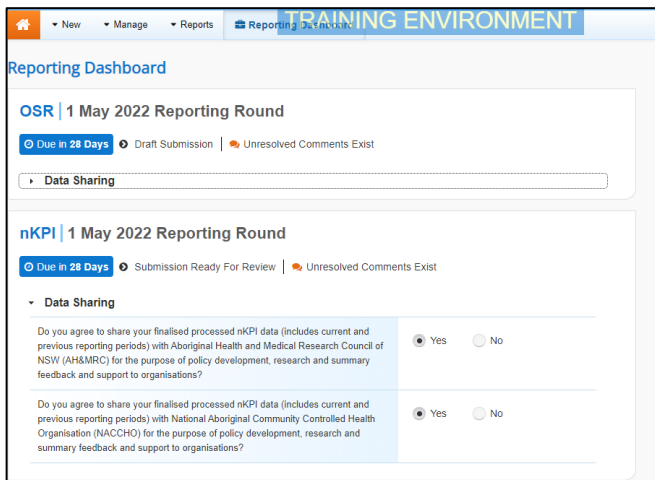# Interim Processing of an HCP Submission

Initiate Interim Processing (Health Service)

To start interim processing of your HCP submission in the Data Portal:

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

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

⚠️ To be eligible for interim processing, your HCP submission's status can be at either *Draft Submission* or *Submission Ready for Review*, if you have the *Submission Reviewer* role.

3. Before progressing your HCP submission through the interim 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.

4. To save the changes, select **Save**.

5. To start interim processing, select **Submission Ready For Review** in the Reporting Dashboard and, in the Change Data Asset Status dialog box, in the **Action** field, select ▼ and select **Request Interim Processing**.

6. In the **Comment** field, enter any comments you wish to add for Health and Aged Care.

7. To send your HCP submission to Health and Aged Care for interim processing, select **Request Interim Processing**.

The status of your HCP submission has now been set to *Interim Submitted* and Health and Aged Care can review the submission as needed to assess its suitability before it goes to your CEO, or their representative, for approval.

Review the HCP Submission (Health and Aged Care)

To review the health service's HCP data asset:

1. Ensure the Date Portal home screen is displayed.
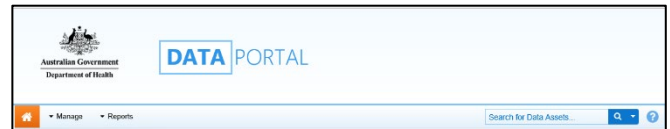
2. From the Data Portal home screen, search for the HCP submission to be reviewed.

For more information on how to search for a health service's submission, see the *Get Started in the Health Data Portal* QRG.

⚠️ The submission will have the status of *Interim Submitted*.

3. Select the HCP submission to be reviewed.
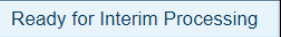
The Data Asset Details screen will display.
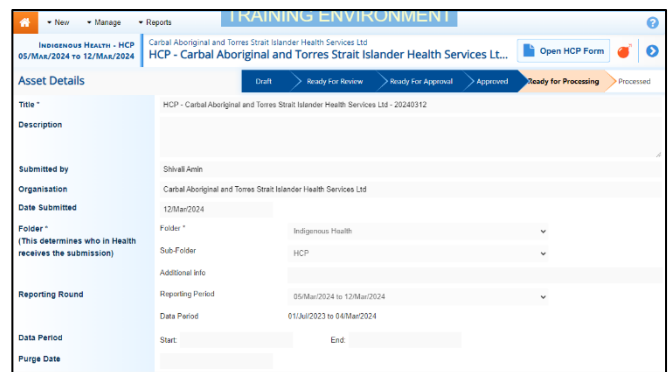
4. Review the details of the HCP submission as needed.

5. To review the contents of the HCP form, select **Open HCP Form** at the top of the screen.

6. Once finished, select **Close** at the bottom of the form to exit the form and return to the Data Asset Details screen.

