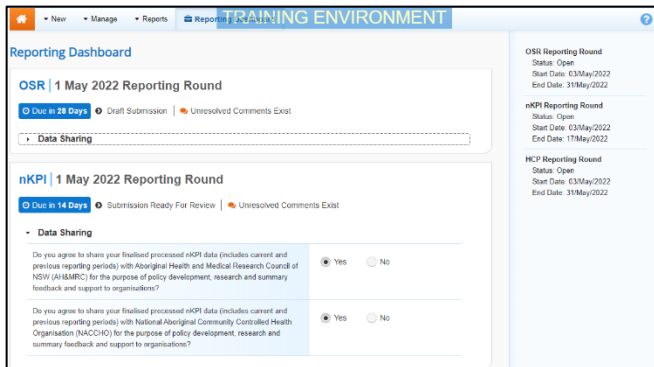




To review a HCP submission in the Data Portal as part of the exception reporting process:

1. Open the Data Portal through [Health Data Portal](#).
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.



To be eligible for review, the submission's status will need to be *Submission Ready for Review*.

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

If you need to change the *Title* or *Description* of the submission, you can do this in the Data Asset Details screen by selecting next to and then selecting *Open Data Asset*. The HCP form will display.

4. Review the data in the form as required.
5. If needed, update any values in the required cells.
6. To respond to a comment made by the FNHD Health Data Portal team or the *Submission Uploader*, in the **Notifications Tray**, select .

To open the *Notifications Tray* if it doesn't display by default, select in the blue *Submission Data* bar at the top of the form.

7. Select in the **Reason** field that displays and select the reason you are adding a comment from the drop-down list.

8. Enter your comment in the **Additional Information** field.

9. To save the comment, select

10. Repeat this process for any other values in the form that need to be changed.

The comment(s) has been added and can be viewed by anyone accessing the submission in the Data Portal.

11. To exit the HCP form and return to the Data Portal home screen, scroll to the bottom of the form, and select

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

12. To progress the submission through the submission workflow, select

13. In the Change Data Asset Status dialog box, in the **Action** field, select and select the required action.

The available actions are:

- **Request Approval** – Select this action to send the submission to your CEO or their representative for approval.
- **Approve for Submission** – Select this action if you are the health service's CEO, or nominated representative, and are approving the submission as well as reviewing it.
- **Request Interim Processing** – Select this action to send the submission to Health and Aged Care for review prior to it going to your CEO or their representative for approval. This process is known as *Interim Processing*.
- **Revision Required** – Select this action to return the submission to the *Submission Uploader* for further amendment.

14. In the **Comment** field, enter any comments regarding the action being performed on the submission.

15. One of the following buttons can now be selected when submitting the report, depending on the action you have selected:

- a. To send the submission to your CEO or their representative for approval again, select . See the *Approve a HCP Submission as Part of*



Exception Reporting QRG for the next step in the process.

- b. To approve the submission and send it directly to Health and Aged Care for processing, select . See the *Process a HCP Submission* QRG for the next step in the process.
- c. To send the submission to Health and Aged Care for initial review prior to sending it to your CEO or their representative for approval, select . See the *Interim Processing of a HCP Submission* QRG for the next step in the process.
- d. To send the submission back to the *Submission Uploader* for amendment, select . See the *Amend a HCP Submission as Part of Exception Reporting (Health Service)* QRG for the next step in the process.

The submission has now been reviewed and either sent for re-approval or sent back to the *Submission Uploader* for further revision as required.