# 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**
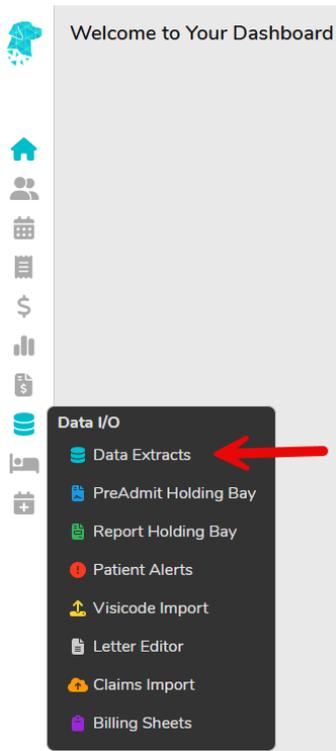
3. Ensure correct **location** is selected (*for facilities with multiple locations*)
4. Select the **month** you need to re-extract
5. Select the **type** of data you need to re-extract
6. Select **Resubmit Episodes**

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**

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*)