

Section 5d – HealthCollect Portal manual transmission process

Victorian Integrated Non-Admitted Health (VINAH)
minimum dataset manual

11th edition, July 2015

Version 1.0

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Available at www.health.vic.gov.au/hdss/vinah/index.htm

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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 the Department.

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

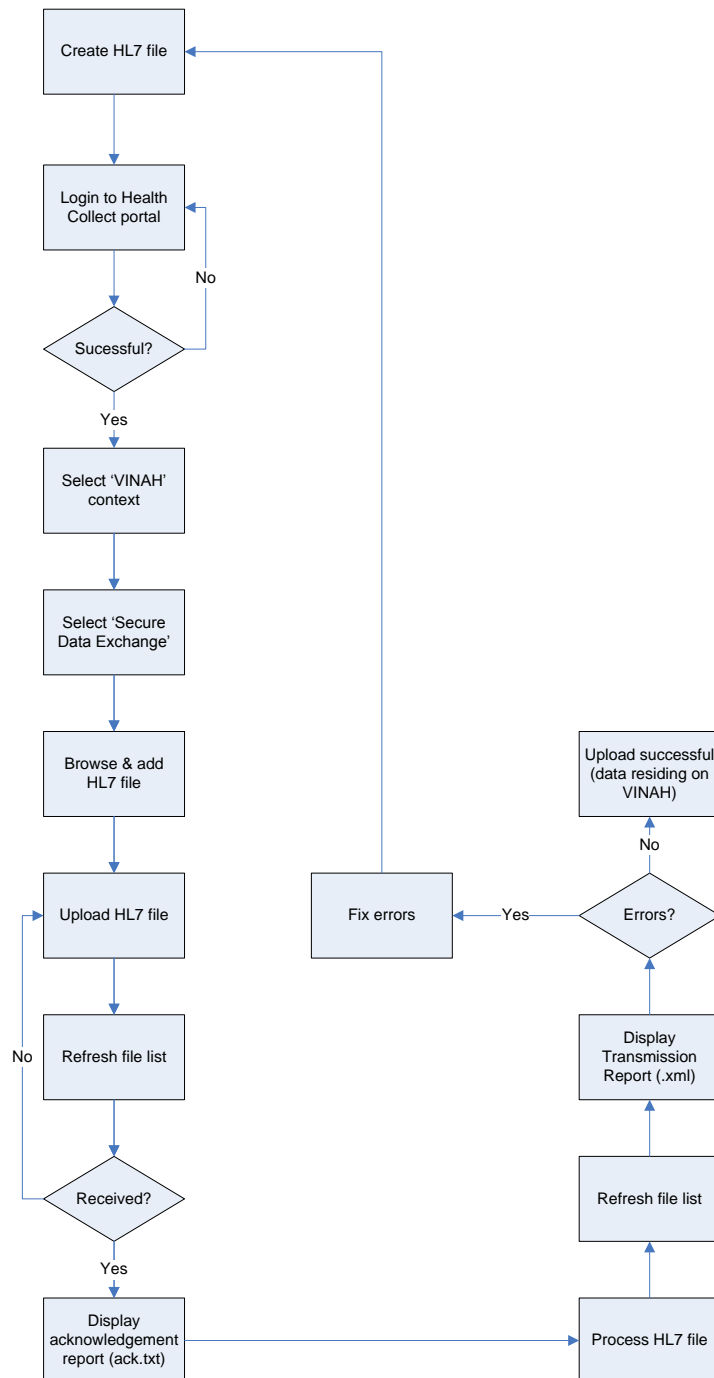


Diagram 1: File Submission Process

General information about the HealthCollect Portal

How to obtain a HealthCollect log in and password

To obtain a HealthCollect log in and password:

1. Visit the HDSS website at: <http://www.health.vic.gov.au/hdss/healthcollect.htm>
2. Under the title 'HealthCollect Portal access', click on the 'HealthCollect Portal user request form' link.
3. You will be taken to the 'HealthCollect Portal User Request' page which explains information prior to completing the online form. To proceed with requesting a username and log-in for the HealthCollect Portal, click on 'Next'. To exit, select 'Cancel'.