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7. To action the HCP submission, select either or the workflow progress bar at the top of the screen and, in the Change Data Asset Status dialog box, in the **Action** field, select and select *Ready for Interim Processing*.

⚠️ If the health service has asked you to return the submission as it has been submitted in error, select *Return to Uploader*.

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

9. To prepare the submission for processing, select `Ready for Interim Processing`.

Process the HCP Submission (Health and Aged Care)

To complete interim processing on the HCP submission in the Data Portal:

1. Ensure the Date Portal home screen is displayed.
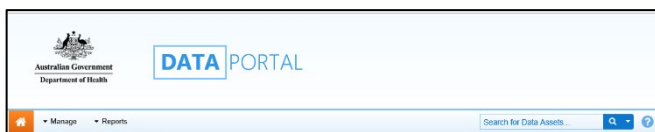
2. From the Data Portal home screen, search for the HCP submission with the status of *Ready for Interim Processing*.

For more information on how to search for a submission, see the *Get Started in the Health Data Portal* QRG.
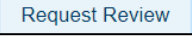
3. Select the HCP submission to be processed.

The Data Asset Details screen will display.

4. Review the details of the submission as needed.

5. To review the contents of the form, select `Open HCP Form` at the top of the screen.

6. Once finished, select `< Close` at the bottom of the HCP form to exit the form and return to the Data Asset Details screen.

7. To action the submission, select either or the workflow progress bar at the top of the screen and, in the Change Data Asset Status dialog box, in the **Action** field, select and select *Request Review* to

send the submission back to the health service's *Submission Reviewer*, who will review the submission and move it to the next stage of the process. This action will progress the submission to the status of *Submission Ready for Final Review*.

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

9. To send the HCP submission on to the health service's *Submission Reviewer*, select `Request Review`.

Conduct a Final Review of the Submission (Health Service)

To conduct a final review of your HCP submission in the Data Portal:

1. Ensure the Date Portal home screen is displayed, and the Reporting Dashboard is open.

⚠️ Your HCP submission will have the status of *Submission Ready for Final Review*.

2. To open the Data Asset Details screen for the submission, hover your mouse pointer to the right of the HCP reporting round text in the Reporting Dashboard, select and then select **Open Data Asset**.

3. Review the details of your submission as needed.

4. To review the contents of your HCP form, select `Open HCP Form`.

5. Once finished, select `< Close` at the bottom of your HCP form to exit the form and return to the Data Portal home screen.

6. To action your HCP submission from the Reporting Dashboard, select Submission Ready for Final Review and, in the Change Data Asset Status dialog box, in the **Action** field, select and select *Request Approval*.

⚠️ If changes need to be made to any of the data in YOUR submission, select *Revision Required* to send the submission back to the *Submission Uploader* for amendment.

7. To send your submission on to the CEO or their representative for approval, select Request Approval .

Your HCP submission has now been sent to your CEO or their representative for final approval.

Approve the HCP Submission (Health Service)

To approve your HCP submission that has been through interim processing in the Data Portal:

1. Ensure the Date Portal home screen is displayed.

⚠️ The submission will have the status of *Submission Ready for Final Approval*.

2. To open the Data Asset Details screen for your submission, hover your mouse pointer to the right of the HCP Reporting Round text in the Reporting Dashboard, select ⋯ and then select **Open Data Asset**.

3. Review the details of your hcp submission as needed.

4. To review the contents of your HCP form, select Open HCP Form .

5. Once finished, select ‹ Close at the bottom of the HCP form to exit the form and return to the Data Portal home screen.

6. To action the submission from the **Reporting Dashboard**, select ❯ Submission Ready for Final Approval and, in the Change Data Asset Status dialog box, in the **Action** field, select ▼ and select *Approve for Submission*.

⚠️ If changes need to be made to any of the data in the submission, select *Revision Required* to send the submission back to the *Submission Uploader* for amendment.

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

8. To approve the submission, select Approve for Submission .

Youe HCP submission has been progressed to the status of *Processed* and the submission process is now complete.