



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 the Secure Data eXchange (SDX) 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.

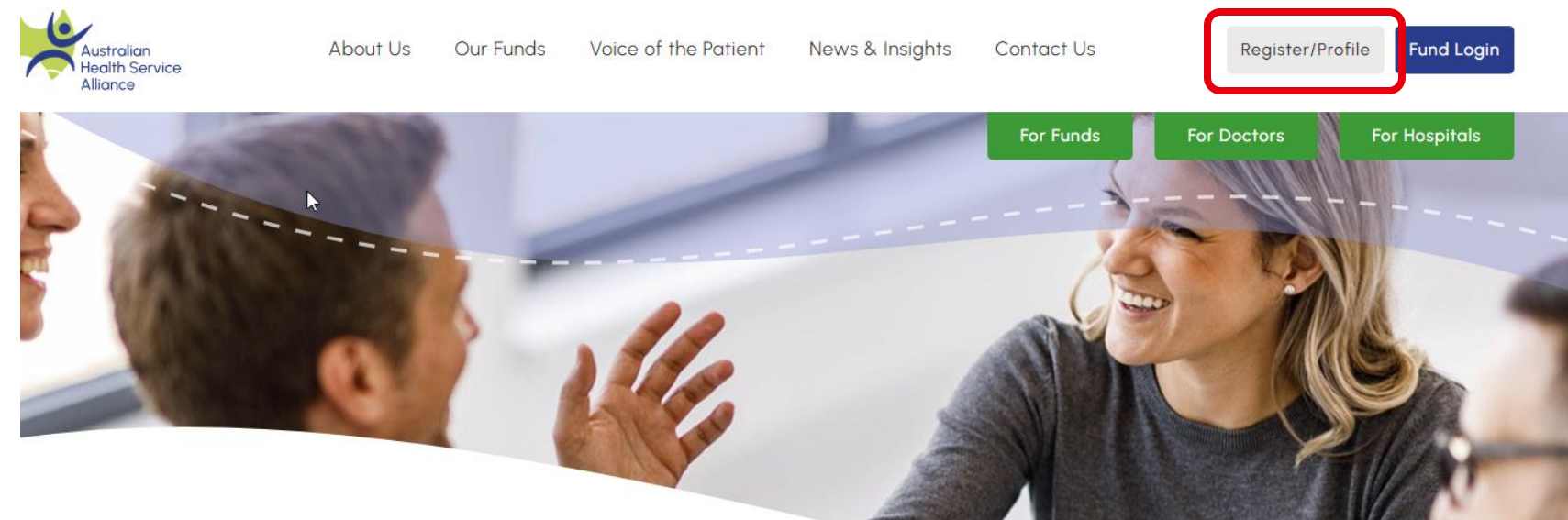
Each staff member responsible for either sending data or receiving/correcting error reports is required to register. There is not one login per hospital.

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](mailto:hcp@ahsa.com.au)
- Ph: 1800 664 277 – Select Option 3

# Step 1

Go to <https://ahsa.au> and click on the **Register/ Profile** button on the home page.



# Step 2

- Create a new account by selecting your organization category from the list.
- Choose the **Group of hospitals or day facilities** option only if you require access across multiple facilities at your organisation.



## Registration

AHSA allows secure access to nominated sections of this website for staff who work for:

- Private health funds that are members of the Australian Health Service Alliance
- Contracted health providers that need to securely submit data to the Australian Health Service Alliance

To register for secure access to the AHSA website, please select the type of organisation you work for:

- Private health fund
- Group of hospitals or day facilities
- Independent private hospital or day facility

Register

If you are already registered, please return to the [AHSA home page](#) to Login.

## 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 that you remember your **username** – you will need your username whenever 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 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. **Please do not select groups that are not relevant to your role.**

Registration form fields:

- Username:
- Password:
- Repeat Password:
- Salutation:
- First Name:
- Surname:
- Email Address:
- Phone Number:
- Position:
- Comments:
- SDX Group:
  - Hospital AN-SNAP Data ⓘ
  - Hospital AN-SNAP Errors ⓘ
  - Hospital BPA Contact ⓘ
  - Hospital HCP Data ⓘ
  - Hospital HCP Errors ⓘ

Buttons:

# Step 5

After completing your registration, your application will need to be approved by AHSA 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 approved AHSA systems, including the 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](http://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.

