



SDX USER GUIDE FOR HOSPITAL HCP

Using the SDX for HCP Validation Report Downloads and Uploads
Jul 2023

Contents:

Email Notifications	Page 1
How to Download a Validation Report	Page 2
How to Upload a Validation Report or HCP/ANSNAP Resubmission	Page 7

How to use the Secure Data eXchange (SDX) for HCP Validation Report Downloads and Uploads – updated June 2023

The AHSA Secure Data eXchange (SDX) - Email Notifications

- HCP and ANSNAP data are sent each month to AHSA via the AHSA Secure Data eXchange (SDX).
- The HCP and ANSNAP data files are validated and loaded to the AHSA Data Collection System (DCS).
- If the validation process detects errors or anomalies in the monthly data, the registered Hospital HCP Contact(s) will be dispatched a Validation Report via the SDX and will receive an SDX Email Notification.
- Please read the email notification carefully as it includes full instructions on how to download, correct and return the Validation Report and/or a Resubmission of the data.
- The email notification includes two easy links to the AHSA SDX system:
 - The first “link” explains how to access and where to download the monthly Validation Report. **CLICK ON “Here”**



- The second “link” further down the email explains how to upload/submit the updated Resubmission and/or Validation Report. **CLICK ON “Here”**

Both SDX jobs must be returned (or declined) by **22 May 2023**

Do not email Validation Reports or data resubmissions to AHSA – please use the SDX jobs [HERE](#).

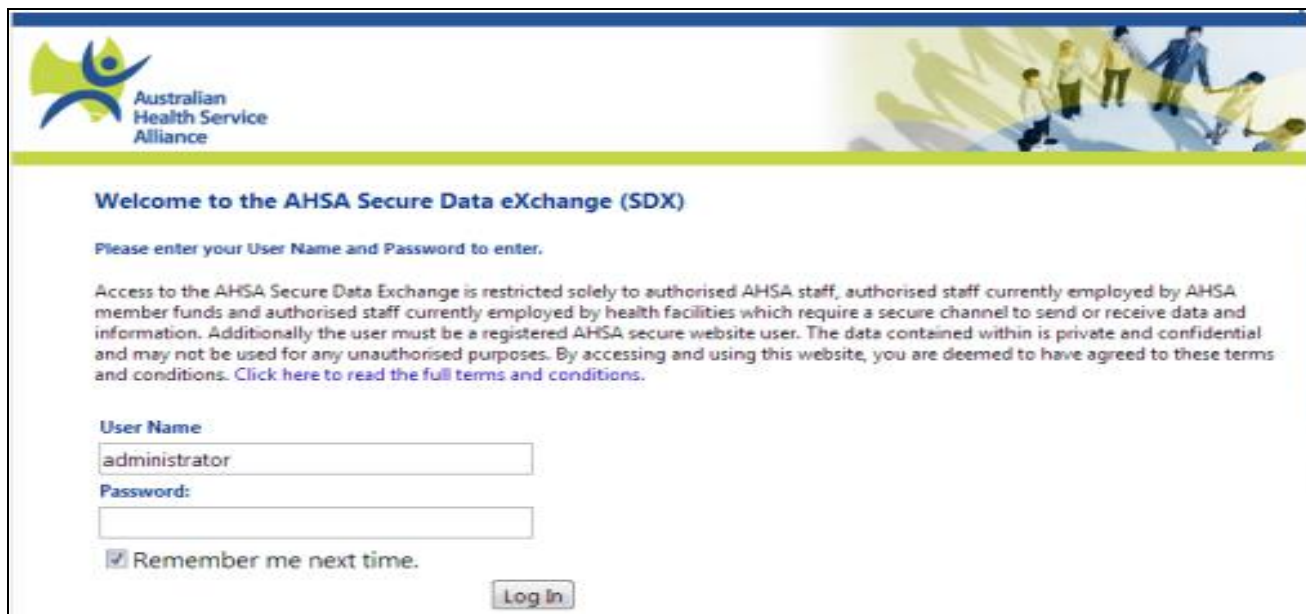
- You may receive further requests and reminders relating to this matter if the validations are incomplete or not returned by the expected date.
- **We are only accepting the return of one Validation Report per facility.** Therefore, ensure you have a process for this being actioned by one user if you have multiple staff/departments responsible for differing aspects of the request.

