

Accessing and Posting Documents

There may be situations where either you or your analyst would like to share information with one another that needs to be kept secure. Other divisions at HCAI may also occasionally posts reports for facilities that are confidential. SIERA has a feature that allows the secure sharing of such documents. You can find this tool in the lower right corner of the Report Dashboard.

Patient Level Data	Lagout	
Report Dashboard		
Report Type: Ambulatory Surgery Report Period: 01/01/21-03/01/21 Due Date: 05 Report Status	OSHPD ID: 166, [Report Id: 134735]	
PENDING - VALIDATION FAILED: This report is available for uploadientry, validation, an eligible for submission.	and submission. The most recent validation did not meet the threshold for passing. You will need to correct the report before it can be	
You have two options to submit your patient data report:		
Option 1: Upload and Validate a Patient Data File Chooser File No file chosen Upload & Validate	Option 2: Enter or Correct Putient Data Records Al patient data seconds can be viewed, and individual records can be viewed of building on the Record Listing page.	Attachments & Posted Reports
Report Validation Summary Total records 20	Lee variances: CHSIGDD1 RH FLAMs (rivers from Data Distributions Report (DDR)	
Standard Edits Summary	Selected Edit Flag Report	
Records with Fatal Flags Records with Critical Flags Total Records with Errors 0 0.0% 0 0.0% 0	Records with Wanning Flags Selected Data Elamont Report 0 0.0%	
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Upload a Document

1. When you have a document you want to share, click on the green plus sign.



2. A window will open. Click on "Choose File" to browse for the file on your computer.



3. Once the file is chosen, you will see the file name appear to the right of the button (a). In order to upload the file to SIERA, you must first give the file a name (b) and then click "Upload" (c).

Accessing Posted Documents



4. Once documents have been uploaded to SIERA, you can display a list by clicking the drop-down arrow (a). In order to view a document, highlight it and then choose the download button (b).



5. You also can remove reports by clicking the delete button. Once documents are deleted, they can no longer be accessed.

If you have any additional questions about accessing or posting reports, please contact your assigned HCAI analyst.