Logging into the HealthCollect Portal

Please note: DHHS only supports MS Internet Explorer

1. Open Internet Explorer.
2. Type in address: <https://www.healthcollect.vic.gov.au> and press 'Enter'.

Username and password

Enter your 'UserName' and 'Password' details in the boxes provided and then click on the 'Logon' button. Remember, passwords are case-sensitive.

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

State Government of Victoria, Australia, Department of Health
Victorian Government Health Information

Health Home Main A to Z Index Site Map About Health Links Search all of Health Search

HEALTHCOLLECT PORTAL User not logged in

Publications
Hospital Location Data
Metro Hospitals
Rural Hospitals

Health Collect Portal Login
Context: ☒ Default ☐ Get my last used context
UserName:
Password:

1. Enter UserName and Password

2. Click here once completed

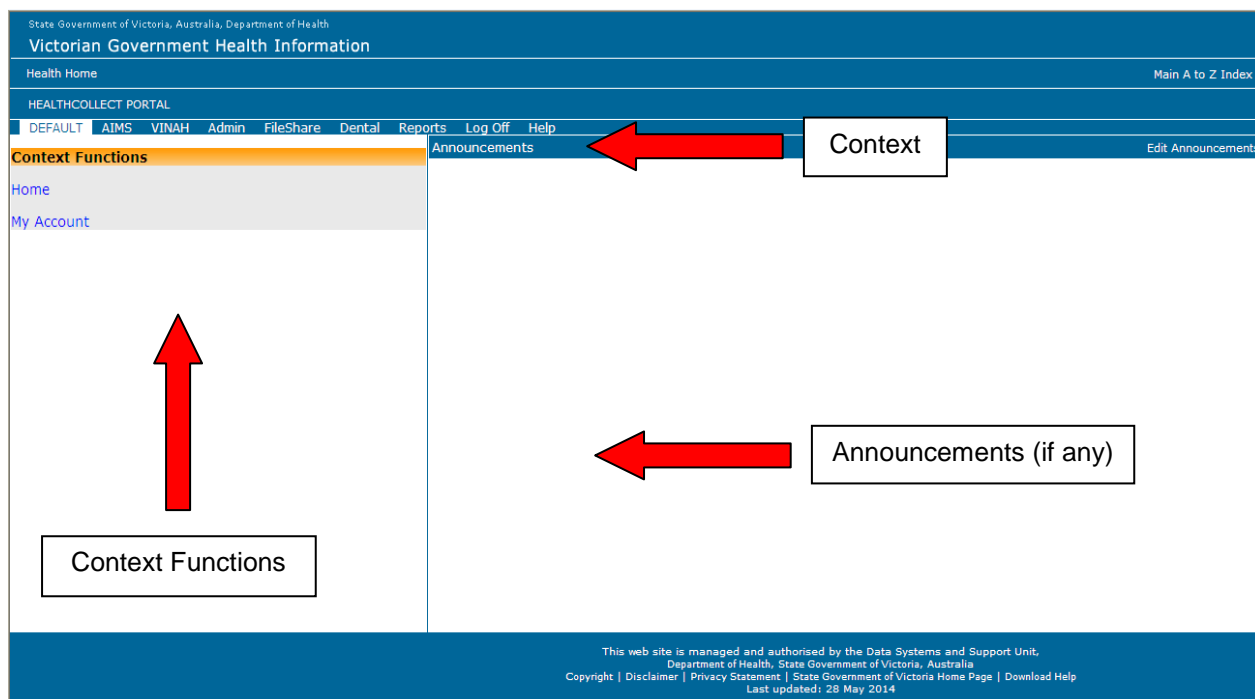
Password Reset
Username:
First Name:
Last Name:

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Department of Health, State Government of Victoria, Australia
Copyright | Disclaimer | Privacy Statement | State Government of Victoria Home Page | Download Help
Last updated: 20 Nov 2014

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.