How to use the Secure Data eXchange (SDX) for HCP Validation Report Downloads and Uploads – updated June 2023

How to Download a Validation Report.

Step 1: Log in

- Click the link in your email (see page 1) to directly access the Secure Data Exchange (SDX) login screen.



Welcome to the AHSA Secure Data eXchange (SDX)

Please enter your User Name and Password to enter.

Access to the AHSA Secure Data Exchange is restricted solely to authorised AHSA staff, authorised staff currently employed by AHSA member funds and authorised staff currently employed by health facilities which require a secure channel to send or receive data and information. Additionally the user must be a registered AHSA secure website user. The data contained within is private and confidential and may not be used for any unauthorised purposes. By accessing and using this website, you are deemed to have agreed to these terms and conditions. [Click here to read the full terms and conditions.](#)

User Name
administrator

Password:

☒ Remember me next time.

Log In

- Enter your username and password and click Log in.
- If you tick “remember me next time”, your computer will remember your details.
- If you have forgotten your username or password, go to the AHSA Home Page which includes the option for “Forgotten Password”.


How to use the Secure Data eXchange (SDX) for HCP Validation Report Downloads and Uploads – updated June 2023

STEP 2. Downloading your Validation Report


- Once logged in, you will be taken to the AHSA SDX Welcome screen. This details the current Uploads, Downloads, and overall Transactions for your facility, giving access to these by clicking on the tabs at the top of the screen or by using the direct links on the screen.
- Click on **“My Downloads”** via the tab or the link on this page to access your monthly Validation Report. Hospitals **must download** the AHSA Validation Report to review and correct the current errors and warnings that are flagged on your HCP and ANSNAP files.

How to use the Secure Data eXchange (SDX) for HCP Validation Report Downloads and Uploads – updated June 2023


- The “**My Downloads**” screen - this displays all Validation Reports waiting for download.
- Select the Hospital HCP Validation Report by the month that was indicated in your email.
- The “**Status**” of the Validation Report you need to download will be “**New**”.
- Click anywhere on this line to access.
- If you have multiple batches appearing on this screen, follow the tips provided by the “**Instructions**”. These provide useful information on how to filter on or sort these batches, **particularly if you are the HCP Contact for more than one hospital**.

 **AHSA Secure Data Exchange (SDX)** Home [Change Details](#) [Log In](#) [Log Out](#)

[Home](#) [My Uploads](#) [My Downloads](#) [Transactions](#)



Batch Downloads 

☐ Include all batches completed in the last month

Description	Type	Date Sent	Date Due	Date Completed	Creator	Status	Options
 Hospital HCP Validation Report Dispatch Feb 2023 for Hospital A (0123457A)	Hospital HCP Validation Report Dispatch	04 Apr 2023	11 Apr 2023		Louise Eady	New	

