

Australian Government

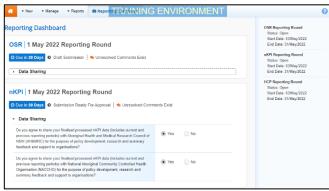
Approve your HCP Submission (Submission Approver)

Department of Health and Aged Care

To approve your health service's HCP submission in the Data Portal as a Submission Approver.

- 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 ORG.

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



To be eligible for approval, your HCP submission's status will need to be Submission Ready for Approval.

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

Your HCP form will display.

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lealth Care Pro	vider Details				
iease complete all detail cludes:	is including provider number a	ind name for all Health Care Providers who pr	rovided services during the period. Inclu	ide only those who had a Medicare provider	number.
general practitioners	s (GPs)				
· participating midwiv	es				
 participating nurse p 	practitioners				
 allied health workers 					
 dental health worker 	-				
	is Strait Islander health worke				
 Aboriginal and Torre 	es Strait Islander health practit	ioners			
or the purposes of this n	eport, 'salaried' medical provid	ders includes those paid a salary, wage, paym	rent under contract or sessional fee by 1	your organisation for the provision of medica	al services
etails of Health Care Pri	oviders who are not included i	n the CIS (Clinical Information System) data c	can be adoed manually by clicking the 2	ADD DUTION.	
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4. Review the values in your HCP form as needed.

If any data validation errors remain in the

Notifications Tray in the form (shown as a you should send it back to your Submission Uploader and ask them to address the issue before returning the report to you for approval. 5. If any internal comments have been left for you by your Submission Uploader or *Reviewer* (shown as a ¹), read the comment that has been left for you in the Notifications Tray.

If the Notifications Tray doesn't display,

select 🗾 at the top of the form to open it.

- 6. If the comment is just for your information or you're happy it has been addressed as needed through the data that has been added in the section, select 🕑 at the top of the comment in the Notifications Trav.
- 7. In the Notifications window that displays, Save select

The comment has now been removed from the form.

8. Repeat steps 4 to 7 as needed for each comment that has been left in the form by your Submission Uploader/Reviewer.

If you need to respond to one of the comments that has been left, select 🔊 in the comment in the Notifications Tray. In the window that displays, select a Reason, and enter your response in the Additional Information field and

select Save . Your response has now been added and can be addressed by your Submission Uploader as needed once you send your HCP submission back to them for amendment.

9. To exit your HCP form and return to the Data Portal home screen, scroll to the Close

bottom of the form, and select

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

- 10. Before progressing your submission through the submission workflow, answer either **Yes** or **No** to the data sharing consent questions that display under **Data** Sharing if they have not already been answered.
- Save 11. To save the changes, select
- 12. To progress your HCP submission through the submission workflow, select
 - Submission Ready For Approval.



The Change Data Asset Status dialog box will display.

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

13. In the **Action** field, select **Select** and select **Approve for Submission**.

If you responded to one of the comments in the form and need to send the HCP report back to your *Submission Uploader* so they can address your response, select *Revision Required* and then

select Revision Required

- 14. In the **Comment** field, enter any comments about the action being performed on the HCP submission.
- 15. To approve your HCP submission and send it for processing by Health and Aged Care, select Approve for Submission. See the *Process a HCP Submission* QRG for the next step in the process.

Your HCP submission has now been approved and sent to Health and Aged Care for processing.