Changing your password

The first time that you log in it is recommended that you change your password. **Please note: Passwords are alphanumeric and case sensitive.**

1. Select the 'Default' tab link and then select the 'My Account' option from the 'Context Functions' area. The 'Change Password' text box will appear on the right hand side of the screen.
2. Type the current password in the 'Enter current password' box.
3. Type the new password in the 'Enter new password' box.
4. Re-type the new password in the 'Confirm new password' box.
5. Click 'Change Password'.
6. Click 'Log Off' to log out of the HealthCollect Portal.

The screenshot displays the 'HEALTHCOLLECT PORTAL' interface. At the top, there is a navigation bar with links like 'Main A to Z Index', 'Site Map', 'About Health', and 'Links'. Below this, a 'Context Functions' sidebar on the left contains links for 'Home' and 'My Account'. A red arrow points to 'My Account' with a label '2. My Account'. The main content area is divided into two sections: 'Edit My Details' and 'Change Password'. The 'Change Password' section is highlighted with a red arrow and a label '3. Change password'. It contains three input fields: 'Enter current password:', 'Enter new password:', and 'Confirm new password:'. A 'Change Password' button is located at the bottom of this section. A red arrow also points to the 'Default' tab in the top navigation bar with a label '1. Default'. The footer of the page states: 'This web site is managed and authorised by the Data Systems and Support Unit, Department of Health, State Government of Victoria, Australia'.

Changing 'Edit My Details' instructions

'Edit My Details' allows the user to change their first name, last name, telephone and email contact, and is accessible from the 'Default' context and found under 'Functions'.

1. Log onto the HealthCollect Portal (refer to the 'Logging into the HealthCollect Portal' section).
2. Check that you are in the 'Default' context.
3. Click on 'My Account'.
4. Click on 'First Name', 'Last Name', 'Telephone' or 'Email' field.
5. Type in the new details.
6. Click 'Save'.
7. Click 'Log Off'.

The screenshot displays the Victorian Government Health Information portal interface. At the top, the header includes the state government name and a search bar. Below this, a navigation bar shows the user is logged in as 'DEFAULT'. The main content area is divided into two columns. The left column contains a 'Context Functions' menu with links for 'Home' and 'My Account'. A red arrow points to 'My Account' with the label '2. My Account'. The right column contains the 'Edit My Details' form, which includes fields for 'User Name', 'First Name', 'Last Name', 'Telephone', and 'Email', followed by a 'Save' button. A red arrow points to the 'Save' button with the label '1. Edit My Details'. To the right of the 'Edit My Details' form is a 'Change Password' section with fields for 'Enter current password', 'Enter new password', and 'Confirm new password', along with a 'Change Password' button. The footer of the page contains a disclaimer: 'This web site is managed and authorised by the Data Systems and Support Unit, Department of Health, State Government of Victoria, Australia'.

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'.

The screenshot displays the HealthCollect Portal interface. At the top, there is a blue header with the text "State Government of Victoria, Australia, Department of Health" and "Victorian Government Health Information". Below this, a navigation bar includes "Health Home", "Main A to Z Index", "Site Map", "About Health", "Links", and a search bar. The main content area is divided into three sections. On the left, under "Publications", there are links for "Hospital Location Data", "Metro Hospitals", and "Rural Hospitals". In the center, there is a "Health Collect Portal Login" box with fields for "Contexts" (Default and Get my last used context), "UserName", "Password", and a "Logon" button. On the right, the "Password Reset" tab is highlighted with a red arrow. This tab contains fields for "Username", "First Name", and "Last Name", along with a "Reset" button. Below the "Password Reset" tab, there is a label "Password Reset Tab". At the bottom of the page, there is a footer with the text "This web site is managed and authorised by the Data Systems and Support Unit, Department of Health, State Government of Victoria, Australia" and links for "Copyright", "Disclaimer", "Privacy Statement", "State Government of Victoria Home Page", and "Download Help".

