

Section 5.B: Healthcollect Portal

Log in and submission process

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Introduction

The HealthCollect Portal is a web-based interface that agencies use to submit various statistical and financial data collections to the department.

The HealthCollect Portal is the mechanism through which all VINAH data is submitted to DHS.

This section of the VINAH manual provides advice on how to submit VINAH data to the HealthCollect portal.

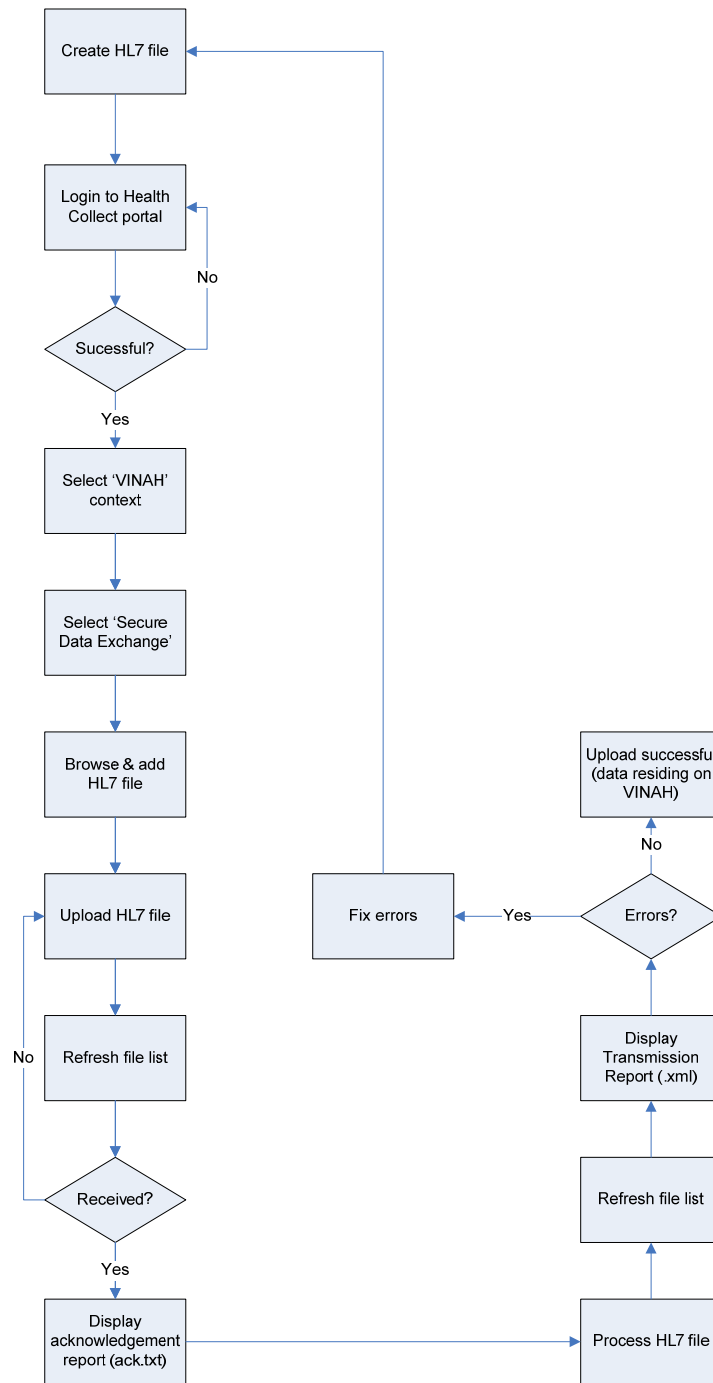


Diagram 1: File Submission Process

General information about the HealthCollect Portal

How to obtain a HealthCollect log in and password

To obtain a HealthCollect log in and password, please contact the Healthcollect helpdesk on:

Email: healthcollect.helpdesk@dhs.vic.gov.au

Logging into the HealthCollect Portal

Please note: DHS only supports MS Internet Explorer

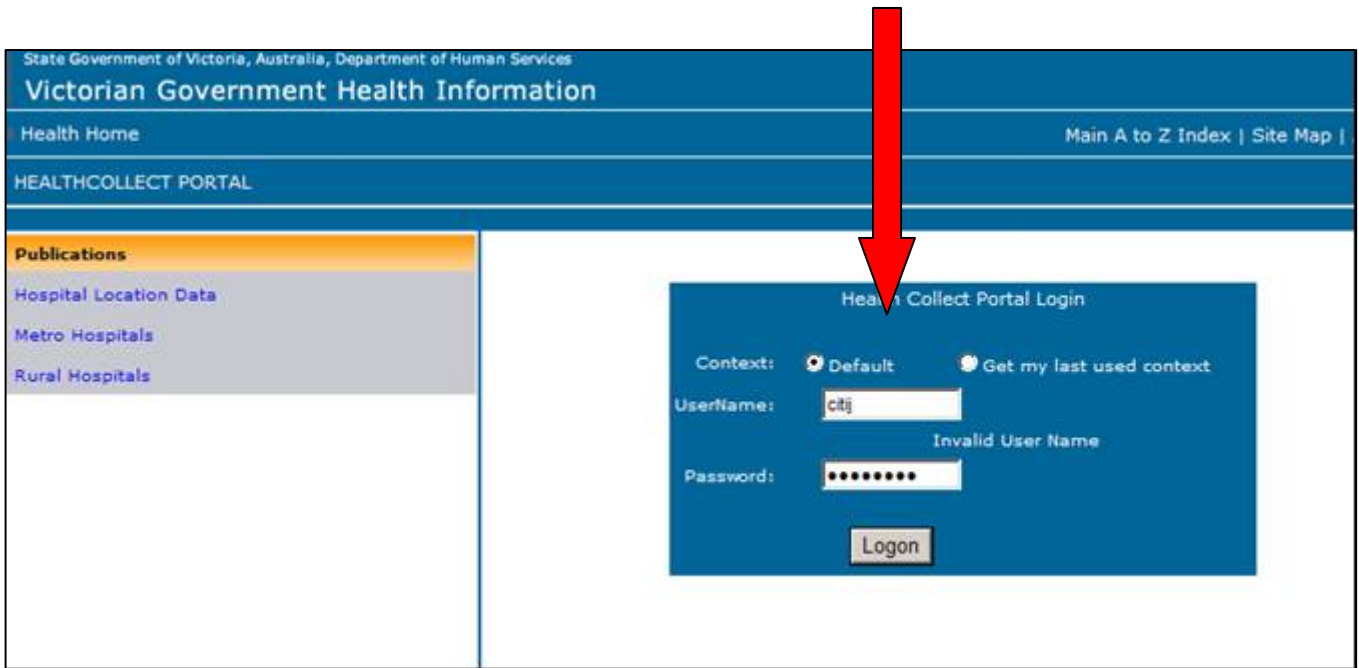
- Open Internet Explorer
- Type in address <https://www.healthcollect.vic.gov.au>
- Click on the Go icon to open the address

Username and password

Enter your username and password. Remember, passwords are case-sensitive and must be 8 characters long.

Please note: All diagrams used are sample diagrams however all use the same concept. Please refer to the diagram below.

Enter username
and password

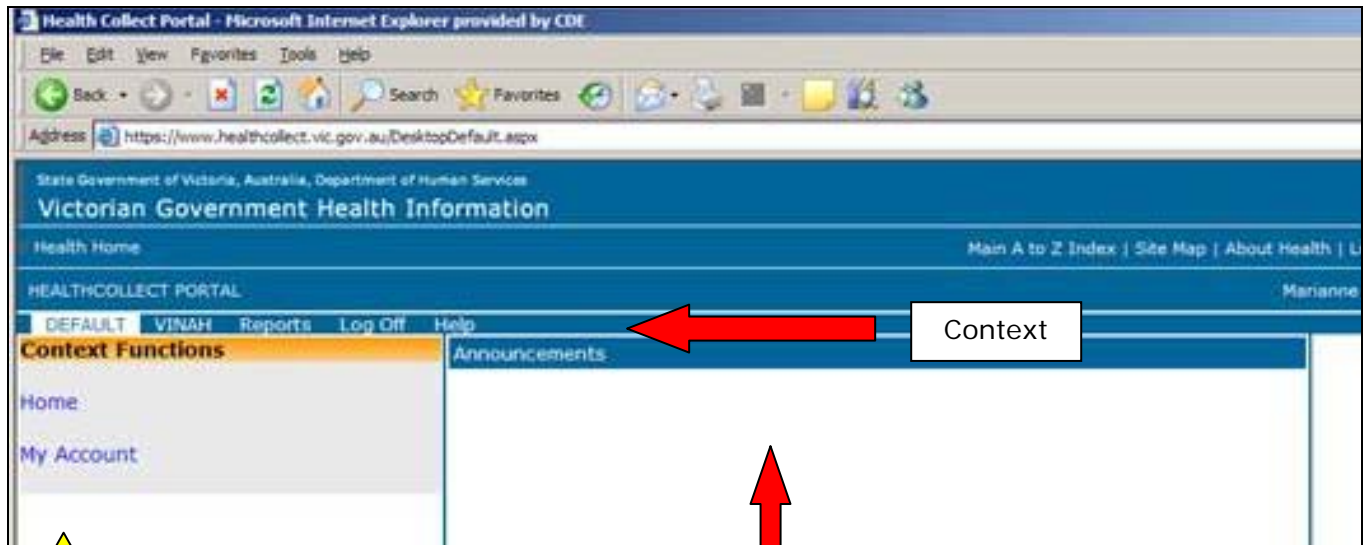


Accessing context and tab menus

The context of the HealthCollect portal is found as a series of tabs located across the top of the screen and the functions listed on the left hand side.

Each user will have access to different contexts depending on the collections for which they are responsible. VINAH data is submitted through the VINAH context.

Under each context you will have access to functions applicable to that context. For example, the default context has 'Home' and 'My Account' functions.



Functions

Announcements,
(if any)

Changing your password

The first time that you log in it is recommended that you change your password.

To do this select the 'Default' tab link and then select the 'My Account' option from the 'Context Functions' area.

Please note: Passwords are alphanumeric, case sensitive and must be EXACTLY 8 characters long.