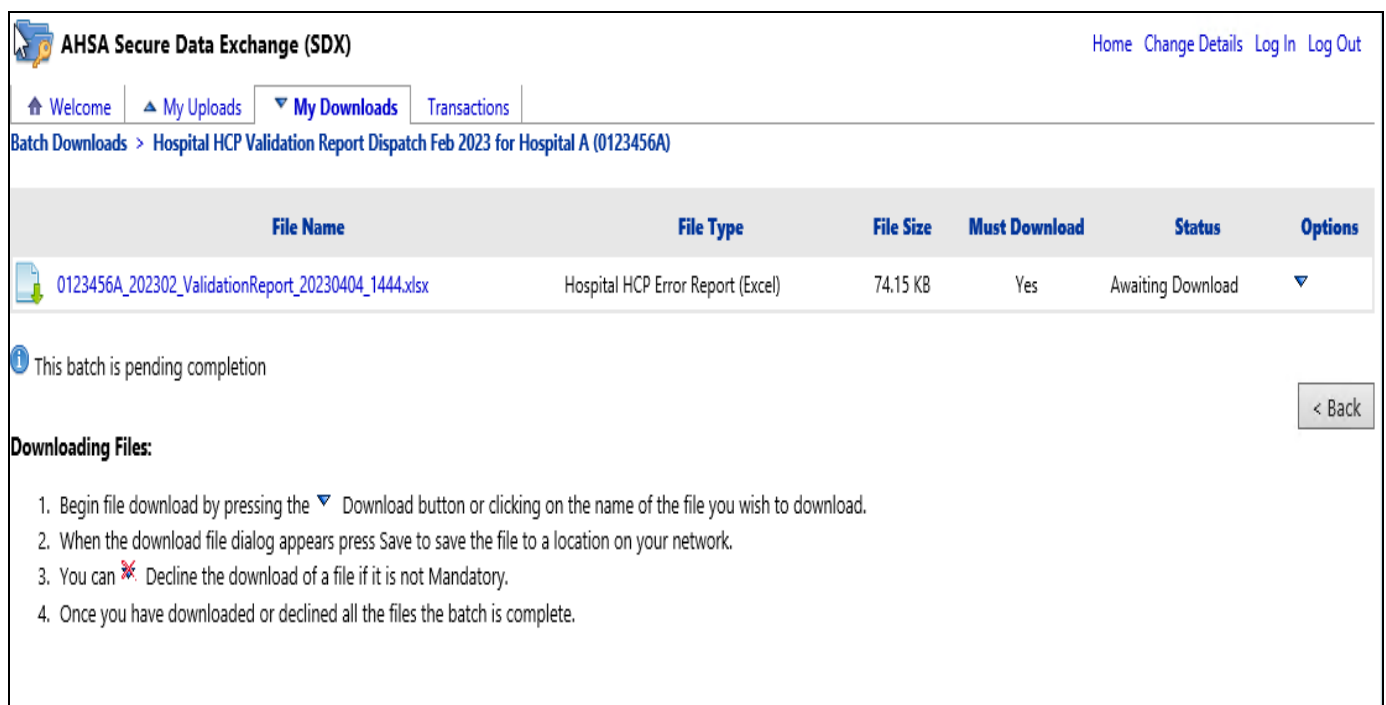
Note: Listed above are your current download batches. These batches contain files available for download. Please ensure that you download all files in these batches before the Due date shown. When all files have been downloaded (or rejected) the status of the batch will be 'completed'.

Instructions :

- Select a batch by clicking it to view the files it contains.
- You can email the creator of the batch by clicking on their name.
- Hold your mouse over certain items to get further information (e.g. Try holding your mouse over the Status or Type of a batch).
- Filter the list of batches by description, type or status by entering a search term in to the filter box above the list and pressing enter or the  filter button.
- Display recently archived batches by checking the "Show recently archived batches" checkbox.
- Sort batches by clicking on the header of the column.
- The due date of the batches will change colour based on the status of the batch. Red signifies that a batch is overdue, while Gray shows that a batch is complete or archived.
- Completed batches can be manually archived by pressing the  Archive button at the end of each completed batch row.

How to use the Secure Data eXchange (SDX) for HCP Validation Report Downloads and Uploads – updated June 2023

- **Complete the Download** using this next screen.
- The “Status” of the Validation Report you need to download will have changed to “**Awaiting Download**”.
- Follow the instructions for “Downloading files” shown on the screen.