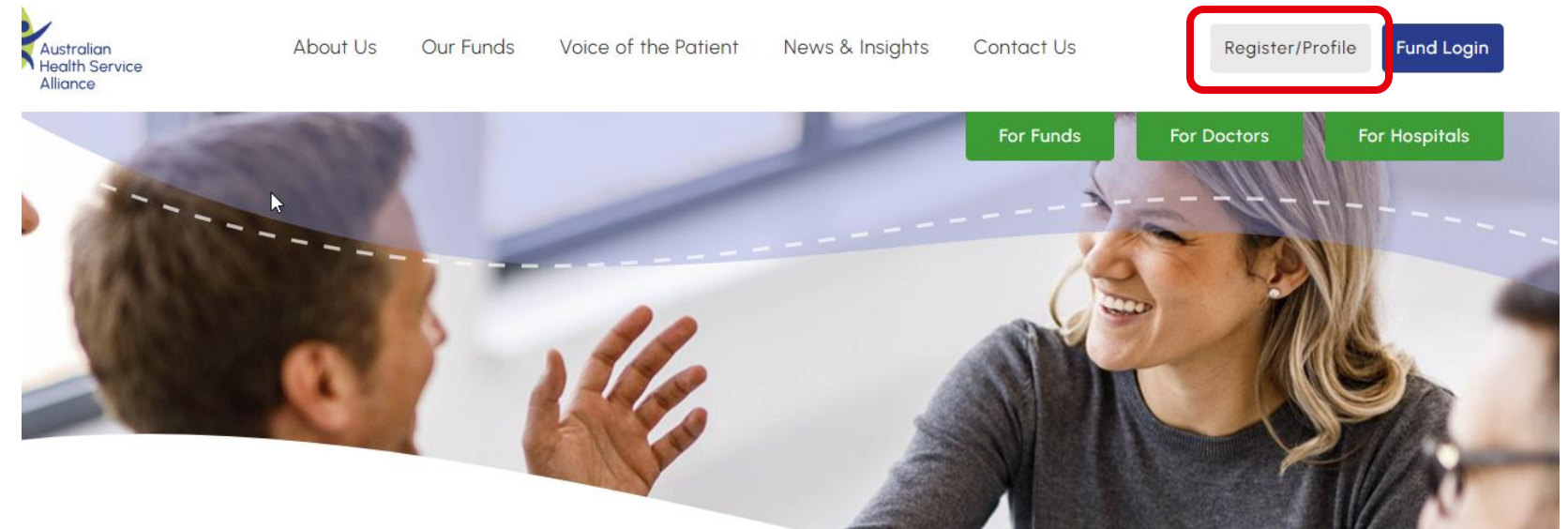
Please contact Data Team at [hcp@ahsa.com.au](mailto:hcp@ahsa.com.au) or call 1800 664 277 – select option 3 with any problems or queries.

Kind Regards

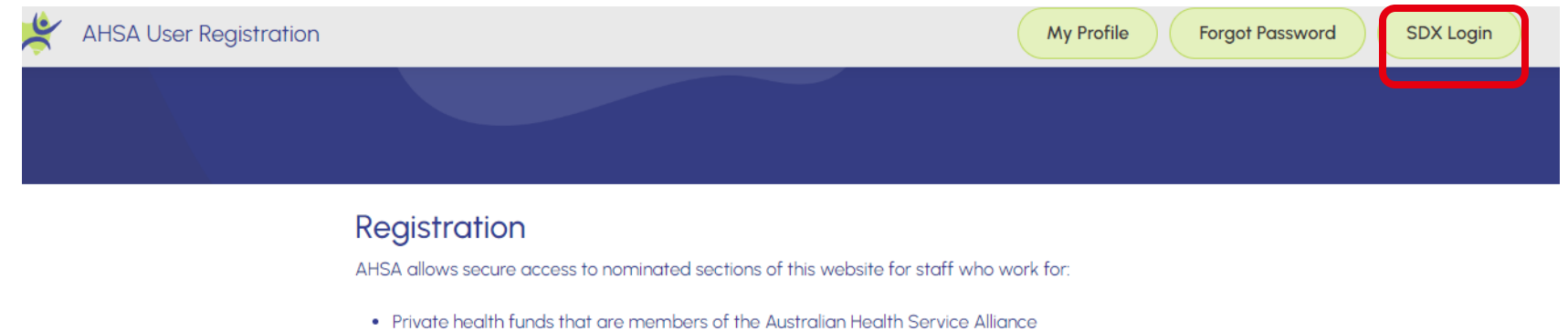
# Logging back into SDX

To log into your profile and access your AHSA approved information and systems:

1. Go to <https://ahsa.au> and click on **Register/ Profile** in the top right



2. Click **SDX Login** in the top right, then follow the prompts – after logging in, your page will refresh



3. Type in your *username* (not your email) and password to login. You should then be taken to the SDX homepage – note your **Summary** for any outstanding uploads or downloads.