The screenshot shows the 'Victorian Government Health Information' portal. At the top, there is a navigation bar with 'Health Home' and 'HEALTHCOLLECT PORTAL'. Below this, there are tabs for 'DEFAULT', 'VINAH', 'Reports', and 'Log Off'. A red arrow points to the 'Default' tab. On the left side, there is a 'Context Functions' menu with 'Home' and 'My Account' links. A yellow arrow points to the 'My Account' link. The main content area displays a user profile for 'mariane.ates' with fields for 'First Name', 'Last Name', 'Dates', 'Password', 'Telephone', and 'Email'. On the right side, there is a 'Change Password' form with fields for 'Enter current password', 'Enter new password', and 'Confirm new password', along with a 'Save' button.

My Account

The 'Change Password' text box will appear on the right hand side of the screen.

- Type in Current Password
- Type in 'New Password'
- Re-type 'New Password' to confirm
- Click Save
- Click Log Out

Please note: If you click enter when the save icon is highlighted, the new password will not save. Therefore please ensure that the save button is clicked.

Changing 'My Details' instructions

Editing 'My Details' allows the user to change their telephone and email contact.

'My Details' is accessible from the 'Default' context and found under 'Functions'.

- Log onto the HealthCollect Portal (Refer to the HealthCollect Portal Logon section)
- Check that you are in the 'Default' context
- Click on 'My Account'
- Click on the 'Telephone' or 'Email' field
- Type in new details
- Click 'Save'
- Click 'Log Out'

The screenshot shows the 'Edit My Details' page in the HealthCollect Portal. The page is divided into three main sections: 'Context Functions', 'Edit My Details', and 'Change Password'. The 'Context Functions' section on the left has a yellow arrow pointing to the 'My Account' link. The 'Edit My Details' section in the center contains form fields for 'User Name', 'First Name', 'Last Name', 'Password', 'Telephone', and 'Email', each with a 'Save' button below it. A red arrow points to the 'Save' button under the 'Email' field. The 'Change Password' section on the right has a 'Save' button at the bottom.

My Account

My Details

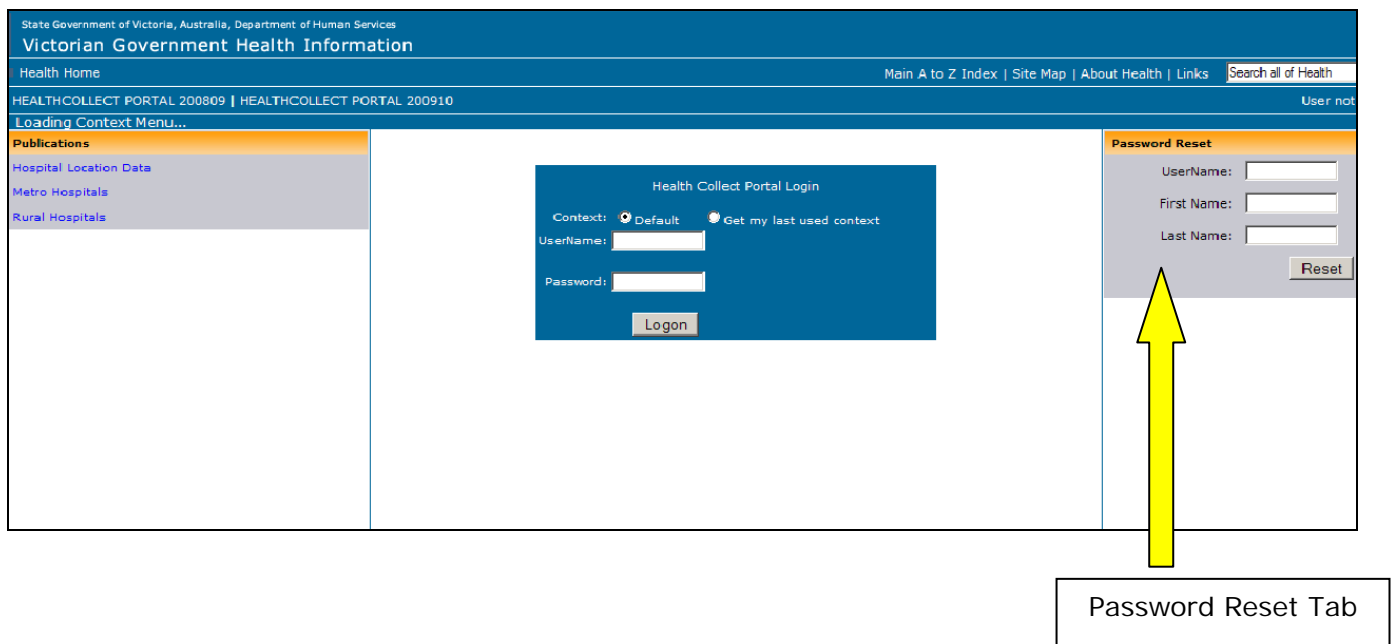
Reset your password

In the instance you have lost or forgotten your password, you can reset your password.

To reset your password, type your UserName, First Name and Last Name into the 'Password Reset' tab and click on the Reset button.

An email containing a new password will be sent to the email account that is linked to your UserName. You will then be able to use your new password to log in to the HealthCollect portal.

