

# [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](mailto: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.

APPOINTMENTS > CODING SCREEN Total 2,900.00 Edit Exit

MRN 114 - [SQUAREPANTS, Spongebob](#) DOB (13/07/1988 - 36) Sex Male FileNo Fund BUP Location Shaes Private Hospital (QLD)  
Admission No. 498 Admission Date/Time 26/06/2023 06:00 Discharge Date/Time 26/06/2023 16:00 Dr/Surgeon CONNORS,Curtis Anaesthetist HARRISON,George

Diagnosis Documents

Coder

#	Type	Code	Description	Indicator
No diagnosis codes found				

Procedure

Anaesthetic Type IV/Sedation  Anaesthetic Type None  Visit to Theatre No Unplanned Visit to Theatre  Show MBS

#	Code	Description	Surgeon/Dr	Date	Location
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This will open up a screen that allows you to **Add Cancer Information**.

Cancer Registry List X

Add Cancer Information

ID ↓	Description	Date of Diagnosis	Action
No records found			

Once in the Cancer Registry screen, enter all relevant information for your state & click **Save**.

**Cancer Registry - QLD**

Multiple Primary Site Number: 1

Primary Site of Cancer Code: Search for a Cancer Code

Primary Site of Cancer:

Morphology: Search for a Morphology

Date of Diagnosis:

Date of Diagnosis Estimated: ☐

Suburb of usual Residence:

Postcode of usual Residence:

Laterality of Cancer:

Basis for Diagnosis:

Comments:

Laboratory Facility Number:

Laboratory Specimen Number:

Reasons for clinical diagnosis:

Reasons for clinical diagnosis:

**Save** **Cancel**

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

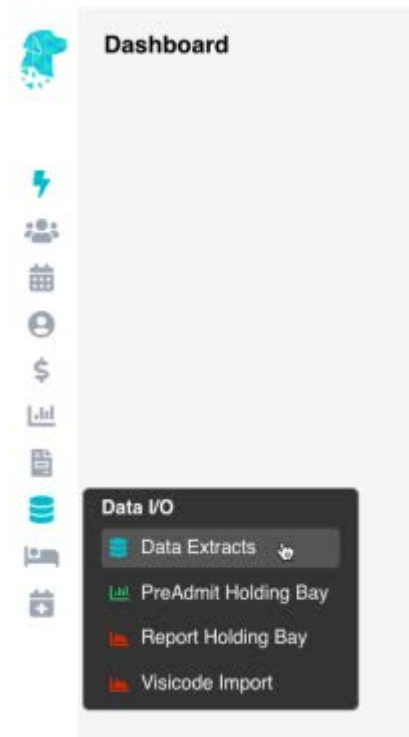
For more information on Data Extracts, see [Hospital Data Extracts](#)

## [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**

Location	Type	Fund	Period	# of Episodes	Date Extracted	Extracted By	Action
Shaes Private Hospital	HCP	AHM	Jan 2023	1	13/02/2023 02:37 PM	Shae Darr (ACSS)	↓
Shaes Private Hospital	HCP	BUP	Jan 2023	2	13/02/2023 02:37 PM	Shae Darr (ACSS)	↓ 11
Shaes Private Hospital	HCP	HBH	Jan 2023	1	13/02/2023 02:37 PM	Shae Darr (ACSS)	↓

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

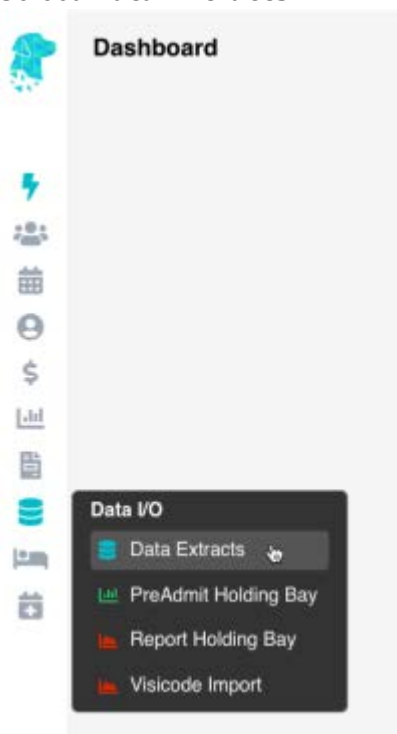
12. You can upload these files directly into the appropriate portal or send via the appropriate email address. (*Ensuring the file names do not contain any symbols as this may cause an error*)

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## 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**

