## **<u>Re-Submitting a Hospital Data Extraction</u>**

**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

Hospit	al Casemix Protocol	
Entire Month	http://www.com	
what month would you like to Re-Submit?	July 2022	*
Single Patient	All health funds	
		d 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 **I** 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*)