



Australian Health Service Alliance

Website registration guide for hospital staff

Hospital staff can register for access to AHSA's website and Secure Data eXchange (SDX).

Registration provides hospital staff with secure access to information and systems, including for submission of HCP and AN-SNAP data.

Hospitals may also request access to some training material on topics such as the Charge Weight of One (CWO) payment model.

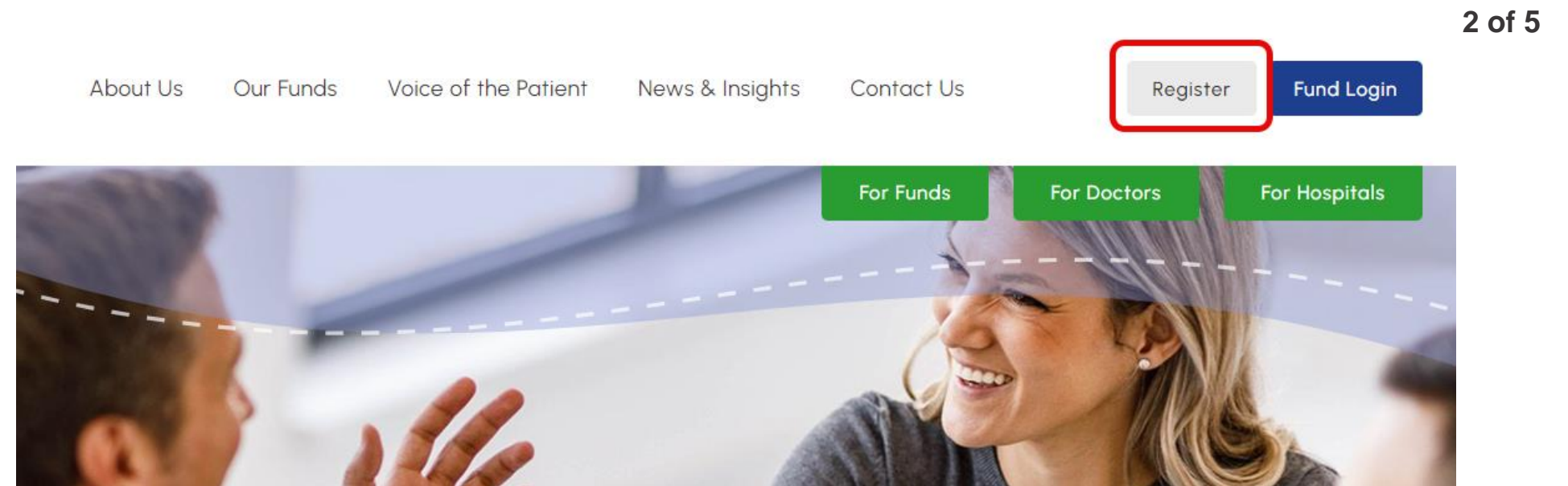
Each staff member responsible for either sending data or receiving/correcting error reports is required to register. There is not one login per hospital.

Registration instructions are detailed in this document. If you come across any issues while registering, please contact the AHSA Data Team:

- Email: hcp@ahsa.com.au
- Ph: 03 9805 0070

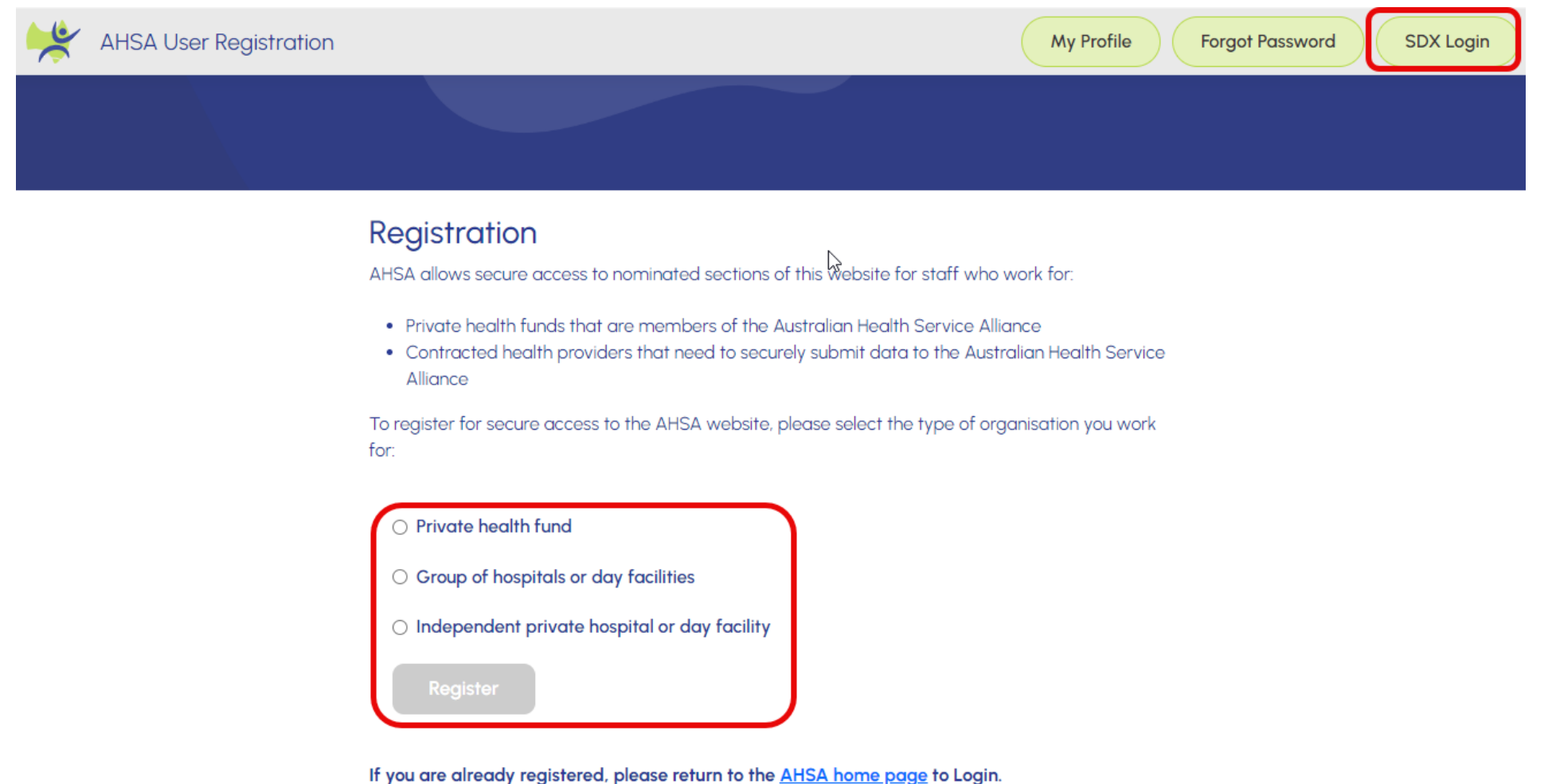
Step 1

Go to www.ahsa.com.au and click on the “Register” button on the home page.



Step 2

- If you are already registered, click “SDX Login” in the top right corner to access the SDX – you will then be prompted to enter your *username* (not your email) and password for access.
- If you have not yet registered, create a new account by selecting your organisation category from the list.



Step 3a

If you selected the organisation type “A group of hospitals or day facilities”, you will need to find and select your specific organisation from the dropdown list, then “Register”.



Hospital Group you Currently Work for :

- Abbotsford Hospital Pty Ltd
- Acurio Health Group
- Adventist Healthcare Limited
- Aurora Healthcare Pty Ltd
- B. Braun Avitum Australia Pty Ltd
- Ben Buckler Eyewear Pty Ltd
- Cabrini Health Limited
- Cancer Care Associates
- Centaurus Investments
- Clarity Health Care
- Coastal Contacts (AUS) Pty Ltd
- Cura Day Hospitals (Operations) Pty Ltd
- Day Procedures Australia
- Dextra Surgical
- Dr Suresh Chandra

Step 3b

If you selected the organisation type “An independent private hospital or day facility”, you will then need to enter your provider number, select “Find hospital” and then “Register”.

Enter your hospital provider code (eg. 0123456AB) and press Find Hospital:

Back


Find Hospital

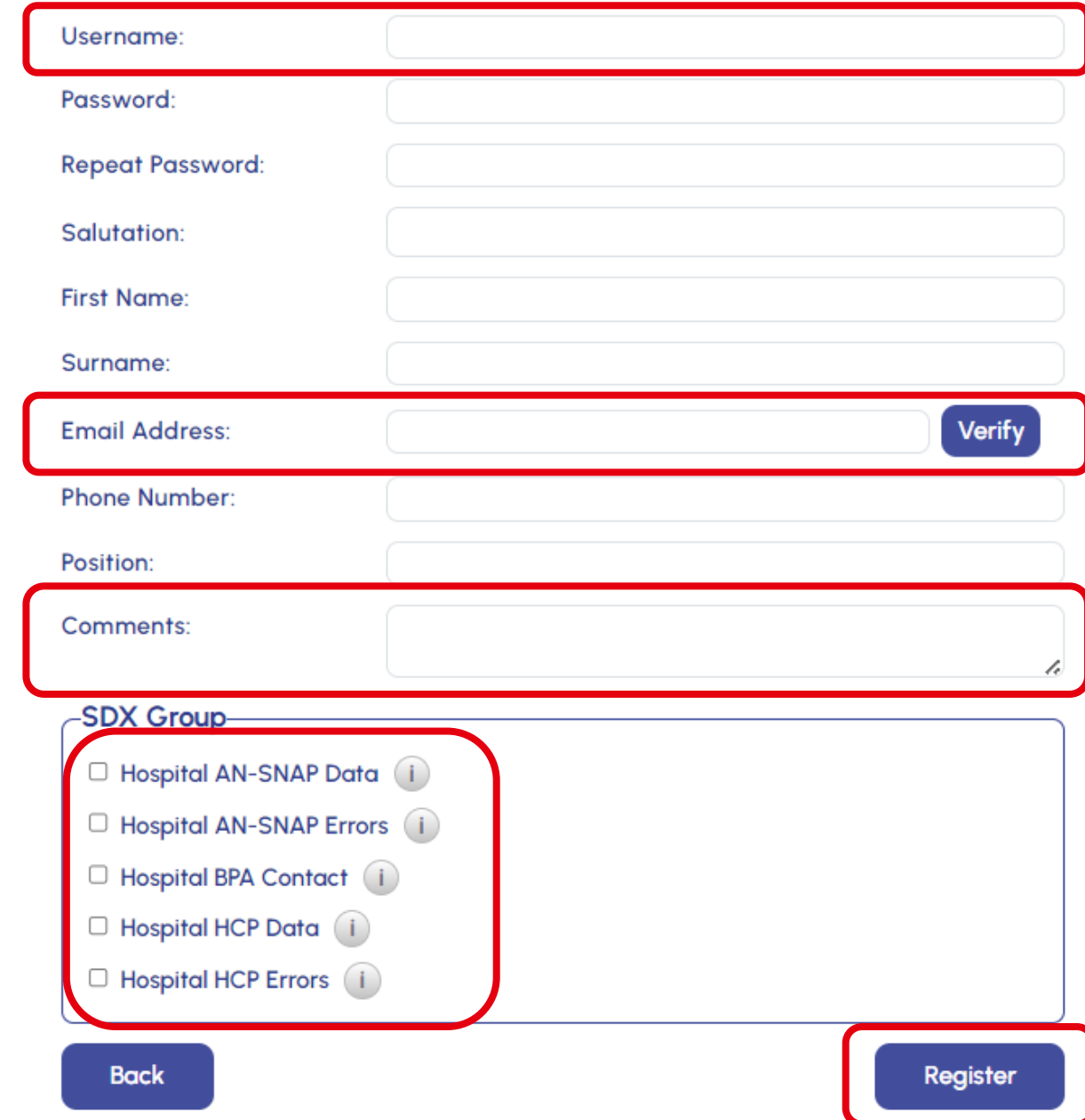
Register

Step 4






Complete your registration details, then click “Register”.

Important notes:

- Please ensure you remember or keep a record of your username – you will need your username (not your email) when you login.
- For security purposes, you will need to “Verify” your email – this will send a code to your email, which will need to be entered before completing your registration.
- “Comments” is used for adding helpful information, such as work days/ hours or detailing multiple hospitals you for which you may be responsible.
- You will need to select the SDX group/s to which you require access – the  icon provides an explanation for each group.



Registration form fields:

- Username:
- Password:
- Repeat Password:
- Salutation:
- First Name:
- Surname:
- Email Address: [Verify](#)
- Phone Number:
- Position:
- Comments:
- SDX Group:
 - Hospital AN-SNAP Data 
 - Hospital AN-SNAP Errors 
 - Hospital BPA Contact 
 - Hospital HCP Data 
 - Hospital HCP Errors 

Buttons: [Back](#) [Register](#)

Step 5

After completing your registration, your application will need to be approved by AHSA staff before you can access your account.

Once approved, you will receive a Registration Confirmation email, including details of your registration.

Important notes:

- Please keep this email for your records
- Please remember that your login requires your username, not your email address

When you have received the Registration Confirmation, you will be able to login to access the approval AHSA systems, including SDX.



Registration Confirmation

Dear [REDACTED]

AHSA has accepted your request for access to the secure hospital section of the AHSA website including the Secure Data Exchange (SDX).

The registration process is now complete and you can logon to www.ahsa.com.au with the following details

User Name	[REDACTED]
Salutation	[REDACTED]
Given Name	[REDACTED]
Family Name	[REDACTED]
Job Title	[REDACTED]
Phone	[REDACTED]
Email	[REDACTED]
Organisation	[REDACTED]
Roles	AN-SNAP Contact AN-SNAP Error Contact BPA Contact HCP Reporting Contact HCP Error Contact

If you have forgotten your password since registering you can reset it on the AHSA logon page.

We will send you instructions on how to submit data through SDX shortly.

Please contact Data Team at hcp@ahsa.com.au or call 1800 664 277 – select option 3 with any problems or queries.

Kind Regards