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.

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. A red arrow points from the 'VINAH Context' label to the 'VINAH' tab in the top navigation bar. Another red arrow points from the 'VINAH Announcements' label to the 'Announcements' section on the right. The left sidebar shows 'context Functions' with links for 'Home' and 'Secure Data Exchange'. The main content area displays an 'Announcements' section with a 'VINAH Announcement' and a 'VINAH Server Processing Status' table.

VINAH Context

VINAH Announcements

State Government of Victoria, Australia Department of Human Services
Victorian Government Health Information
Health Home
HEALTHCOLLECT PORTAL
Main A to Z Index | S

DEFAULT VINAH Reports Log Off Help

context Functions

Home
Secure Data Exchange

Announcements

VINAH Announcement

*** INFORMATION NOTICE TO VINAH SUBMITTERS - 2009-03-25 - ***
Due to a large volume of submissions currently being undertaken by various sites across the state to 'catch up' their VINAH data, you may experience lengthy delays in processing your VINAH submission(s). Please review the estimated wait times in the text below for an indicative processing completion time.
*** END OF NOTICE ***

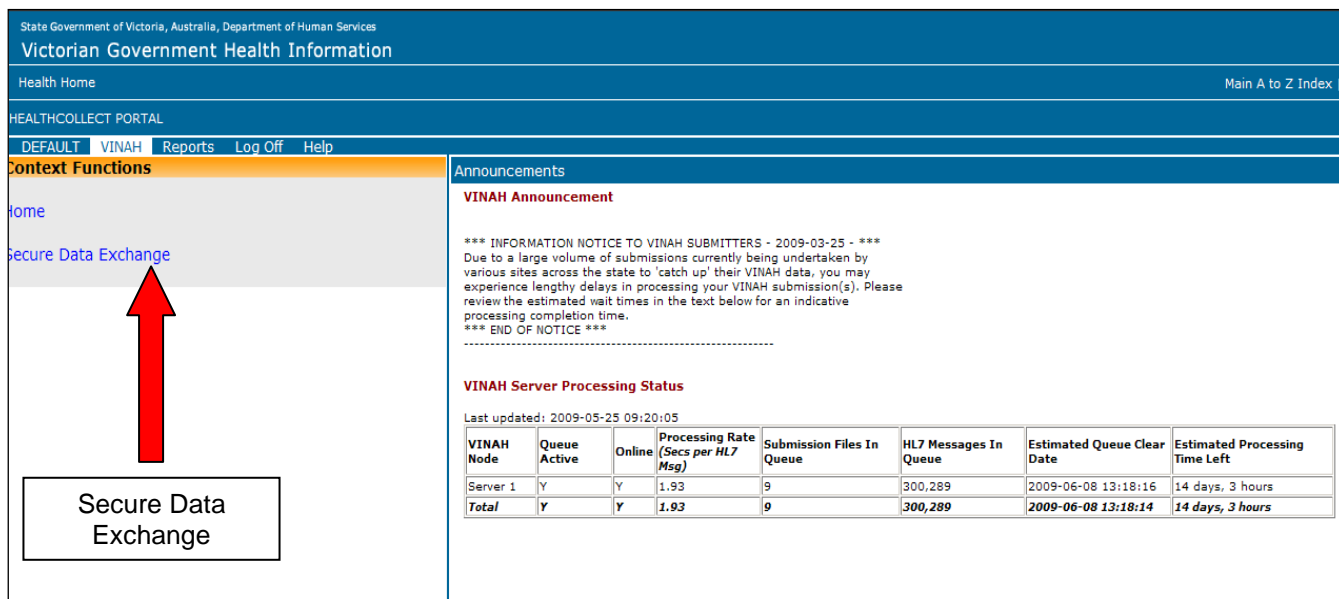
VINAH Server Processing Status

Last updated: 2009-05-25 09:20:05

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.



