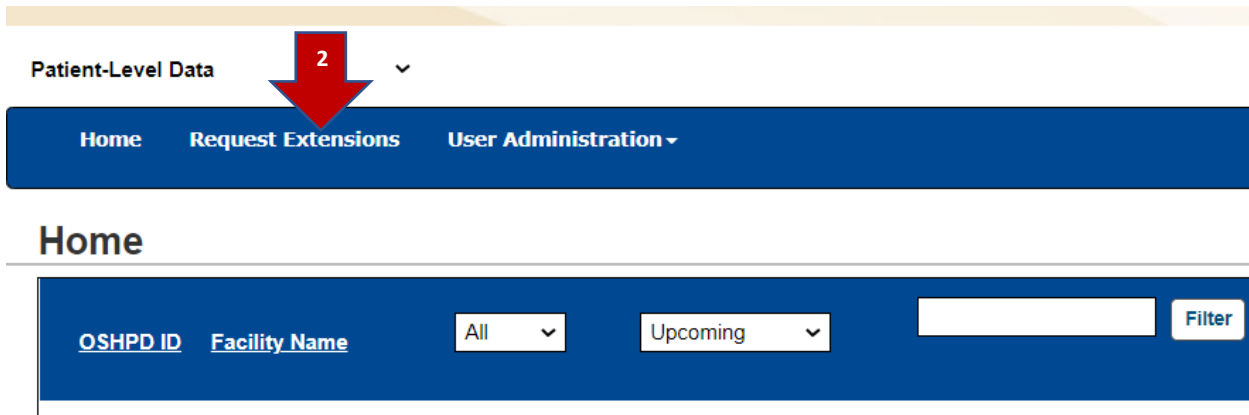


Request an Extension

1. Log in to SIERA.
2. Choose *Request Extensions* at the top banner of the Home page.

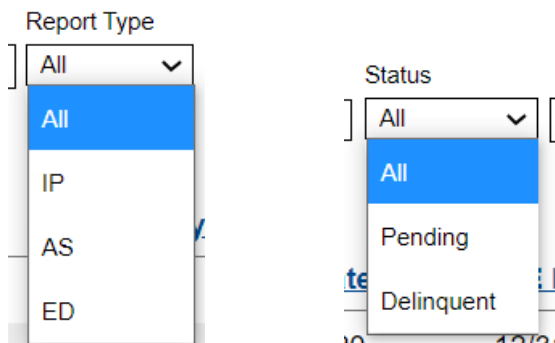



3. The Request Extensions page will list all report types in all report periods that are accepting submissions for the facilities with which you are associated. You can search for a single facility by using the text fields. You may also use any of the column headers to sort the list.


The screenshot shows the 'Request Extensions' page. A red arrow with the number '3' points to the 'Request Extensions' header. Below the header is a form with fields for OSHPD ID, Facility, Report Type, Status, and Due Date, along with 'Apply Filter', 'Clear', and 'Submit' buttons. Below the form is a table with the following data:

<input type="checkbox"/>	OSHPD ID	Facility	Report Type	RPS Date	RPE Date	Status	Due Date	Days Available
<input type="checkbox"/>	306244032	Advanced Endoscopy Center	AS	01/01/20	03/31/20	Pending	03/02/21	14
<input type="checkbox"/>	106580996	Adventist Health and Rideout	IP	07/01/20	12/31/20	Pending	03/31/21	14
<input type="checkbox"/>	106580996	Adventist Health and Rideout	IP	01/01/20	06/30/20	Pending	02/23/21	0
<input type="checkbox"/>	106150788	Adventist Health Bakersfield	IP	07/01/20	12/31/20	Pending	03/31/21	14
<input type="checkbox"/>	106171049	Adventist Health Clearlake	IP	07/01/20	12/31/20	Pending	03/31/21	14
<input type="checkbox"/>	106150706	Adventist Health Delano	IP	07/01/20	12/31/20	Pending	03/31/21	14

You also have the option to filter the list by Report Type or Status drop downs.



4. When you are ready to submit your extension request, check the box for the corresponding facility(s) and data type(s), then click *Submit*. 

<input type="checkbox"/>	<u>OSHPD ID</u>	<u>Facility</u>	<u>Report Type</u>	
	<input checked="" type="checkbox"/>	106100797	Adventist Health Reedley	AS
	<input checked="" type="checkbox"/>	106100797	Adventist Health Reedley	ED
	<input type="checkbox"/>	106100797	Adventist Health Reedley	IP


5. A message noting that your extension was granted will appear (a); if the data was Delinquent, the status will be marked as “Pending” (b); and the number of available days available will change from 14 to 0 (c).

Request Extensions




To request an extension, select the check box for each report that needs an extension and click the Submit button. 

OSHPD ID: Facility: Report Type:

Status: Due Date:

a 

<input type="checkbox"/>	<u>OSHPD ID</u>	<u>Facility</u>	<u>Report Type</u>	<u>RPS Date</u>	<u>RPE Date</u>	<u>Status</u>	<u>Due Date</u>	<u>Days Available</u>
<input type="checkbox"/>	106100797	Adventist Health Reedley	IP	07/01/20	10/01/20	Pending	03/31/21	14
<input type="checkbox"/>	106100797	Adventist Health Reedley	AS	10/01/20	10/01/20	Pending	03/02/21	0

b  **a**  **c** 

6. You can also confirm the extension was granted by the new due date noted on the Report Dashboard.

Report Dashboard

Adventist Health Reedley

Report Type: Ambulatory Surgery **Report Period:** 10/01/20–12/31/20 **Due Date:** 03/02/21 **Status:** Pending

Your extension request is now complete!

Helpful Hints:

- Only reports that are active (either Pending or Delinquent) will appear on your list.
- Extensions may be requested no earlier than 7 days before the due date. Until that time, the check box will be grayed out and inoperable.
- You can also view the status and due date of your reports on your Home page listing.