The dialog box titled 'Change Data Asset Status' shows a 'Status' field with 'Draft Submission' and an 'Action' dropdown menu with 'Request Review' selected. There is a 'Comment' text area with a '500 characters remaining' indicator. At the bottom are 'Cancel' and 'Request Review' buttons.




- In the **Action** field, select  and select the appropriate action.

The available actions are:

- Remove Data Asset** - Select this action to remove the data asset from the Data Portal (it may have been created in error).
- Request Review** – Select this action to send the data asset to someone within your Health Service for review prior to it being submitted for approval.
- Request Approval** – Select this action to send the data asset directly to your CEO or their representative for approval.



If you have the ability to approve data asset submissions yourself, you will see the **Approve for Submission** option in the list. This allows you to immediately approve the data asset and submit it directly to the Department of Health for processing.

- One of the following options can now be selected when submitting the data asset, depending on the action you have selected in the **Action** field:
 - To send the data asset for internal review, select . See the *Review an IHDR Data Asset Submission* QRG for the next step in the process.
 - To submit the data asset directly for approval to your CEO or their representative, select . See the *Approve an IHDR Data Asset Submission* QRG for the next step in the process.
 - To remove the data asset from the Data Portal (it may have been created in error) select .

The *direct load* data asset has now been updated and sent to either the internal *Submission Reviewer* for review or 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 (*Reviewer* or *Approver*) notifying them the data asset has been submitted to them for action.



For a more detailed description of how to submit an HCP data asset in the Data Portal, see *Submit an IHDR HCP Data Asset (Direct Load)* in



the *IHDR in the Health Data Portal for Health Services* user guide on the *User Support* section of the Data Portal.

Refresh Your Direct Load Data Asset

If there have been updates to your data for the current reporting round in your CIS, then you can transfer the data across to the Health Data Portal again and the values in the existing data asset in the Data Portal for the matching/current reporting round will be updated to reflect the new values.

The updated data asset can then be progressed through the data asset submission workflow as normal.



In order for this to be possible, the data asset in the Data Portal needs to be “with” the *Submission Uploader*. That is, it needs to be at one of the following statuses: *Draft Submission*, *Submission Revision Required*, *Submission Returned to Uploader*, *Removed Draft Submission*, *Removed Submission*.