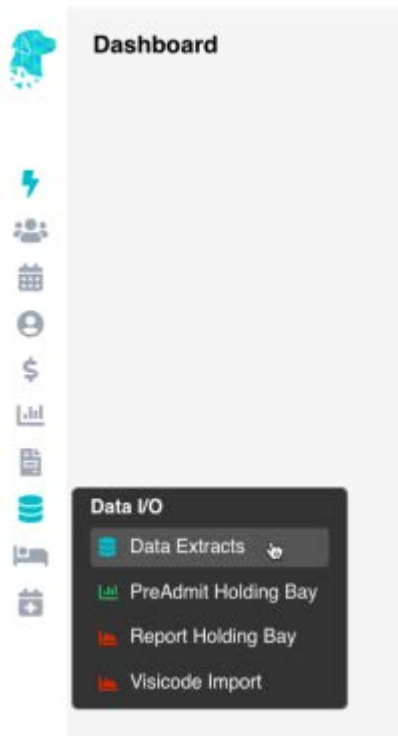



Re-Submitting a Hospital Data Extraction

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**

A screenshot of a 'Hospital Casemix Protocol' pop-up window. It contains a radio button for 'Entire Month' (selected) and a text field 'What month would you like to Re-Submit?' with 'July 2022' selected. Below this is a 'Health Funds' section with a dropdown menu showing 'All health funds'. There is also a radio button for 'Single Patient'. At the bottom right is a green button labeled 'Reset sent status'. Red circles with letters 'a', 'b', 'c', and 'd' are placed over the month dropdown, health funds dropdown, 'Single Patient' radio button, and 'Reset sent status' button respectively.

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*)