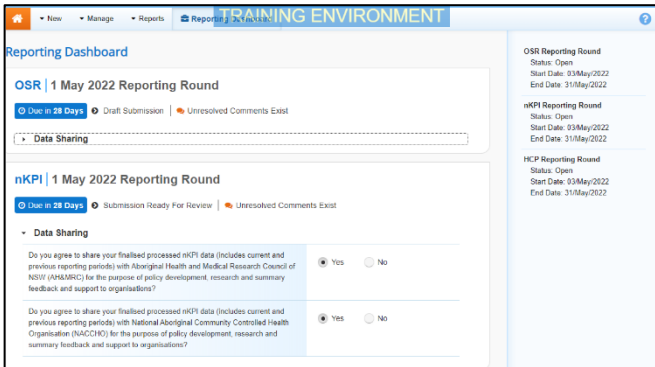To review a HCP submission in the Data Portal:

1. Open the Data Portal through Health Data Portal.
2. Log in using the information provided in the *Registering for and Logging in to the Health Data Portal* QRG.
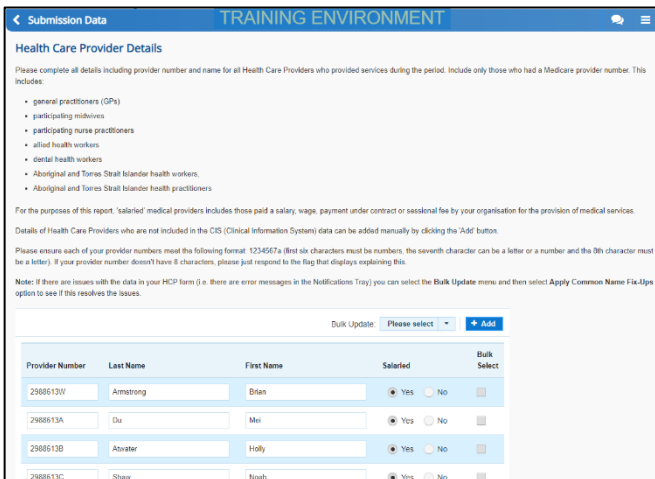
The Data Portal home screen will display with the *Reporting Dashboard* open.

⚠️ To be eligible for review, the HCP data 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 so 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 and, if needed, update any values.

5. To add a comment about any changes you have made to the values or asking the *Submission Uploader* to amend the data, hover your mouse pointer to the right of the applicable data validation flag title in the **Notifications Tray**, and select ↩️ next to the most recent comment.

⚠️ If the *Notifications Tray* doesn't display, select 🔴 or 💬 at the top of the form to open it so you can address the data validation issues/read the comments that display.

6. Select ▾ in the **Reason** field that displays and select the reason you are adding a comment from the drop-down list.
7. Enter your comment in the **Additional Information** field.
8. To save the comment, select **Save**.
9. Repeat this process for any other values in the form that need to be changed.

The comment has been added and can be viewed by anyone accessing the submission.

⚠️ If you wish to add an internal comment explaining the changes you have made, select **+ New** at the top of the *Notifications Tray*, and add the details.

10. To exit the 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. Before progressing the HCP submission through the submission workflow, answer either **Yes** or **No** to the data sharing consent questions that display under **Data Sharing** if the questions have not already been answered.
12. To save the changes, select **Save**.
13. To progress the submission through the submission workflow, select ⊙ Submission Ready For Review .

The Change Data Asset Status dialog box will display.

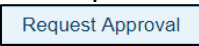| Change Data Asset Status	
Status	Submission Ready For Review
Action *	-- Please Select an Action --
Comment	
	500 characters remaining
Cancel	

14. In the **Action** field, select ⬇ and select the appropriate action.
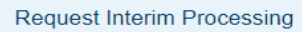
The available actions are:

- **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 amendment.

15. In the **Comment** field, enter any comments about the action being performed on the submission.
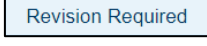
16. One of the following buttons can now be selected when submitting the submission, depending on the action you have selected:

a. To send the submission to your CEO or their representative for approval, select Request Approval . See the *Approve a HCP Submission* 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 Approve for Submission . 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 review prior to sending it

to your CEO or their representative for approval, select Request Interim Processing . 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 Revision Required . See the *Amend a HCP Submission* QRG for the next step in the process.

The submission has now been reviewed and either sent on to the CEO or their delegate for approval or sent back to the *Submission Uploader for* revision as needed.