State Government of Victoria, Australia, Department of Human Services
Victorian Government Health Information

Health Home Main A to Z Index |

HEALTHCOLLECT PORTAL

DEFAULT VINAH Reports Log Off Help

Context Functions

Home

Secure Data Exchange

Announcements

VINAH Announcement

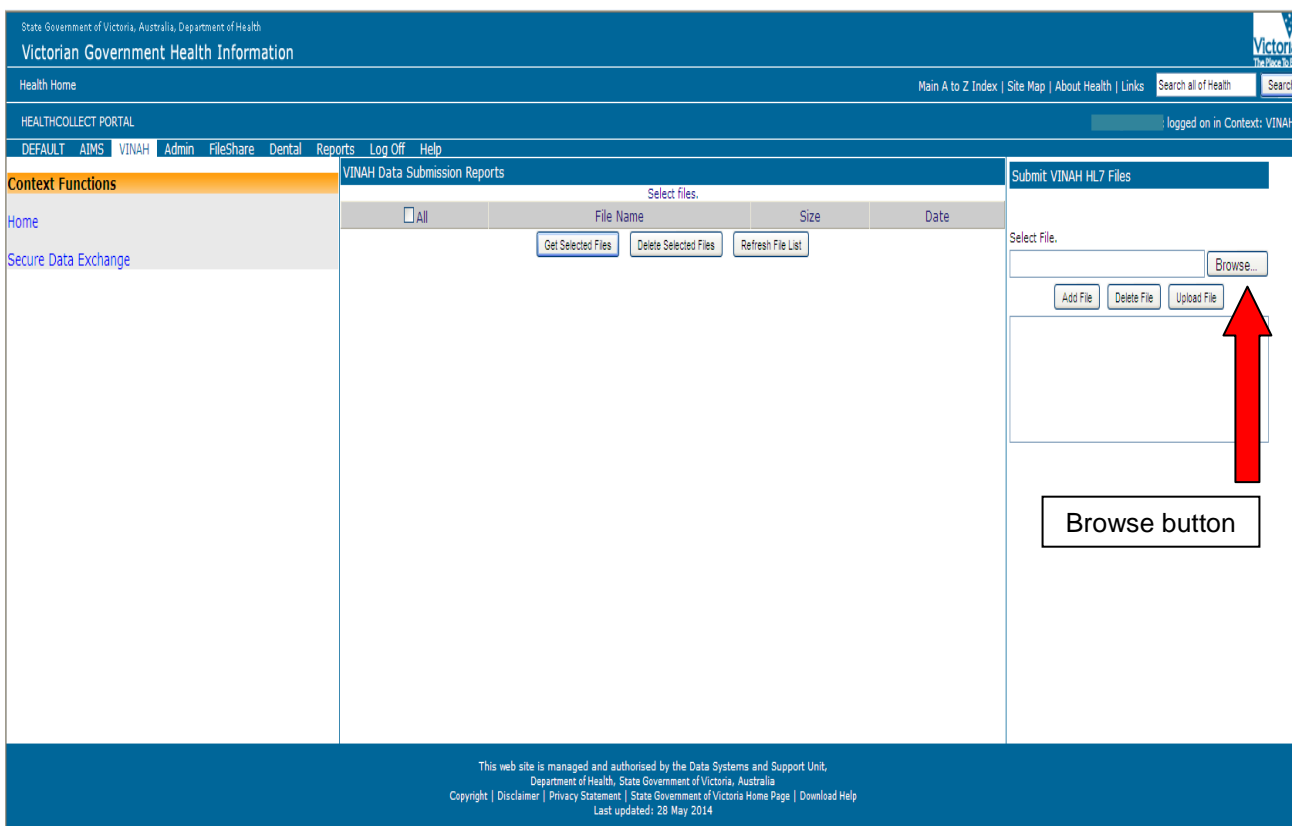
*** INFORMATION NOTICE TO VINAH SUBMITTERS - 2009-03-25 - ***
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Total	Y	Y	1.93	9	300,289	2009-06-08 13:18:14	14 days, 3 hours

