Hospital Data Extracts Reference Guides

Each month you will be required to submit data of patient discharges to various agencies. Each entity has its own reporting requirements surrounding the data it collects. Below are links to each of their websites' reference guides that stipulate what information is required for submission.

State health departments also require data. However, you will only need to submit data to the state the facility is located in.

PHDB (Private Hospitals Data Bureau)

HCP (Hospital Casemix Protocol)

QLD Health- QHAPDC

VIC Health – VAED

SA Health- APC

TAS

NT

WA Health- HMDS (formerly HA22)

- TCheck – Validation Tool

NSW – *No Website Available*
Email: MOH-phiscolive@health.nsw.gov.au

For more instructions on **Hospital Data Extracts Setup** visit our wiki page:
Data Extracts Setup

For more instructions on **Extracting Hospital Data from FYDO** visit our wiki page:
Hospital Data Extraction

For more instructions on **Re-Extracting Hospital Data from FYDO** visit our wiki page"
Re-Submitting a Hospital Data Extract

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Hospital Cancer Registry Data

FYDO gives users the ability to enter Cancer Registry information & export the data for ease of submission.

Once the coding has been entered, by following the instructions on [Hospital Coding](#), you are able to click on the **Cancer Registry** icon.
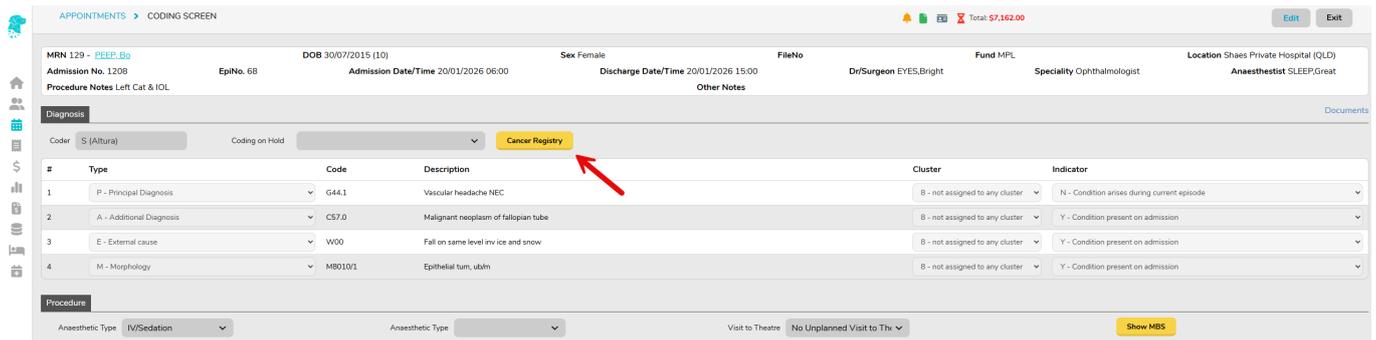
This will open up a screen that allows you to **Add Cancer Information**.
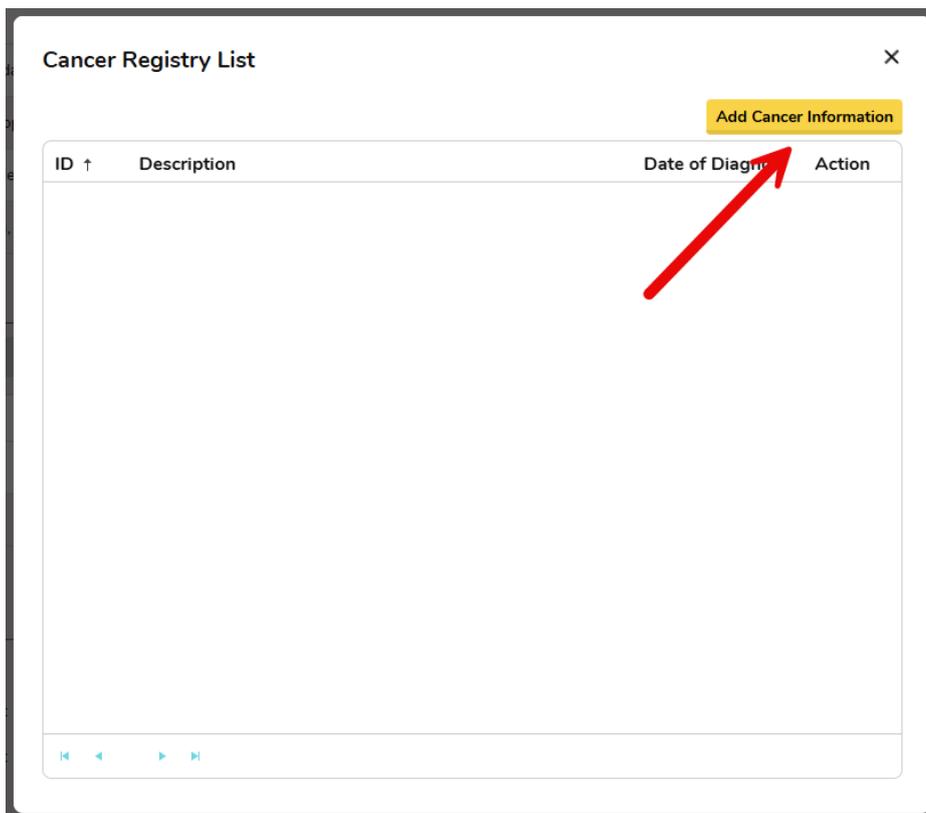
Once in the Cancer Registry screen, enter all relevant information for your state & click **Save**.

