



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 \(Indigenous Health\)](#) QRG.

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.

Provider Number	Last Name	First Name	Salaried	Bulk Select
2368513V	Armstrong	Brian	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
2368513A	Du	Mu	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>
2368513B	Abvater	Holly	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>
2368513C	Show	Teah	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>

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 ) , read the

comment that has been left for you in the Notifications Tray.

6. 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 Tray.
7. In the Notifications window that displays, 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 . 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 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.

11. To save the changes, select .
12. To progress your HCP submission through the submission workflow, select .



The Change Data Asset Status window will display.

Change Data Asset Status



Status: Submission Ready For Approval

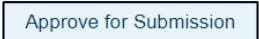
Action \*: -- Please Select an Action --

Comment: 500 characters remaining

Cancel

13. In the **Action** field, 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 .

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, Disability and Ageing, select .

Your HCP submission has now been approved and sent to Health, Disability and Ageing for processing.