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



State Government of Victoria, Australia, Department of Health
Victorian Government Health Information

Health Home Main A to Z Index | Site Map | About Health | Links | Search all of Health | Search

HEALTHCOLLECT PORTAL

DEFAULT AIMS VINAH Admin FileShare Dental Reports Log Off Help

Context Functions

Home

Secure Data Exchange

VINAH Data Submission Reports

Select files.

☐ All

File Name Size Date

Get Selected Files Delete Selected Files Refresh File List

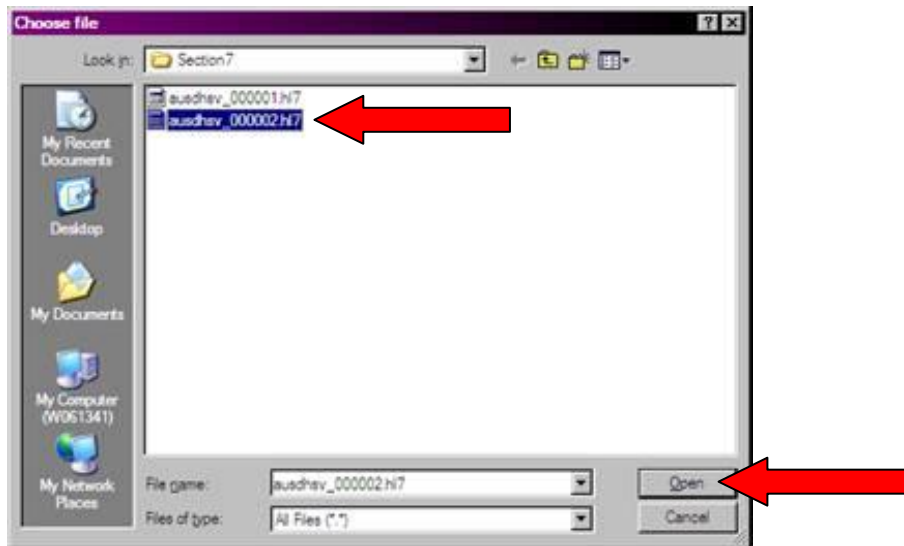
Submit VINAH HL7 Files

Select File.