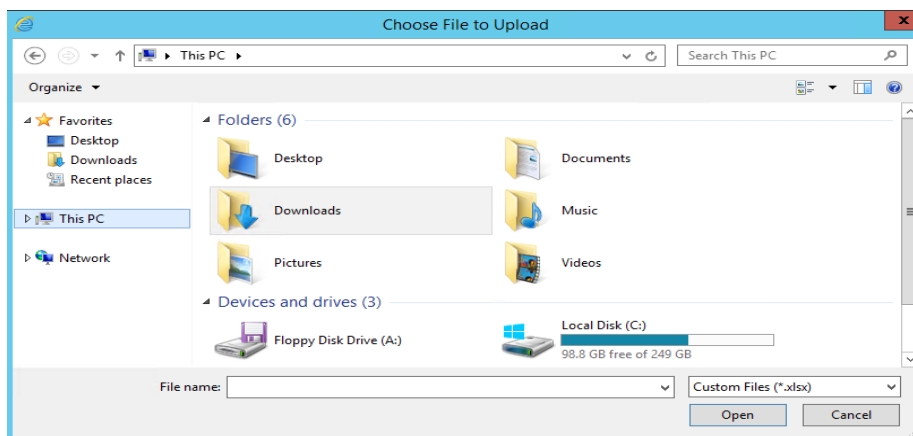
The screenshot shows the AHSA Secure Data Exchange (SDX) web application. At the top, there's a navigation bar with links: Home, Change Details, Log In, and Log Out. Below this is a breadcrumb trail: Batch Downloads > Hospital HCP Validation Report Dispatch Feb 2023 for Hospital A (0123456A). A table lists the files for download:

File Name	File Type	File Size	Must Download	Status	Options
0123456A_202302_ValidationReport_20230404_1444.xlsx	Hospital HCP Error Report (Excel)	74.15 KB	Yes	Awaiting Download	▼

Below the table, a message states: "This batch is pending completion". A "< Back" button is visible. Under the heading "Downloading Files:", there are four numbered instructions:


1. Begin file download by pressing the ▼ Download button or clicking on the name of the file you wish to download.
2. When the download file dialog appears press Save to save the file to a location on your network.
3. You can ✖ Decline the download of a file if it is not Mandatory.
4. Once you have downloaded or declined all the files the batch is complete.

- It is recommended to always save the Validation Report, as the download can only be completed once.
- Save the Validation Report to a folder of your choice, for ease of reference. You may also need to forward a copy to another hospital user such as the Billings team or Rehab team.
- If you cannot find your “Download” because you pressed “Save” rather than “Save as”, check in the generic “Downloads” folder of your PC for the Validation Report which will look something like this.




How to use the Secure Data eXchange (SDX) for HCP Validation Report Downloads and Uploads – updated June 2023


- Click on the “**My Downloads**” tab again, to return to the Home “My Downloads” screen.
- The file will now show a “Status” of “**Download Complete**”.
- The completed batches will be periodically archived from this screen.

 **AHSA Secure Data Exchange (SDX)** Home [Change Details](#) [Log In](#) [Log Out](#)

[Home](#) [My Uploads](#) [My Downloads](#) [Transactions](#)

Batch Downloads > [Hospital HCP Validation Report Dispatch Feb 2023 for Hospital A \(01234568\)](#)

File Name	File Type	File Size	Must Download	Status	Options
 0123456A_202302_ValidationReport_20230321_0853.xlsx	Hospital HCP Error Report (Excel)	78.92 KB	Yes	Download Complete	▼

 This batch has been completed < Back

Downloading Files:

1. Begin file download by pressing the ▼ Download button or clicking on the name of the file you wish to download.
2. When the download file dialog appears press Save to save the file to a location on your network.
3. You can ✖ Decline the download of a file if it is not Mandatory.
4. Once you have downloaded or declined all the files the batch is complete.

STEP 3. Distribute the Validation Report to relevant staff/departments for completion.

- Your downloaded Validation Report may require input from more than one staff member or department. We only accept one Validation Report per facility, so the registered HCP Contact is usually responsible for distributing and collating the corrections and comments to be returned to AHSA.
- Please ensure that you have a process in place to coordinate with other persons responsible for different aspects of the report.
- If there are missing charges or discrepancies in the reporting of charges, you may need to send a copy to your Billings contact to action.
- If the facility includes a rehabilitation unit, you may need to send a copy to the Rehab coordinator. HCP and ANSNAP Validation errors are all contained on the one report. **Please check both the HCP and ANSNAP tabs.**
- **Any changes made on a Validation Report must always be updated in your Patient Management System for your Resubmission to be effective.**
- **Do not make any adjustments/changes to the Validation Report format as this will trigger a loading error from AHSA.**

You are now ready to Upload your Resubmission and/or Validation Report using the SDX!