The first time that you log in it is recommended that you change your password. Refer to the Section 'Changing your Password'.



VINAH Data Submission via HealthCollect Portal

Introduction

The information below will guide you on how to submit the VINAH extract file produced from your software system.

The scope of these instructions includes those software applications that produce an HL7 extract file for manual upload. It excludes:

- HL7 files for which your vendor has developed an automated upload.

Refer to Appendix D: 'HealthCollect Secure Data Exchange Web Service - Practice Notes for VINAH data submissions' at:

http://www.health.vic.gov.au/hdss/vinah/2007-08/vinah_appendix_d.pdf

- Legacy flat file uploads for Community-based Palliative Care VicPCRS system
- Transitional generic flat file uploads where your agency has been authorised to submit these

Please note: HL7 extract files include files in both HL7 'pipe-delimited' and HL7 XML format. Refer to Section 5 for more information.

VINAH Home

The VINAH tab on the HealthCollect portal page provides access to the following functions:

- Home
- Secure Data Exchange

VINAH context, functions and announcements

The context of the HealthCollect portal is found as a series of tabs located across the top of the screen and the functions are listed on the left hand side.

Each user will have access to different contexts depending on the collections for which they are responsible. Please refer to the diagram below.

The VINAH home page posts any announcements that have been set by the VINAH administrator, including the VINAH Server Processing Status report.

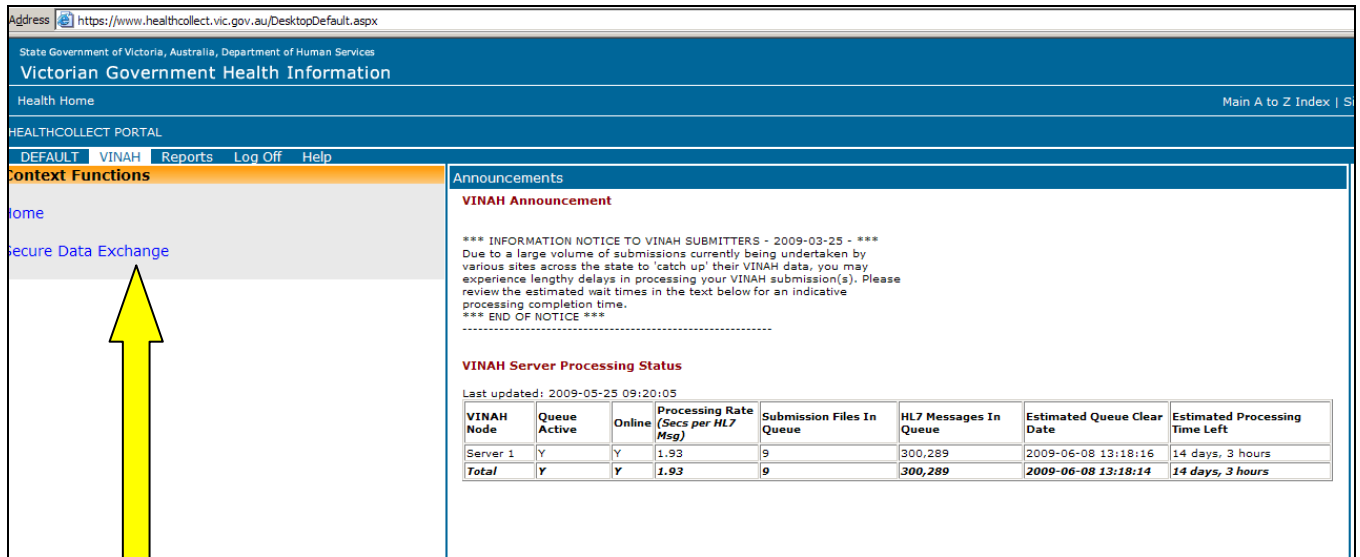
The screenshot shows the HealthCollect portal interface. At the top, there is a navigation bar with tabs for 'DEFAULT', 'VINAH', 'Reports', 'Log Off', and 'Help'. The 'VINAH' tab is selected. On the left side, there is a 'Context Functions' menu with options like 'Home' and 'Secure Data Exchange'. A yellow arrow points to this menu, with a label 'VINAH Context' below it. On the right side, there is an 'Announcements' section. A red arrow points to this section, with a label 'VINAH Announcements' above it. The 'Announcements' section contains a 'VINAH Announcement' with a notice about submission delays and a 'VINAH Server Processing Status' table.

VINAH Node	Queue Active	Online	Processing Rate (Secs per HL7 Msg)	Submission Files In Queue	HL7 Messages In Queue	Estimated Queue Clear Date	Estimated Processing Time Left
Server 1	Y	Y	1.93	9	300,289	2009-06-08 13:18:16	14 days, 3 hours
Total	Y	Y	1.93	9	300,289	2009-06-08 13:18:14	14 days, 3 hours