The Cancer Registry Data can then be exported in the same manner that you export all your monthly data.

For more information on Data Extracts, see [Hospital Data Extracts](#)

Re-Submitting a Hospital Data Extraction

Re-Exporting Reportable Data (PHDB/HCP/State specific)
If you are ever required to resubmit a Data Extract, following error corrections etc, there are 2 main steps to take. Those are to reset the sent status of the episodes *(instructions 1-7 below)* and then to re-generate the file.

1. Select **Data I/O** from the left-hand menu
2. Select **Data Extracts**
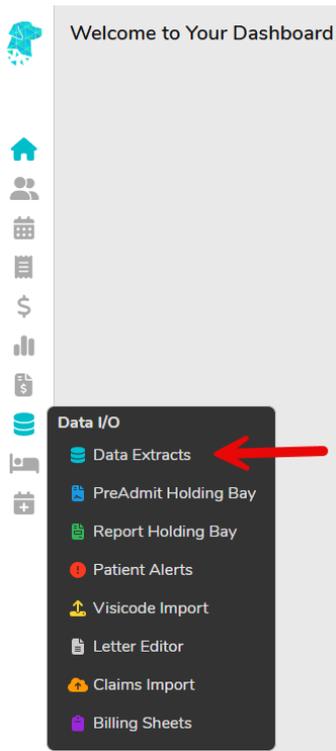
3. Ensure correct **location** is selected (*for facilities with multiple locations*)
4. Select the **month** you need to re-extract
5. Select the **type** of data you need to re-extract
6. Select **Resubmit Episodes**

7. In the pop-up box select:
   a. The **Month** you would like to re-submit.
   b. The specific **health fund** that you would like to re-submit
   c. Or select the **Single Patient** option if required (you will be prompted to search for the specific patient)
   d. Click **Reset sent status**

8. In the original Data Extract screen, ensure the correct month is still selected *(as per instruction number 4 above)*
9. Click **Prepare Extract** and in the following screen click **Submit,** as you would when initially submitting the Data Extract
10. Your data files will be saved in FYDO & also in your **Download** folder, on your computer
11. If needed, you can re-download this file by using the down arrow ⬇ under the **Action** column with a normal mouse click (*not a Right Click*). Once uploaded or submitted via the relevant means there is no need to keep a copy of the file on your computer, as you can access & download again if required from FYDO
12. You can upload these files directly into the appropriate portal or send via the appropriate email address. (*Ensuring the file names do not contain any symbols as this may cause an error*)

Hospital Data Extraction

Exporting Reportable Data (PHDB/HCP/State specific/Cancer Registry)

1. Select **Data I/O** from the left-hand menu
2. Select **Data Extracts**
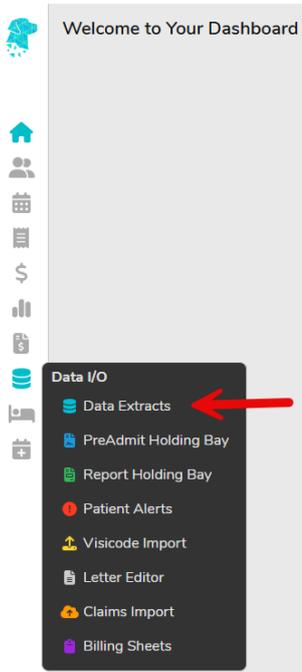
3. Ensure correct location is selected (*for facilities with multiple locations*)
4. Select the month you need to extract
5. Select the type of data you need to extract
6. Select **Prepare Extract**

7. You will be shown:
   a. Total Number of Episodes for the period
   b. Number of Episodes Ready to be exported
   c. Number of Episodes with Errors that require attention
   d. A list of the episodes that need amendments in order to have your data ready for submission
   e. An option to print the list of errors, or export it for further action

8. Navigate to the screen that is identified as **Where to fix** and amend the information that is required. This can be done with a **Right Click** on the line or using the **Patient Name**

Hyperlink to navigate to the require screen.

