



## Provider Self Maintenance - quick reference guide

The HSNet online database allows logged in users to submit a request to update their services

To use the HSNet online provider self-maintenance you must ensure:

- You are a registered user of HSNet

There are two scenarios for creating a requesting changes:

- Report an error** – Available to all users if you see an error with a service other than your own (See QRG – Report an error.)
- Update this service** – Logged in users only. Send through information to update a service or outlet (This QRG.)

To update service details, log on to [www.hsnet.nsw.gov.au](http://www.hsnet.nsw.gov.au) and perform a search for the service you wish to update.

### Follow these steps to Update a Service

- Once you have located the Service you wish to update select **More Information**

The screenshot shows the HSNet website interface. At the top left is the HSNet logo and the name 'HUMAN SERVICES NETWORK'. On the top right, the user's name 'Glenden Woodwort' is displayed. Below the logo is a navigation menu with 'Home', 'Search', 'Groups', 'Referral', and 'Capacity Management'. The 'Search' tab is active. A search bar contains the text 'Occupational therapy tuggerah' and a 'Find services' button. Below the search bar, it says 'Services or keywords and suburb or postcode in NSW'. The results section shows 'Displaying 100 results'. The first result is 'Allied Health Services: Occupational Therapy' located 1.2 km away in Tuggerah. Below this result, there are several options: 'Adssi HomeLiving Australia', 'Ancillary medical services are available in occupational therapy.', a phone number '1300 578 478', 'Call for availability', and 'Now open'. There are also buttons for 'Add to favourites', 'Create referral', and 'More information >'. The 'More information >' button is highlighted with a red box. To the right of the text is a map showing the location of Tuggerah and surrounding areas like Wyong, Berke, and Yale.

- Scroll to the bottom of the service details to see the last updated date and select **Update this service**

**Note:** Update this Service is only available to logged in users of HSNet



Occupational therapy tuggerah

Find services

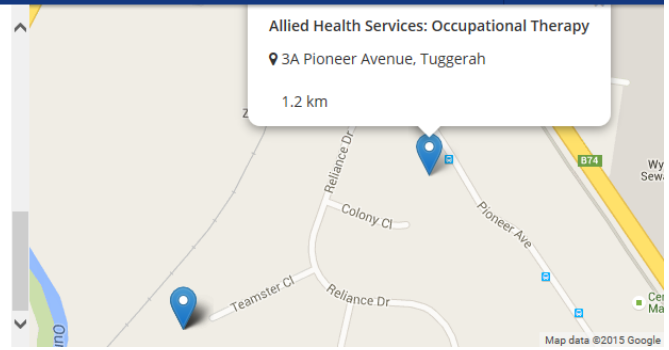
Favourites

Services or keywords and suburb or postcode in NSW

Intake information: Sen, family, medical or agency referral, appointments necessary

- Other Services Provided At This Site
- Case Management & Support
  - ComPacks (HACC)
  - Community Options (HACC)
  - Community Social Support (HACC)
  - Dementia Respite (HACC)
  - Domestic Assistance (HACC)
  - Garden & Lawn Maintenance (HACC)
  - Home Care Packages (HCP), Level 2
  - Linen Service (HACC)
  - Personal Care (HACC)
  - Respite Care (HACC)

Last Updated 4th Feb 2014  
[Report an error](#) or [Update this service](#)



- Update the appropriate details on the form  
Scroll through the form to see and modify all of the available details as required

Request an update to this service

Your name	glenden woodworth
Your email	glendenw+1@infoxchange.net.au
Your phone	0312340987
Service Name	Allied Health Services: Occupational Therapy
Service Description	Ancillary medical services are available in occupational therapy.
Eligibility	

- Once you have made all of the required changes click **Submit** button at the bottom of the form.

**Note:** the changes will not be reflected in the directory until the information has been reviewed and approved by the HSNet administrators. The service may be contacted for confirmation of changes requested.



Accessibility

Assistance necessary for access



Submit