My Health Record Set Up Checklist

To set up your practice to use My Health Record, follow these steps:

1	**Visit forms.digitalhealth.gov.au/ and apply for the following:** **a. Register for HPI-O** (Healthcare Provider Identifier – Organisation) *Responsible Officers can call the HI service on 1300 361 457 to retrieve an existing HPI-O* **b. Register your organisation for My Health Record** *This can be done via HPOS if your practice already has a HPI-O* **c. Request NASH Certificate** *This is required to be installed on your practice's computers to allow access*	**Completed** ☐
2	**Set Up HPOS and PRODA (optional)** • **If you do not currently interact with Medicare services online (using HPOS), you will need to complete this step** • HPOS is the portal used to manage your practice with Medicare, AIR, PIPs and more. • Apply for a Site PKI certificate via this form https://www.humanservices.gov.au/organisations/health-professionals/forms/hw001 • Register your practice manager https://www.humanservices.gov.au/health-professionals/services/medicare/proda for more information	**Completed** ☐
3	**Install NASH/PKI Certificate and Update Software** • Contact your IT service to install the certificates onto your practice software or contact the software vendor for an installation guide to do this yourself • Check with your software provider if any updates are required – some features of My Health Record may require an update of your clinical software.	**Completed** ☐
4	**Set up User Preferences in Clinical System** • Each provider needs to be set up individually in your clinical software with MHR privileges *(no generic users)* • Ensure HPI-I is entered for each provider and that they are linked to your HPI-O in HPOS *(see over for how to obtain HPI-Is)* • Set up privileges for My Health Record access and registrations for each user account individually, as required.	**Completed** ☐

Information correct as of 05/08/2016

www.wapha.org.au

t 08 6272 4900
f 08 9277 5304
e info@wapha.org.au

2-5, 7 Tanunda Drive
Rivervale WA 6103

P.O Box 591
Belmont WA 6984

phn
PERTH NORTH, PERTH SOUTH, COUNTRY WA
An Australian Government Initiative

Obtaining your Healthcare Identifier

Healthcare Provider Identifiers (HPI-I) are required for all providers accessing the My Health Record system.

For AHPRA registered providers the following options can assist you in obtaining your HPI-I.

Option 1
From AHPRA by:
   - the AHPRA website *www.ahpra.gov.au* using your login account or
   - calling AHPRA on **1300 419 495** Monday to Friday 9:00am - 5:00pm (local time).
Note: If you know your AHPRA User ID simply add 800361 to the front to get your HPI-I.

Option 2
Call the HI Service enquiry line on **1300 361 457** Monday to Friday 8:30am - 5:00pm (local time) and request your HPI-I.

Option 3
If your healthcare organisation is registered with HPOS, your Organisation Maintenance Officer (OMO) can retrieve your HPI-I for you, provided you have previously consented to have your details published in the Healthcare Provider Directory (HPD).

Options for Healthcare Providers not registered with AHPRA to obtain their HPI-I

To be eligible a healthcare professional must be a current member of a professional association that:
- Relates to the healthcare that has been, is, or is to be provided by the member; and
- Has uniform national membership requirements, whether or not in legislation.

If you believe you meet the above criteria and wish to obtain an HPI-I, you can apply using the
appropriate form below:

If the field of practice you wish to register with the HI Service is not covered by AHPRA in your state or territory.
- https://www.humanservices.gov.au/healthprofessionalsforms/hw033 *Application to Register a Healthcare Provider*

If you wish to add or change the details of an existing healthcare provider, including their profession, and add or amend their *Healthcare Provider Directory (HPD)* entry details.
- https://www.humanservices.gov.au/health-professionals/forms/hw034 *Application to amend a Healthcare Provider Record*

www.wapha.org.au

t 08 6272 4900
f 08 9277 5304
e info@wapha.org.au

2-5, 7 Tanunda Drive
Rivervale WA 6103

P.O Box 591
Belmont WA 6984

phn
PERTH NORTH, PERTH SOUTH, COUNTRY WA
An Australian Government Initiative