9. Once all errors have been rectified, follow the above steps again to check that the data is ready to export
10. Data is ready to export once there are no more errors documented in the list.
11. Once all errors are rectified the Print & Export To options in the top right corner (e. in the above image) will change to a **Submit** button. Click **Submit**
12. Your data files will be saved in FYDO
13. You can download this file by using the down arrow ⇓ under the **Action** column with a normal mouse click (*not a Right Click*)
14. You can upload these files directly into the appropriate portal. (*Ensuring the file name for BUPA does not contain any symbols*)
15. Once uploaded there is no need to keep a copy of the file on your computer, as you are able to access & download again if required from FYDO.

For instructions on how to **Re-Extract Hospital Data** visit our wiki page:
[Re-Submitting a Hospital Data Extraction](#)

Hospital Data Extracts Setup

Each month you will be required to submit data of patient discharges to various agencies. This data submission is mandatory and is required approximately two weeks into the following month. Hospitals are required to submit data to:

- PHDB [Private Hospital Data Bureau]
- HCP [Hospital Casemix Protocol]
- State health departments also require data – you only need to submit data to the state the facility is located in

PHDB – Private Hospital Data Bureau

This data is collected by the Commonwealth. FYDO easily collects this information during the admission and discharge process, and at the end of month you can run a report to export this data to a file in the format PHDB requires.

Once FYDO produces the file, you will need to upload this file to the Data Submission Portal (DSP). To arrange access to the DSP please email hcp@health.gov.au with the following details:

- Facility Provider Number
- Facility Name

- Facility Address
- Facility Phone
- Name of data submitter (an individual)
- Email where verification reports can be sent to

For more information, please contact PHDB on:
Phone: [02 6289 8058](#)
Email: [hcp@health.gov.au](#)

Visit the PHDB website [click here](#).

HCP – Hospital Casemix Protocol

This monthly data submission is in a similar format to the PHDB file, however this data is sent to the patient's health fund. FYDO can produce a file at the end of each month for each health fund. If in the month of March there were no discharges for Medibank, then FYDO will not produce a file for Medibank.

You will need to contact each health fund and request access to their portal so that you can submit this data at the end of each month. *There is only one portal for the entire Australian Health Service Alliance (AHSA) group. For a list of health funds that are part of AHSA, [click here](#).*

Below are some of the funds you may need to report to, and how to request access:

- AHSA portal [click here](#)
- BUPA portal, send an email to [hcp@bupa.com.au](#)
- HCF portal [click here](#)
- Medibank portal [click here](#)
- NIB portal [click here](#)
- Mildura Health, send an email to [hcp@mdhf.com.au](#)
- Hunter Health Insurance (formerly Cessnock Districts Health), send an email to [enquiries@cdhbf.com.au](#)
- Latrobe Health, send an email to [hcp@lhs.com.au](#)
- St Lukes Health, send an email to [hcpdata@stlukes.com.au](#)

State Health Departments

The state your facility resides in also requires data at the end of each month. Like PHDB and HCP data, FYDO makes this easy each month. FYDO is able to create a file in the format your state requires. Each state has a different file format.

You will need to contact the representative in your state and request access, and instructions on where to submit your file each month.

NSW Health – Phisco data

Contact: Roman Leszcynski
Phone: [02 9391 9995](#)
Email: [iscos@doh.health.nsw.gov.au](#)

Email: Roman.Leszczynski@health.nsw.gov.au

VIC Health – VAED

Phone: [03 9096 8595](tel:0390968595)
Email: hdss.helpdesk@dhhs.vic.gov.au
Website for more information [click here](#).

QLD Health – QHAPDC

Phone: [07 3708 5679](tel:0737085679)
Email: QHIPSMAIL@health.qld.gov.au
For more information [click here](#).

WA Health – HMDS

Phone: [08 9222 4362](tel:0892224362) (Inpatient Data Collections)
Email: DoH.AdmittedDataCollection@health.wa.gov.au

ACT Health

Phone: [02 6205 5249](tel:0262055249)
Email: dsd.informationmanagementhub@act.gov.au
Email: Prathima.Karri@act.gov.au
For more information [click here](#).

TAS Health

Contact: Cynthia Rogers
Phone: [03 6166 1081](tel:0361661081)
For more information [click here](#).

SA Health – ISAAC

Email: Health.ISAACSubmissions@sa.gov.au
For more information [click here](#).

Cancer Registers

NSW & ACT

Email: information@cancerinstitute.org.au
Phone: [02 8374 5600](tel:0283745600)
For more information [click here](#).

VIC

Email: vcr@cancervic.org.au
For more information [click here](#).

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