A screenshot of the data extraction interface. It features a table with columns: Location, From To, Month, Period, # of Episodes, Data extracted to, Extracted By, and Status. There are three rows of data. Above the table, there are four red numbered callouts: 3 points to the 'Location' dropdown, 4 points to the 'From To' date range, 5 points to the 'Month' dropdown, and 6 points to the 'Prepare Extract' button. The table data is as follows:

Location	From To	Month	Period	# of Episodes	Data extracted to	Extracted By	Status
State of Tennessee	1/1/17	1/1/17	Jan-2017	1	Extracted to FYDO	State of Tennessee	✓
State of Tennessee	1/1/17	1/1/17	Jan-2017	1	Extracted to FYDO	State of Tennessee	✓
State of Tennessee	1/1/17	1/1/17	Jan-2017	1	Extracted to FYDO	State of Tennessee	✓

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

The screenshot shows the 'HCP Extract for 01/05/2022 - 31/05/2022' interface. At the top, there are summary statistics: 'Total Number of Episodes' (52), 'Number of Episodes Ready' (3), and 'Number of Episodes With Errors' (1). On the right, there are buttons for 'Print' and 'Export To'. Below this is a table with columns: 'MRN', 'Patient Name', 'Admission Date', 'Discharge Date', 'Admission No.', 'Error', and 'Where to Fix'. The table lists several episodes with errors, such as 'Missing principal ICD procedure' and 'Missing principal ICD diagnosis'. A red circle 'd' highlights a row in the table. Another red circle 'e' highlights the 'Export To' button.

MRN	Patient Name	Admission Date	Discharge Date	Admission No.	Error	Where to Fix
12345	John Doe	27/05/2022	27/05/2022	29576	Missing principal ICD procedure	Coding Screen
12345	John Doe	27/05/2022	27/05/2022	29576	Missing principal ICD diagnosis	Coding Screen
12345	John Doe	27/05/2022	27/05/2022	29626	Missing principal ICD procedure	Coding Screen
12345	John Doe	27/05/2022	27/05/2022	29626	Missing principal ICD diagnosis	Coding Screen
12345	John Doe	27/05/2022	27/05/2022	29626	Missing principal ICD diagnosis	Coding Screen

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.

The screenshot shows the 'HCP Extract' interface with a table of data. The table has columns: 'Location', 'Rate %', 'Total', 'Period', 'F of Success', 'Data Submitted', 'Submitted No.', and 'Action'. The table lists several locations with their respective rates and totals. A red circle 'd' highlights a row in the table. Another red circle 'e' highlights the 'Action' column header.

Location	Rate %	Total	Period	F of Success	Data Submitted	Submitted No.	Action
Place 1 (Hospitals)	100%	1000	Jan-2022	1	Submitted to FYDO	1000 (Jan-2022)	Download
Place 2 (Hospitals)	100%	1000	Jan-2022	1	Submitted to FYDO	1000 (Jan-2022)	Download
Place 3 (Hospitals)	100%	1000	Jan-2022	1	Submitted to FYDO	1000 (Jan-2022)	Download

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](mailto: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](tel:0262898058)

Email: [hcp@health.gov.au](mailto: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](mailto: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](mailto:hcp@mdhf.com.au)
- Hunter Health Insurance (formerly Cessnock Districts Health), send an email to [enquiries@cdhbf.com.au](mailto:enquiries@cdhbf.com.au)
- Latrobe Health, send an email to [hcp@lhs.com.au](mailto:hcp@lhs.com.au)
- St Lukes Health, send an email to [hcpdata@stlukes.com.au](mailto: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 Leszczynski

Phone: [02 9391 9995](tel:0293919995)

Email: [iscos@doh.health.nsw.gov.au](mailto:iscos@doh.health.nsw.gov.au)

Email: [Roman.Leszczynski@health.nsw.gov.au](mailto:Roman.Leszczynski@health.nsw.gov.au)

## **VIC Health - VAED**

Phone: [03 9096 8595](tel:0390968595)

Email: [hdss.helpdesk@dhhs.vic.gov.au](mailto: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](mailto: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](mailto:DoH.AdmittedDataCollection@health.wa.gov.au)

## **ACT Health**

Phone: [02 6205 5249](tel:0262055249)

Email: [dsd.informationmanagementhub@act.gov.au](mailto:dsd.informationmanagementhub@act.gov.au)

Email: [Prathima.Karri@act.gov.au](mailto: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](mailto:Health.ISAACSubmissions@sa.gov.au)

For more information [click here](#).

# **Cancer Registers**

## **NSW & ACT**

Email: [information@cancerinstitute.org.au](mailto:information@cancerinstitute.org.au)

Phone: [02 8374 5600](tel:0283745600)



For more information [click here](#).

## VIC

Email: [vcr@cancervic.org.au](mailto:vcr@cancervic.org.au)

For more information [click here](#).

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