How to use the Secure Data eXchange (SDX) for HCP Validation Report Downloads and Uploads – updated June 2023

How to Upload a Validation Report or HCP/ANSNAP Resubmission.

Returning your Validation Report/Resubmissions updates can be completed securely via the Secure Data eXchange (SDX). **Please do not use email to send Validation Reports or data Resubmissions to AHSA.**

STEP 1. Using the SDX email link to “My Uploads” and Log in


- To upload your updated HCP Validation Report and/or a Resubmission file, select the second link in the SDX email as shown on Page 1 of this guide. If you are new to this process, please take time to read this email carefully. It contains important explanatory information.
- Complete the steps to log in, as described on Page 2 of this guide.

STEP 2. Uploading your Validation Report or Resubmission

- Once logged in, you will be taken to the AHSA SDX Welcome screen. This details a summary of the current Uploads, Downloads, and overall Transactions for your facility.
- Click on “My Uploads” via the tab at the top of the screen or click the link on the screen to view the Validation Report and Resubmission Requests that are waiting for completion.

How to use the Secure Data eXchange (SDX) for HCP Validation Report Downloads and Uploads – updated June 2023

- The “My Uploads” screen – this next screen displays all requests waiting for upload.
- You will see two or possibly three options to upload your corrections and updates:
 - a Hospital HCP Validation Report Request
 - a Hospital HCP Data Request Resubmission
 - a Hospital AN-SNAP Data Request Resubmission ****applicable to Rehabilitation facilities only**
- The Status of the request will display as “New”.
- Check that you are selecting the correct facility name/provider number and the correct month and year.
- If you have multiple batches appearing on this screen, follow the tips provided by the “Instructions”. These provide useful information on how to filter and sort these batches on the screen, **particularly if you are the HCP Contact for more than one hospital.**
- Select the batch you wish to upload by clicking on the row.







AHSA Secure Data Exchange (SDX)

[Home](#)
[Change Details](#)
[Log In](#)
[Log Out](#)

[Welcome](#)
[My Uploads](#)
[My Downloads](#)
[Transactions](#)




Batch Uploads

☐ Include all batches completed in the last month

Description	Type	Date Requested	Date Due	Date Completed	Creator	Status	Options
 Hospital HCP Validation Report Request Feb 2023 for Hospital A (0123456A)	Hospital HCP Validation Report Request	04 Apr 2023	11 Apr 2023		Louise Eady	New	
 Hospital AN-SNAP Data Resub Feb 2023 for Hospital A (0123456A)	Hospital AN-SNAP Data Request Resubmission	04 Apr 2023	11 Apr 2023		Louise Eady	New	
 Hospital HCP Data Mar 2023 for Hospital A (0123456A)	Hospital HCP Data Request	01 Apr 2023	12 May 2023		Louise Eady	New	
 Hospital HCP Data Resub Feb 2023 for Hospital A (0123456A)	Hospital HCP Data Request Resubmission	04 Apr 2023	11 Apr 2023		Louise Eady	New	
 Hospital AN-SNAP Data Mar 2023 for Hospital A (0123456A)	Hospital AN-SNAP Data Request	01 Apr 2023	12 May 2023		Louise Eady	New	


Note: Listed above are your current upload batches. Please ensure that you submit these batches before the Due date shown.

Instructions:

- Select a batch by clicking on it to view the files you need to upload.
- Email the creator of the batch by clicking on their name.
- Hold your mouse over certain items to get further information (e.g. Try holding your mouse over the Status or Type of a batch).
- Filter the list of batches by description, type or status by entering a search term in to the filter box above the list and pressing enter or the  filter button.
- Display recently archived batches by checking the “Show recently archived batches” checkbox.
- Sort batches by clicking on the header of the column.
- The due date of the batches will change colour based on the status of the batch. Red signifies that a batch is overdue, while Gray shows that a batch is complete or archived.
- Completed batches can be manually archived by pressing the  Archive button at the end of each completed batch row.
- Some completed batches can be restored from archive by pressing the  Restore button at the end of each archived batch row. Restoring a batch will clear all uploaded files and require you to upload them again.