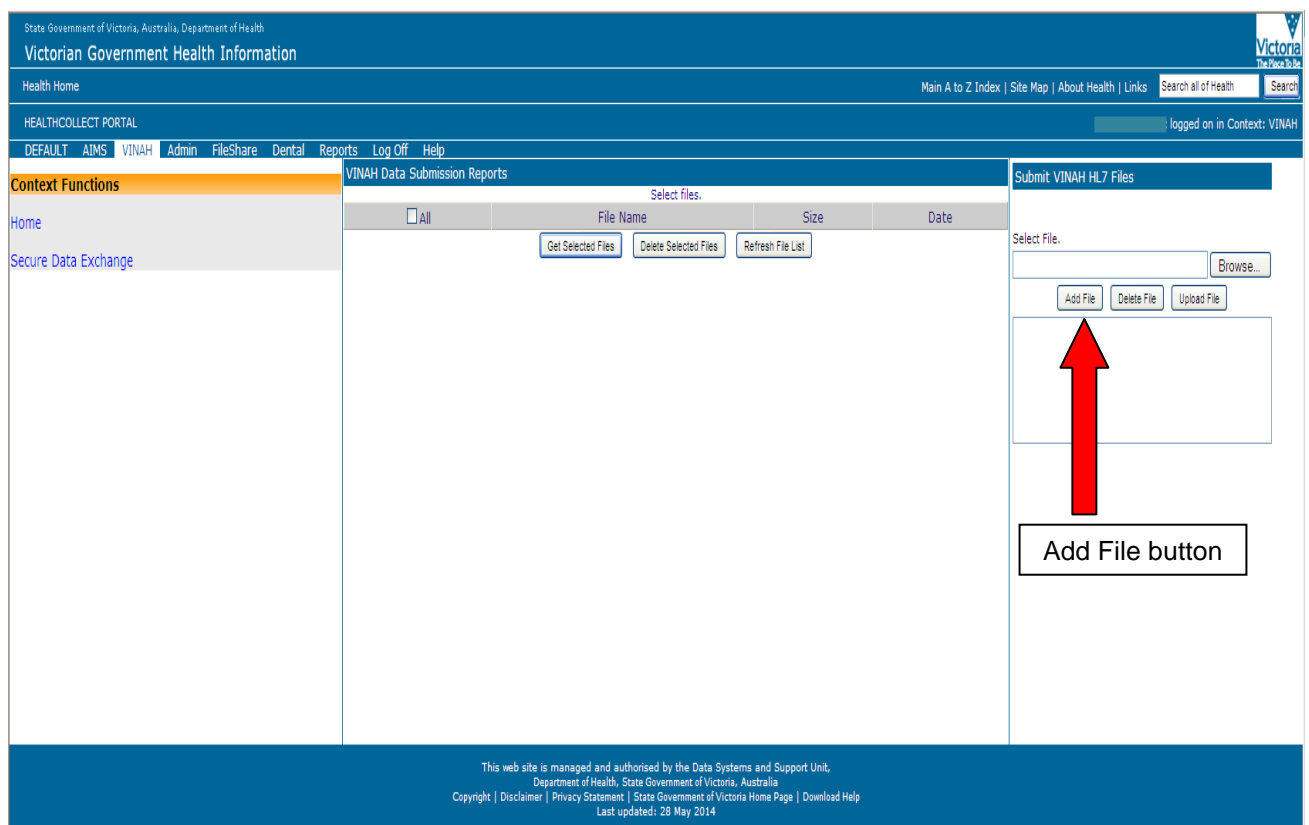
Browse button

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3. Click on the file and select 'Open.'



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.

The screenshot shows the 'VINAH Data Submission Reports' interface. On the right, the 'Submit VINAH HL7 Files' section is visible. It includes a 'Select File.' input field, a 'Browse...' button, and three buttons: 'Add File', 'Delete File', and 'Upload File'. A file named 'test_file.hl7.xls' is listed below the input field. A red arrow points to the 'Upload File' button, which is labeled 'Upload File button' in a box. The interface also features a 'VINAH Data Submission Reports' table with columns for 'File Name', 'Size', and 'Date', and buttons for 'Get Selected Files', 'Delete Selected Files', and 'Refresh File List'.

Note: if you have added a file in error, you can remove it prior to uploading by selecting the file so that it is highlighted, then click the 'Delete File' button. The file will no longer appear in the list box.

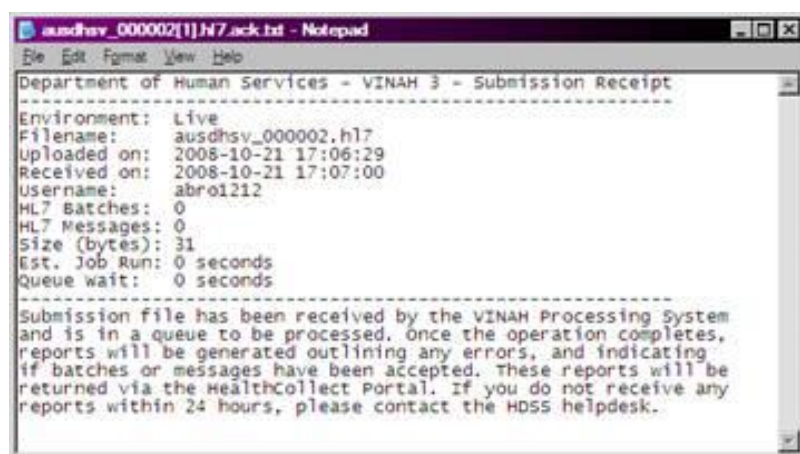
6. A successful transmission will see green text appear below the list box, stating 'File [File name] posted successfully'. Your file has now been sent to DHHS for processing by the VINAH validation engine.

