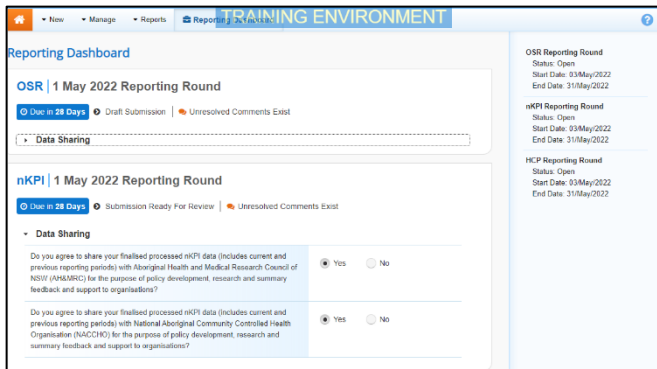




To review your health service's HCP submission in the Data Portal, as a *Submission Reviewer*:

1. Open the Data Portal through [Health Data Portal](#).
2. Log in using the information provided in the *Registering for and Logging in to the Health Data Portal* QRG.

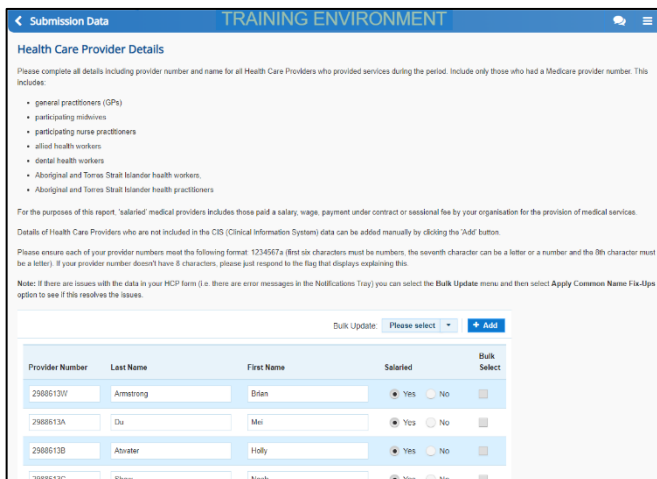
The Data Portal home screen will display with the *Reporting Dashboard* open.



To be eligible for review, your HCP data submission's status will need to be *Submission Ready for Review*.

3. To open your HCP form, hover your mouse pointer to the right of the HCP reporting round text in the Reporting Dashboard and select

If you need to change the *Title* or *Description* of the submission, you can do so in the Data Asset Details screen by selecting next to and then selecting *Open Data Asset*. The HCP form will display.



4. Review the data and, if needed, update any values.

5. To add a comment about any changes you have made to the values or asking the *Submission Uploader* to amend the data, hover your mouse pointer to the right of the applicable data validation flag title in the **Notifications Tray**, and select next to the most recent comment.

If the *Notifications Tray* doesn't display, select or at the top of the form to open it so you can address the data validation issues/read the comments that display.

6. Select in the **Reason** field that displays and select the reason you are adding a comment from the drop-down list.
7. Enter your comment in the **Additional Information** field.
8. To save the comment, select
9. Repeat this process for any other values in the form that need to be changed.

The comment has been added and can be viewed by anyone accessing the submission.

If you wish to add an internal comment explaining the changes you have made, select at the top of the *Notifications Tray*, and add the details.

10. To exit your HCP form and return to the Data Portal home screen, scroll to the bottom of the form, and select .


The Data Portal home screen will again display with the Reporting Dashboard open.

11. Before progressing your HCP submission through the submission workflow, answer either **Yes** or **No** to the data sharing consent questions that display under **Data Sharing** if the questions have not already been answered.

12. To save the changes, select .
13. To progress your submission through the submission workflow, select .



The Change Data Asset Status dialog box will display.

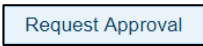
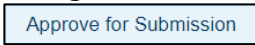
14. In the **Action** field, select  and select the appropriate action.


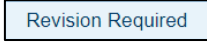
The available actions are:

- **Request Approval** – Select this action to send your HCP submission to your CEO or their representative for approval.
- **Approve for Submission** – Select this action if you are the health service’s CEO, or nominated representative, and are approving your submission as well as reviewing it.
- **Request Interim Processing** – Select this action to send your HCP submission to Health and Aged Care for review prior to it going to your CEO or their representative for approval. This process is known as *Interim Processing*.
- **Revision Required** – Select this action to return your HCP submission to the *Submission Uploader* for amendment.

15. In the **Comment** field, enter any comments about the action being performed on your submission.

16. One of the following buttons can now be selected when submitting your HCP report, depending on the action you have selected:

- To send your HCP submission to your CEO or their representative for approval, select . See the *Approve your HCP Submission (Submission Approver)* QRG for the next step in the process.
- To approve your submission and send it directly to Health and Aged Care for processing, select . See the *Process a HCP Submission* QRG for the next step in the process.

- To send your submission to Health and Aged Care for review prior to sending it to your CEO or their representative for approval, select . See the *Interim Processing of a HCP Submission* QRG for the next step in the process.
- To send your submission back to your *Submission Uploader* for amendment, select . See the *Amend your HCP Submission (Submission Uploader)* QRG for the next step in the process.

Your HCP report has now been reviewed and either sent on to the CEO or their delegate for approval or sent back to your *Submission Uploader* for revision if needed.