How to use the Secure Data eXchange (SDX) for HCP Validation Report Downloads and Uploads – updated June 2023


- **Complete the Upload** using the next screen.
- The “Status” of the Request that you wish to upload will be **“Awaiting Upload”**
- Click “Browse” to select the file you wish to upload. This will take you to the file directory on your computer.

 **AHSA Secure Data Exchange (SDX)**[Home](#) [Change Details](#) [Log In](#) [Log Out](#)

[Home](#) [My Uploads](#) [My Downloads](#) [Transactions](#)



Batch Uploads > Hospital HCP Validation Report Request Feb 2023 for Hospital A (0123456A)

File Name	File Type	Must Return	File Size	Status	Action	Options
 0123456A_202302_ValidationReport_20230404_1444.xlsx	Hospital HCP Error Report (Excel)	No		Awaiting Upload	Browse...	

 This batch is pending completion [< Back](#)

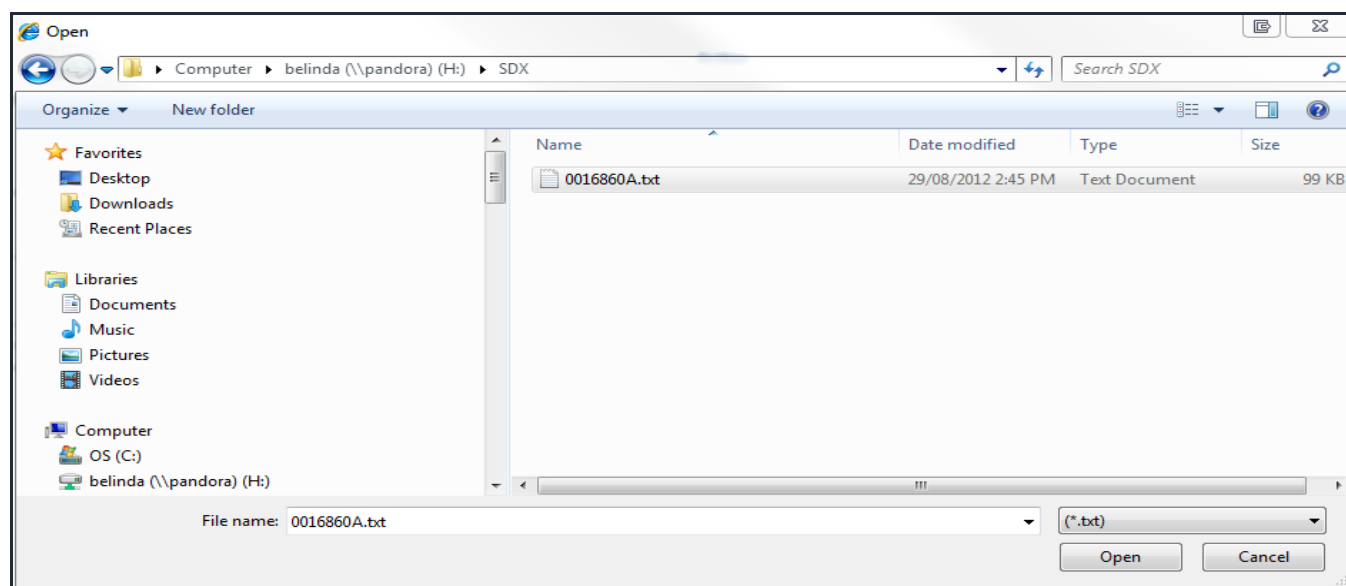
Listed above are the files requested in the selected batch. You will need to upload all files that are mandatory and may decline those that are optional if they do not apply to your situation.

Uploading Files:

1. Press the 'Browse' button to look for the specified file on your local or network drives.
2. Select the file and press 'Open'.
3. Repeat steps 1 and 2 for each file.
4. If you do not need to transmit a particular file (and the file is not flagged as Must Return) then you can press the  Decline Upload button to indicate you will not be sending the file.
5. If you upload a file that is incorrect and you would like to replace it you can do this by first removing it by pressing the  Remove File Button
6. Once you have uploaded or declined all the files the batch will be complete and you can go back to the [Batch Upload Summary](#) page.

