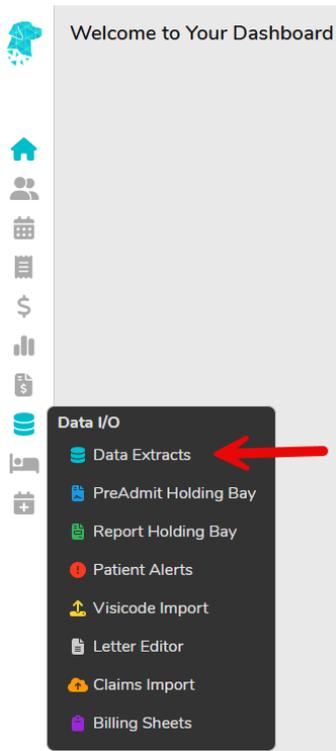


# Re-Submitting a Hospital Data Extraction

## 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**

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 (9) | Resubmit Episodes (6)

| 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)    | ↓ (11) |
| 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) | ↓      |

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**

### Hospital Casemix Protocol ×

Entire Month

What month would you like to Re-Submit? February 2026 **a** ▼

Health Funds All health funds **b** ▼

Single Patient **c**

**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 **↓** 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*)