VINAH data submission process

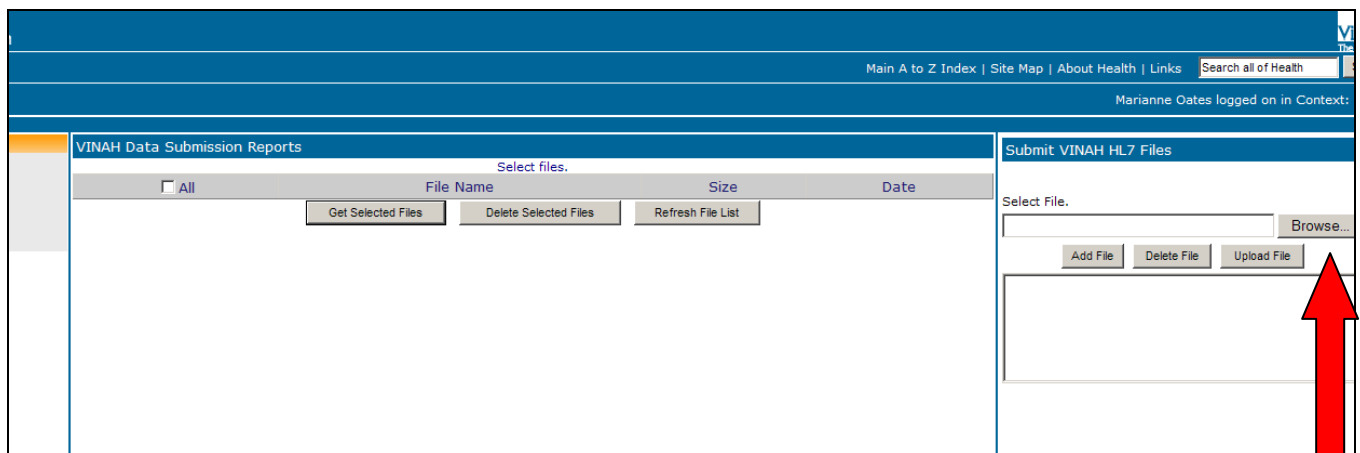
1. To submit your VINAH data select the 'VINAH' context tab link and then select 'Secure Data Exchange' from the 'Context Functions' area.

Your HL7 submission files can be uploaded to DHS using the 'Submit VINAH HL7 Files' section.