How to use the Secure Data eXchange (SDX) for HCP Validation Report Downloads and Uploads – updated June 2023

- **Browsing for a file** - Please take care when browsing, as a mismatched file and request will be rejected by the SDX, causing unnecessary resending of requests to your facility.
- **A Validation Report can only be uploaded to a Validation Report Request (.xls file).** **If you have received an updated Validation Report, use this for your updates, NOT the superseded version of the report.
- **A Resubmission file can only be uploaded to a Resubmission Request (.txt)**
- The example shown is how to identify a text file (.txt)



AHSA can accept:

A Data Resubmission Only, where all corrections have been applied to the facility Patient Admin System before the data is reextracted.


A Data Resubmission and a Validation Report, if additional information can only be conveyed via the Validation Report comments.

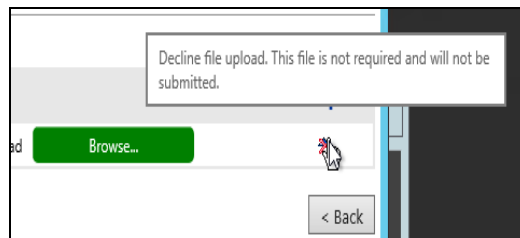
A Validation Report only.

A full Data Resubmission is the preferred option.

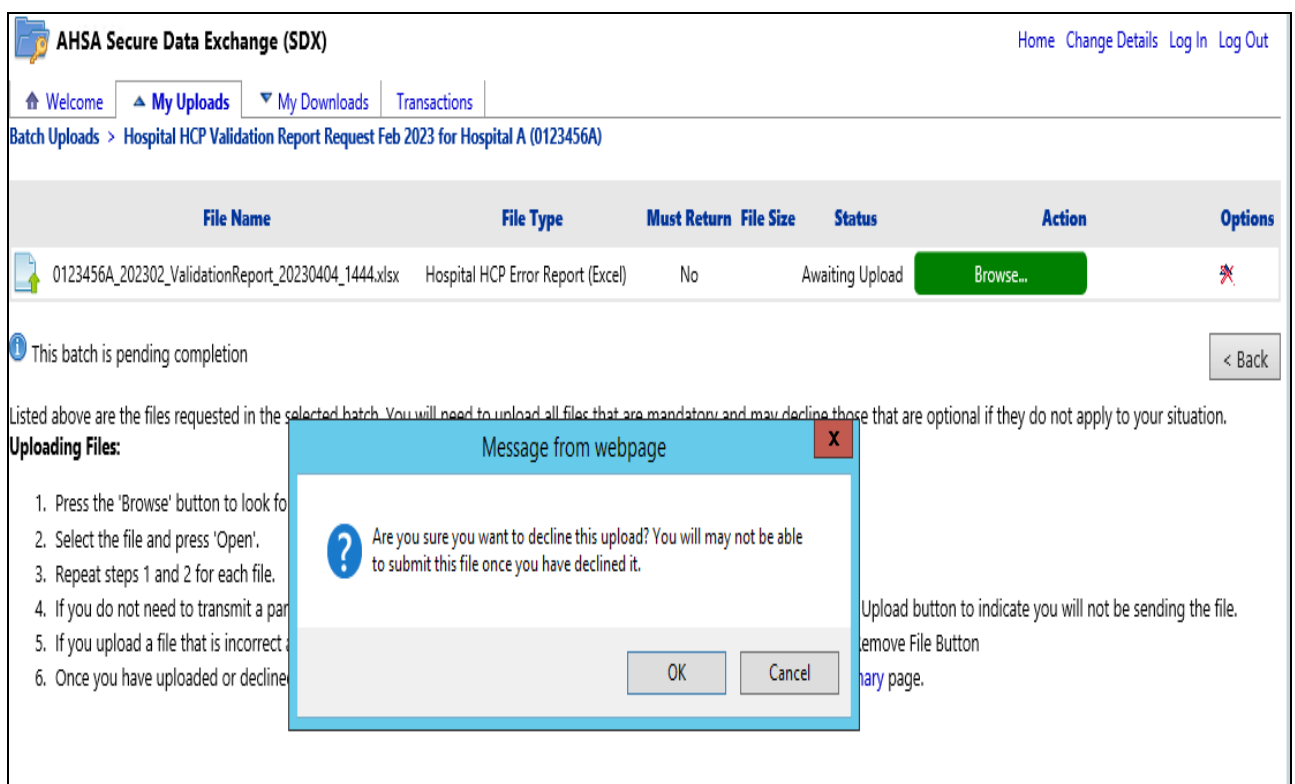
How to use the Secure Data eXchange (SDX) for HCP Validation Report Downloads and Uploads – updated June 2023

