

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 Lavel Data						Logout		
Report Dashboa	ard							
OSHPD ID: 106. [Report ki: 136739]								
Report Type: Ambulatory Sur	gery Report Period: 01/	01/21-03/31/21 Due Date	05/15/21 Status: Pendin;	- Validation Failed				
Report Status								
PENDING - VALIDATION F/ eligible for submission	AILED: This report is availab	ble for upload/entry, validation	n, and submission. The most	recent validation did not m	eet the threshold for passing.	You will need to correct the report before it can be		
You have two options t	to submit your patient	t data report:						
Option 1: Upload and Validate a Patient Data File 👔			Option 2: Enter or Correct Patient Data Records 👔				1	Attachments & Dected Benerts
Choose File No file	chasen	Upload & Validate			n be viewed, and individual or adding and updating on the	Enter/Correct Validate		Attachments & Posted Reports
Report Validation Summary		Total records 20	Law Valuation: CR050021 Skill All by How Tool		Other Report Information			
Transmittal Validation						 Data Distribution Report (DDR) 		
Standard Edits Summar	v					Selected Edit Flag Report		
		Total Records with Errors	Records with Warning Flags			Selected Data Element Report	1	
0 0.0%	0 0.0%	0	0 0.0%			/		
Comparative Edits Summary			S Trend Edits Summary					
Critical Errors	Warning Brone	Total Emore	Critical Errars	Warning Errors	Total Errors	Attachments & Posted Reports		
0	0	0	1	12	13			
When ready, click Sub	mit Report to formall	y submit and certify yo	ur report: Submit Rep	ort				

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).

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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.