Secure Data Exchange

2. Click the 'Browse' button and locate your HL7 submission file from your local computer.

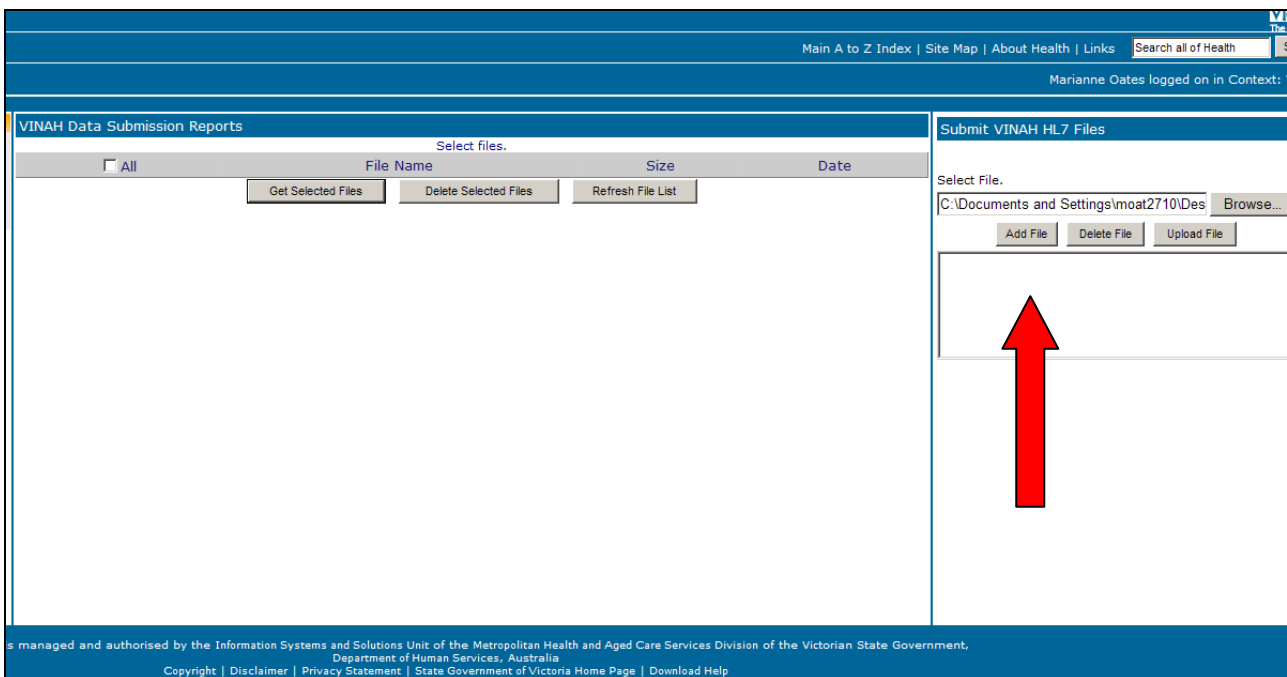


Browse button

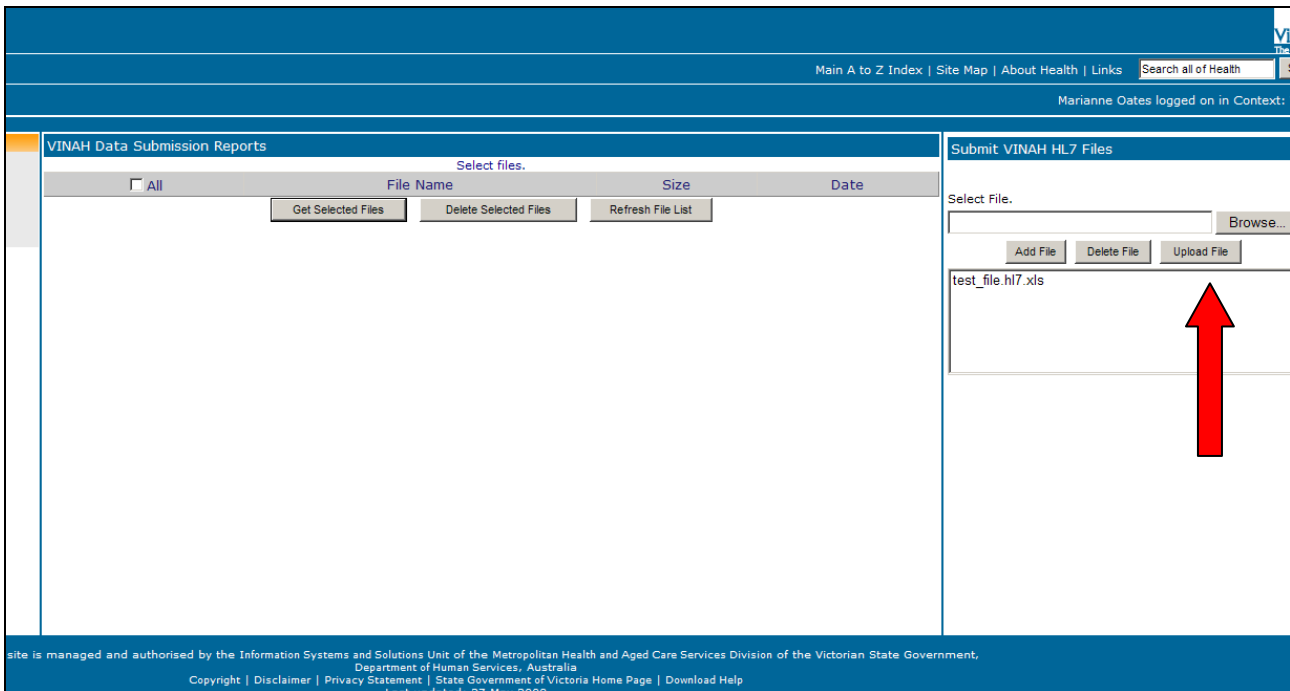
3. Click on the file Select 'Secure Data Exchange'.



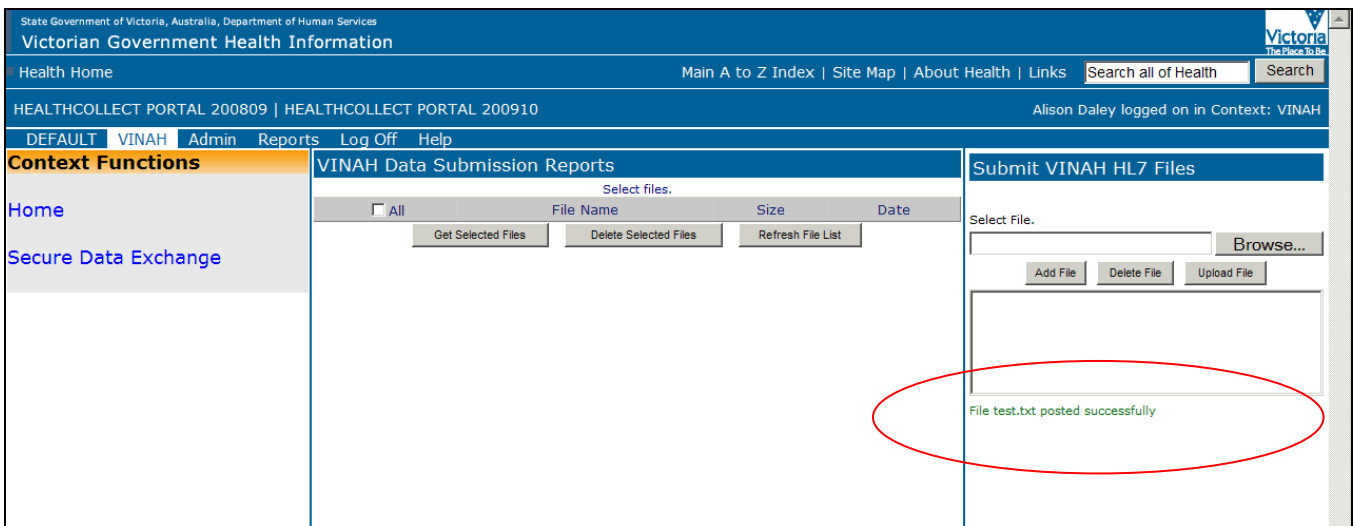
4. Click the 'Add File' button and the file name will appear in the list box below the button – this may take some time depending upon the file size.