STEP 3 Completing the Job


- For the “Job” to be completed, all requests must be actioned.
- If a job request is not actioned, automated email reminders will continue to be sent from the SDX on a weekly basis.
- If it is deemed unnecessary to use both the HCP/ANSNAP Resubmission Request and the Validation Report Request, please “Decline” the unused request.
- It is not an option to “Decline” both requests.
- To “Decline” a request, go to “My Uploads”, then “Options” and use the “Decline file upload” option  to complete.



- If you select ‘Decline’, the following message will appear. Click ‘Ok’ or ‘Cancel’



The screenshot shows the AHSA Secure Data Exchange (SDX) interface. At the top, there's a navigation bar with links: Home, Change Details, Log In, Log Out. Below this is a breadcrumb trail: Welcome > My Uploads > My Downloads > Transactions. The main content area shows a table with columns: File Name, File Type, Must Return, File Size, Status, Action, and Options. A single row is visible with the file name '0123456A_202302_ValidationReport_20230404_1444.xlsx', File Type 'Hospital HCP Error Report (Excel)', Must Return 'No', File Size 'Awaiting Upload', and a green 'Browse...' button in the Action column. A red 'X' icon is in the Options column. Below the table, a message states: 'This batch is pending completion'. A larger message box is overlaid on the screen, titled 'Message from webpage', asking: 'Are you sure you want to decline this upload? You will may not be able to submit this file once you have declined it.' The message box has 'OK' and 'Cancel' buttons. To the right of the message box, there's a note: 'Upload button to indicate you will not be sending the file. remove File Button any page.'

File Name	File Type	Must Return	File Size	Status	Action	Options
0123456A_202302_ValidationReport_20230404_1444.xlsx	Hospital HCP Error Report (Excel)	No	Awaiting Upload		Browse...	

This batch is pending completion

Listed above are the files requested in the selected batch. You will need to upload all files that are mandatory and may decline those that are optional if they do not apply to your situation.

Uploading Files:

1. Press the 'Browse' button to look for
2. Select the file and press 'Open'.
3. Repeat steps 1 and 2 for each file.
4. If you do not need to transmit a part
5. If you upload a file that is incorrect
6. Once you have uploaded or declined

Message from webpage

Are you sure you want to decline this upload? You will may not be able to submit this file once you have declined it.


OK Cancel

Upload button to indicate you will not be sending the file.
remove File Button
any page.

How to use the Secure Data eXchange (SDX) for HCP Validation Report Downloads and Uploads – updated June 2023

STEP 4 Checking your SDX Transactions

As a final overview, check the details of all file upload transactions in the “**Transactions**” tab at any time.

AHSA Secure Data Exchange (SDX)						Home Change Details Log In Log Out
Welcome My Uploads My Downloads Transactions						
Show transactions that occurred in: <input type="text" value="Apr"/> <input type="text" value="2023"/>						
Code	Type	Transaction Date	Batch	User	Files	
 709559	Upload Complete	04 Apr 2023 08:53:52 AM	Hospital AN-SNAP Data Feb 2023 for Hospital A (0123456A)	User A	•  SNAP-0123456A-0223.txt	
 709558	Upload Complete	04 Apr 2023 08:53:43 AM	Hospital HCP Data Feb 2023 for Hospital A (0123456A)	User A	•  HCP-0123456A-0223.txt	

Remember to log out of the SDX system when you are finished.

Any questions can be directed to the AHSA Data Team.

Email: hcpresubmissions@ahsa.com.au Ph: 1800 664 277 - Select 3

END OF DOCUMENT