## **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

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- 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	HCP Extract for 61.05/2022 - 31.05/2022 Total Number of Episodes 30 Number of Episodes With Errors 11						LOCATION Hamilton Day Surgery Centre Print Export To
	MRN	Patient Name	Admission Date	Discharge Date	Admission No.	Error	Where to Fix
4	1000	PTOPE AND PROP	27/05/2022	27/05/2022	29576	Missing principal ICD procedure	Coding Screen
201	-	stratig and then	27/05/2022	27/05/2022	29576 d	Missing principal ICD diagnosis	Coding Screen
曲	-	ALCOHOL: TOTAL	27/05/2022	27/05/2022	29626	Missing principal ICD procedure	Coding Screen
0	1000	And State Street	27/05/2022	27/05/2022	29626	Missing principal ICD diagnosis	Coding Screen
	-	and the second s	27/05/0000	27/05/0002	00246	Masing missingl (CD dispessie	Codes Press

- 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: <u>Re-Submitting a Hospital Data Extraction</u>