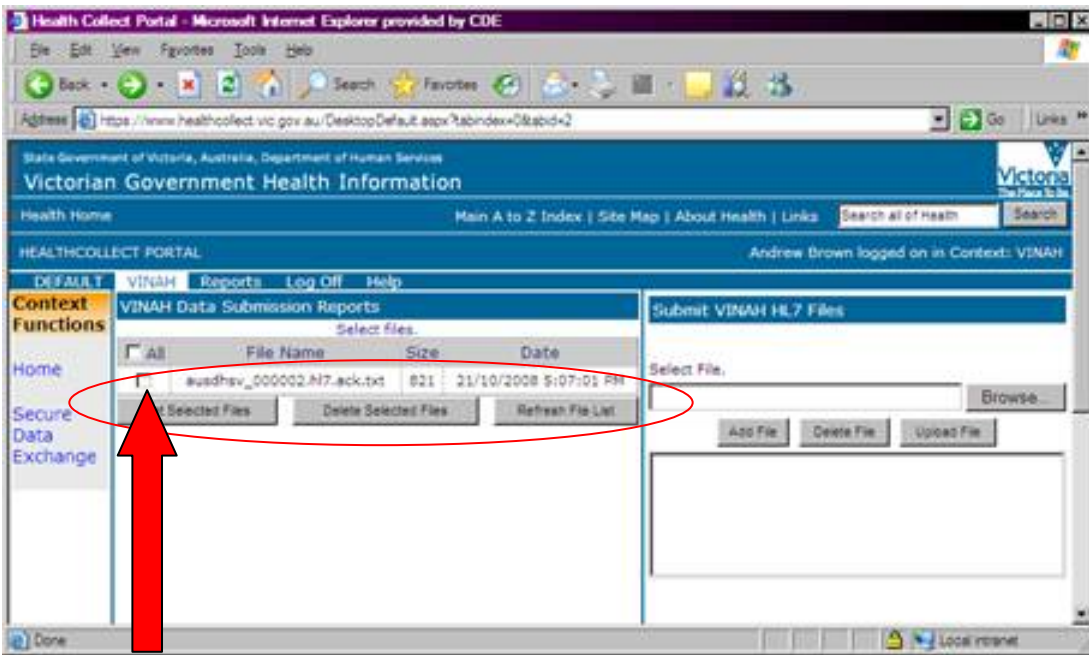
5. Once the filename appears in the list box click the 'Upload File' button.



6. A successful transmission will see green text appear below the list box, stating 'File [File name] posted successfully'. Your file has now been sent to DHS for processing by the VINAH validation engine.

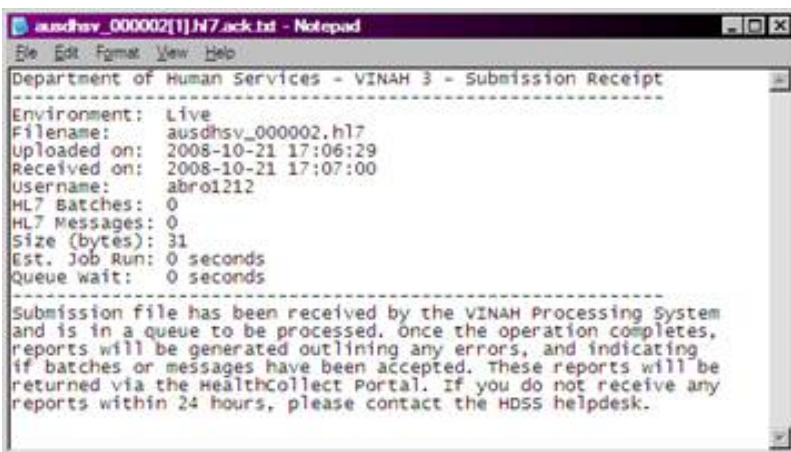


7. To confirm that the VINAH validation engine has received the file, a small acknowledgement file (also known as the 'ack file') is sent back to you and will be visible in the 'VINAH Data Submission Reports' section.
8. Click 'Refresh File List' to check for new files sent back to you from the VINAH validation engine.
9. After a short delay a file with the extension 'ack.txt' will appear in the list. This file should otherwise be named the same as the file you submitted.
10. You can view this file by checking the box next to the file name and clicking 'Get Selected Files'.

