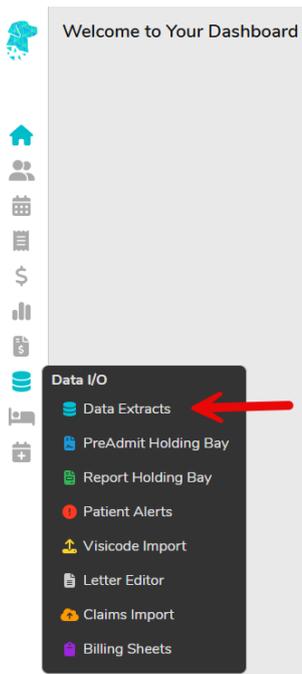


# Hospital Data Extraction

## 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**

Location: Shaes Private Hospital (3) What month would you like to Extract? February 2026 (4) What type of data would you like to extract? HCP (5) Prepare Extract (6) Resubmit Episodes

Location	Type	Fund	Period	# of Episodes	Date Extracted †	Extracted By	Action
Shaes Private Hospital	HCP	AHM	Aug 2025	1	08/09/2025 12:39 PM	Shae Darr (Altura)	↓
Shaes Private Hospital	HCP	BUP	Aug 2025	6	08/09/2025 12:39 PM	Shae Darr (Altura)	↓
Shaes Private Hospital	HCP	HCF	Aug 2025	1	08/09/2025 12:39 PM	Shae Darr (Altura)	↓
Shaes Private Hospital	HCP	MPL	Aug 2025	2	08/09/2025 12:39 PM	Shae Darr (Altura)	↓
Shaes Private Hospital	HCP	WC	Aug 2025	1	08/09/2025 12:39 PM	Shae Darr (Altura)	↓

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

HCP Extract for 01/02/2026 - 28/02/2026 LOCATION: Shaes Private Hospital

Total Number of Episodes **3** a Number of Episodes Ready **0** b Number of Episodes With Errors **3** c

MRN	Patient Name	Admission Date	Discharge Date	Admission No.	Error	Where to Fix
102	<a href="#">DEAN, James</a>	03/02/2026	03/02/2026	1228	Missing health fund membership number	Appointment Screen
232	<a href="#">LAST, First</a>	03/02/2026	03/02/2026	1229	Missing principal ICD diagnosis	Coding Screen
232	<a href="#">LAST, First</a>	03/02/2026	03/02/2026	1229	Missing theatre from time	Theatre Screen
232	<a href="#">LAST, First</a>	03/02/2026	03/02/2026	1229	Missing theatre to time	Theatre Screen
164	<a href="#">DREAM, Day</a>	02/02/2026	02/02/2026	1230	Missing principal ICD diagnosis	Coding Screen
164	<a href="#">DREAM, Day</a>	02/02/2026	02/02/2026	1230	Missing theatre from time	Theatre Screen

Print Export To

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.

Location: Shaes Private Hospital | What month would you like to Extract?: February 2026 | What type of data would you like to extract?: HCP | Prepares Extract Resubmit Episodes

Location	Type	Fund	Period	# of Episodes	Date Extracted 1	Extracted By	Action
Shaes Private Hospital	HCP	AHM	Aug 2025	1	08/09/2025 12:39 PM	Shae Darr (Altura)	↓ <span style="color: red;">13</span>
Shaes Private Hospital	HCP	BUP	Aug 2025	6	08/09/2025 12:39 PM	Shae Darr (Altura)	↓
Shaes Private Hospital	HCP	HCF	Aug 2025	1	08/09/2025 12:39 PM	Shae Darr (Altura)	↓
Shaes Private Hospital	HCP	MPL	Aug 2025	2	08/09/2025 12:39 PM	Shae Darr (Altura)	↓
Shaes Private Hospital	HCP	WC	Aug 2025	1	08/09/2025 12:39 PM	Shae Darr (Altura)	↓
Shaes Private Hospital	HCP	BUP	Jul 2025	8	29/07/2025 11:17 AM	Paula Martin (Altura)	↓

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