The screenshot shows the 'VINAH Data Submission Reports' interface. On the right, the 'Submit VINAH HL7 Files' section is visible. It includes a 'Select File.' input field, a 'Browse...' button, and three buttons: 'Add File', 'Delete File', and 'Upload File'. Below the input field, the text 'File test.txt posted successfully' is displayed in green, which is highlighted with a red oval. The interface also features a 'VINAH Data Submission Reports' table with columns for 'File Name', 'Size', and 'Date', and buttons for 'Get Selected Files', 'Delete Selected Files', and 'Refresh File List'.

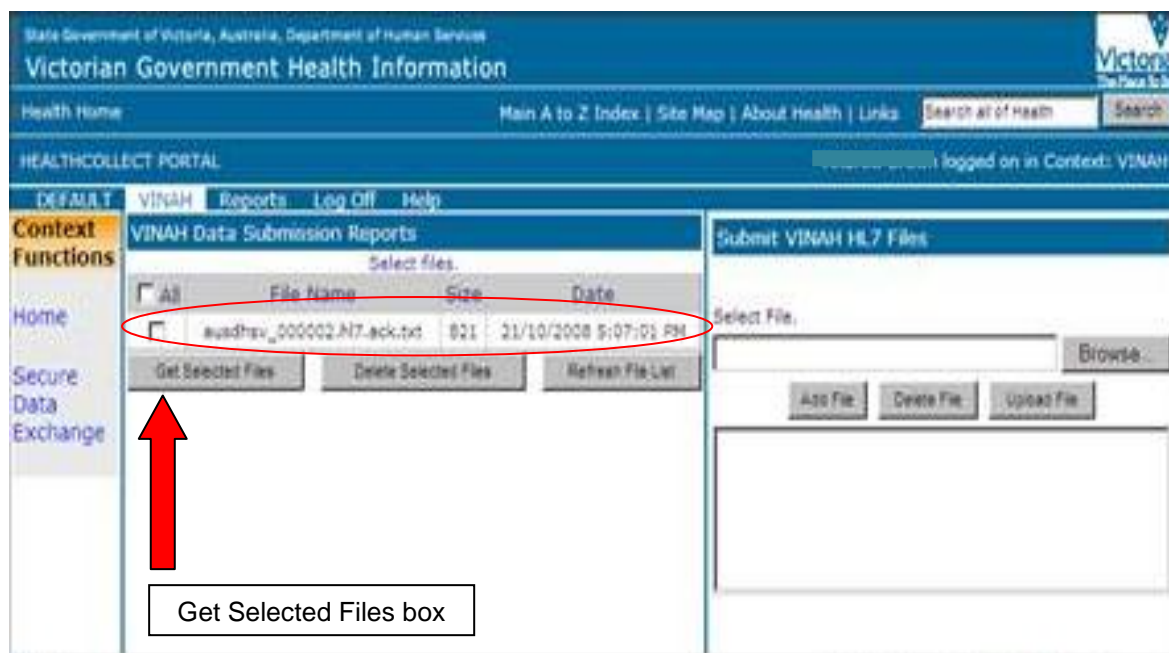
7. To confirm that the VINAH validation engine has received the file, a small acknowledgement file (also known as the '.ack file') is sent back to you and will be visible in the 'VINAH Data Submission Reports' section.
8. Click 'Refresh File List' to check for new files sent back to you from the VINAH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



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

t: (03) 9096 8595

e: hdss.helpdesk@dhhs.vic.gov.au