



Report an Error - quick reference guide

The HSNet online database allows all users to report incorrect information with a listed service.

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 (This QRG.)
- **Update this service** – Logged in users only. Send through information to update your own service (See QRG – Provider Self Maintenance)

To update service details, log on to www.hsnet.nsw.gov.au and perform a search for the service you wish to update.

Follow these steps to report an error

1. 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. To the right of the logo is the user name 'Glenden Woodwort'. Below the logo is a navigation menu with 'Home', 'Search', 'Groups', 'Referral', and 'Capacity Management'. The 'Search' menu item is active. Below the navigation is a search bar containing the text 'Occupational therapy tuggerah' and a 'Find services' button. Below the search bar is a message 'Services or keywords and suburb or postcode in NSW'. The search results are displayed in a list. The first result is 'Allied Health Services: Occupational Therapy' located 1.2 km from Tuggerah. Below this result is a card for 'Adssi HomeLiving Australia' with the text 'Ancillary medical services are available in occupational therapy.' and a phone number '1300 578 478'. There are buttons for 'Call for availability', 'Now open', 'Add to favourites', 'Create referral', and 'More information >'. The 'More information >' button is highlighted with a red box. To the right of the search results is a map showing the location of Tuggerah and surrounding areas like Wyong, Berke, and Yale.

2. Scroll to the bottom of the service details to see the last updated date and select **Report an Error**

Note: Report an Error is available to all users of HSNet



Home Search Groups Referral

occupational therapy tuggerah

Services or keywords and suburb or postcode in NSW

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](#)

3. Complete the form and click **Submit** to send notification of the error

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.

Request an update to this service

Your name

Your email

Your phone number

Description