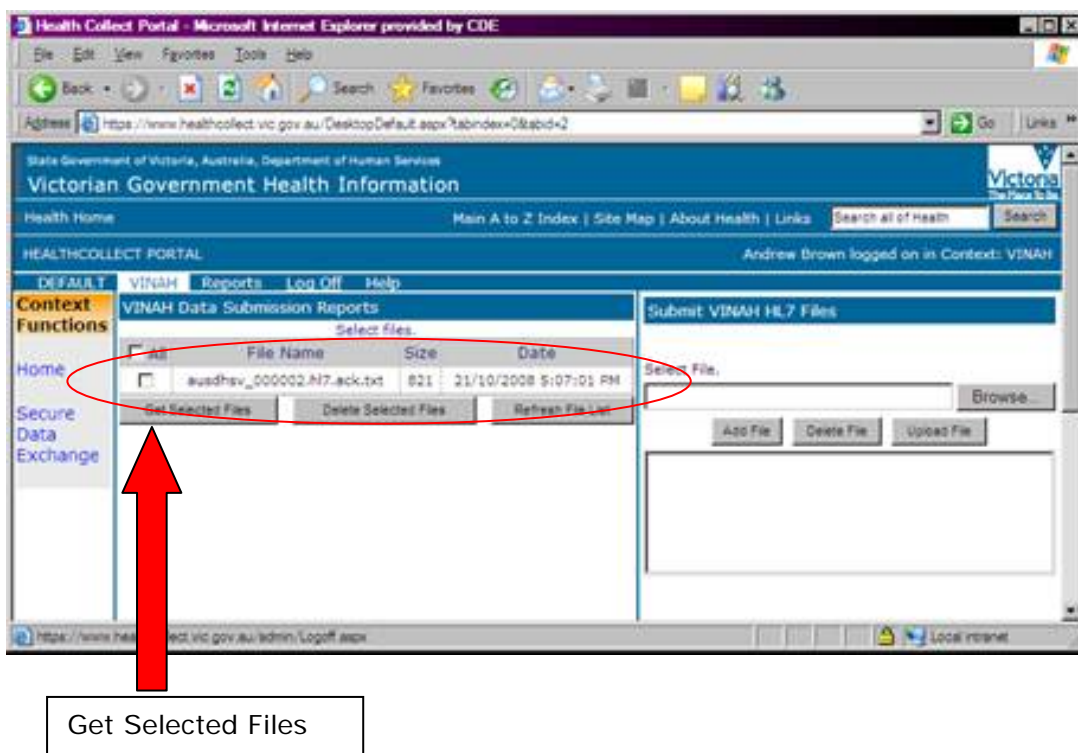


Check box

11. This acknowledgement file simply tells you that VINAH has received your file and has added it to the queue to be processed. The acknowledgment file will also give you an indication as to how long it will take to process your file depending on system load.



12. Once the VINAH validation engine has processed the data, a submission report is prepared that contains detailed information about which messages have been accepted/not accepted as well as listing any validation errors.
13. This report is returned with the file extension '.xml'.and will be accessible from the 'VINAH Data Submission Reports' section. Users should note that the report may take some time to be returned depending upon the current system usage.
14. There is no email notification of the completion of processing at this time. Users should review the estimated processing time that is provided in the acknowledgement file and log back into the portal to check for a submission report. Please note that the estimated processing time is calculated on a worst-case scenario, so actual processing time may be less.
15. Once the report has been received, you can view this file by checking the box next to the file name and clicking 'Get Selected Files'.



Please note:

- Many software systems load this error file into the Patient Administration System (PAS) application where you will be able to read and process submission errors.
- The default edit report is machine-readable and intended for use as above. A human-readable edit report can be produced by transmitting the appropriate value in the header of the submission file. For more information see Section 5 or contact your software vendor.

Sample default edits report:

```
- <submission>
  <filename>ABC_20080701_0001.hl7</filename>
  <sub_id>1000001</sub_id>
  <original_source>1000001</original_source>
  <current_source>1</current_source>
  <hl7_batch_count>2</hl7_batch_count>
  <hl7_message_count>4</hl7_message_count>
  <filesize>13563</filesize>
  <user_id>jdoe0101</user_id>
  <health_service>MWH</health_service>
  <submission_date>2008-07-17T12:57:00</submission_date>
  <process_start_date>2008-07-18T07:00:00</process_start_date>
  <process_end_date>2008-07-18T07:00:05.053</process_end_date>
  <processing_time>5 seconds</processing_time>
  <processing_wait>1 minute, 21 seconds</processing_wait>
  <throughput>2.2 seconds per message</throughput>
  <purge_key>B1D54D48-12D2-4E45-B9A6-91B35B1AEC01</purge_key>
  <purged_after_load>0</purged_after_load>
- <validations>
  <sub_id>1000394</sub_id>
  - <validation>
    <val_event_id>454421</val_event_id>
    <sub_id>1000394</sub_id>
    <mcid>ABC_20080701_0001_0001</mcid>
    <edit_code>E204</edit_code>
    <edit_text>New open episode overlaps existing episode (Episode ID ABC0789, Start
      Date = 20070205000000+0000 submitted in file "ABC_20080630_0002_0099.hl7" by
      user jdoe0101 on Jun 30 2008 4:14PM) for the patient (Patient Identifier = ABC1234)
      with the same program/stream (41)</edit_text>
    <identifier>ABC0123</identifier>
    <identifier_type>Episode Identifier</identifier_type>
    <val_event_date>2008-07-18T09:37:58.453</val_event_date>
    <cascading>0</cascading>
  </validation>
  - <validation>
    <val_event_id>454443</val_event_id>
    <sub_id>1000394</sub_id>
    <mcid>ABC_20080701_0001_0002</mcid>
    <edit_code>E052</edit_code>
    <edit_text>A ccse message (ADT A03) has been sent containing a reference to a
```

If unsure of how to proceed once you have received the submission report, please contact the HDSS Helpdesk or your software vendor for support.

HDSS Helpdesk

(03) 9096 8141

hdss.helpdesk@dhs.vic.gov.au