

My Health Record: Add or remove an Organisation Maintenance Officer (OMO)

This factsheet provides instructions on assigning or removing Organisation Maintenance Officer (OMO) to an organisation in PRODA

The My Health Record and Healthcare Identifier Service require people working in registered organisation to be assigned roles which authorise them to carry out certain actions. The roles recognise the different responsibilities in an organisation from administration through to healthcare provision.

Every organisation requires a **Responsible Officer (RO)** who registers the organisation to the My Health Record system and has authority to act in any dealings with the System Operator. This is most often the business owner.

Additionally, organisations may assign an **Organisation Maintenance Officer (OMO)** who can act on behalf of the organisation in its day to day administrative dealings with the My Health Record system. This role may be assigned to the Practice Manager, and/or other senior staff who are familiar with the practice's clinical and administrative systems. Alternatively, the RO may take on the OMO role as well. Find out more about the roles and responsibilities of the My Health Record system.

To add a new Organisation Maintenance Officer (OMO):

1. The existing RO or OMO must log into PRODA https://proda.humanservices.gov.au.

Australian Government PRODA Department of Haman Services Provider Digital Access	^
Login	0
If you have already created your PRODA account, login below. Username Enter username? Password Enter password Enter password Shox Eorgot your password2	
Login	$X \rightarrow X$

Figure 1

2. Open Health Professional Online Services (HPOS) by selecting Go to service



Figure 2

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3. Select My Programs.

Health Professional			
		Select Provider	
Hello			
	Find a patient	Image: Description of the sector of the s	+
Messages	My programs	Participation Pa	

Figure 3

4. Select the *Healthcare Identifiers* tile.

253	Health Professional Online Services				
	A → My programs				My providers
	My program	S			
		Authorised Recipient	Department of Veterans' Affairs (DVA)	Healthcare Identifiers and My Health Record	Practice Incentives Program (PIP)
		Therapeutic Goods Administration (TGA) Recall/Hazard Alerts	Workforce Incentive Program (WIP) - Practice Stream		
	€ Back				

Figure 4

5. Select your organisation name.

	5	Health Professional Online Services					
Wh	nere are	e you?					_
To a	To access the HI Service, we need to know which healthcare provider organisation you are currently working from.						?
Choo	ose the heal	thcare provider organisation from the	list displayed below.				
Healt	thcare provi	der individuals may enter the HPI-O n	umber of an existing organisation if it is not disp	layed on the list.			Φ
0.1	ect an orga						+
Sele	ect an orga	nisation					
Org	ganisation	name	Address		Suburb		



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6. Select My Organisation Details.

Healthcare identifiers You can access some parts of the Healthcare Identifiers Service through HPOS. The services available are below. Visit HI Service for more information. HI Service evaluable • My organisation details • We network map • My OMO details • Search HI provider directory service for organisation • Search HI provider directory service for individual	
Visit HI Service for more information. HI Service available View network map My OMO details My OMO details Search HI provider directory service for organisation	?
HI Services available Vigorganisation details View network map My OMO details Search HI provider directory service for organisation	_
Ay organisation details View network map My OMO details Search HI provider directory service for organisation	<u>=</u>
View network map My OMO details Search HI provider directory service for organisation	•
My OMO details Search HI provider directory service for organisation	+
Search HI provider directory service for organisation	
 Sourch HI provider directory conjector individual 	
- Search in provider directory service for individual	
Search HI for organisation	
Search HI for provider individual	



7. Select the OMO tab.

HEALTH Professional Online Services	
Organisation snapshot The details for this organisation are displayed below.	?
To make updates, amend the information and select 'Submit'.	且
	•
For details of your network, select Network map .	
Summary Services Names Contacts Addresses ELS OMO HPH-Links HPD CSP-Links Certificates	+
Organisation details	
HPI-O number	
Organisation preferred name	
Organisation status date	
ABN	
ACN	
Other EOI	
Responsible officer given name	
Responsible officer family name	
Add organisation Complete change of ownership	
Cancel	

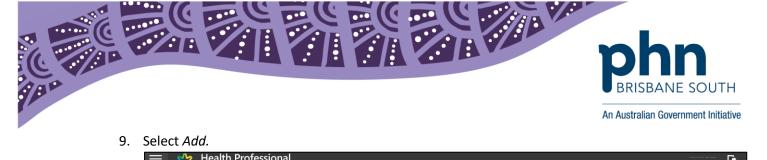
Figure 7

8. Select Manage maintenance officers.

Health Pi	rofessional ^{ces}		
Organisation snaps	hot		-
The details for this organisation ar	e displayed below.		?
To make updates, amend the info	rmation and select 'Submit'.		<u>,</u>
For details of your network, select	Network map .		•
Summary Services	Names Contacts Addresses	ELS OMO HPI-I Links HPD CSP Links Certificates	+
The following organisation main To amend this list, sele <mark>st 'Manag</mark> Given name	tenance officers have been linked to this organis ge maintenance officers'	OMO number	

Figure 8

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	nce officer (OMO) list				
isplayed is a list of the maintenance officers currently linked to this organisation.					
ou can view or update maintenance ou can remove maintenance officers	fficers by selecting the OMO number.				
o add a new OMO to this organisatio					
	, select Add. ancel and you will go back to the Organisation snapshot screen.				
you do not want to continue, select (1			
you do not want to continue, select (
you do not want to continue, select (Nicholas Vasiliou Optometrist	ancel and you will go back to the Organisation snapshot screen.				



10. Input the details of the new OMO.

If the OMO you want to add has an existing identification number such as a HPI-I or Registration Authority (RA) number you can enter this as highlighted in figure 10. Note: to find the RA number, log into PRODA and then select Profile.

Alternatively, if they do not have an existing identification number, you can add their details manually. Tick the *Add new OMO* box as indicated in figure 11 which will bring up all of the demographic fields.

Once complete, select Add.

Health Profession	nal			LOG OUT		
Add organisation maintenant	ce officer (OMO) er (OMO) enter their reference number and select A	Add.		2		
Reference numbers can be one of the following:						
OMO number	OMO number					
 Responsible officer number Healthcare provider individual identifier (HI 	PLI)			+		
Registration Authority (RA) number	,					
To create a new OMO, complete the name, conta	act and address details and select Add.					
If you do not want to continue, select Cancel and	you will go back to the OMO list screen.					
Please enter the details of the new OMO						
All required fields are marked with an aster	- k *					
"Identification number "Identification number type	Identification number search Responsible Officer, OMO or HPI-I	O Add new OMO				
Add Cancel						

Figure 10



Health Professional Online Services 53

Add organisation maintenance officer (OMO)

To add a known Organisation Maintenance Officer (OMO) enter their reference number and select Add. Reference numbers can be one of the following:

- OMO number
 Responsible officer number

MENU

- Healthcare provider individual identifier (HPI-I)
 Registration Authority (RA) number

To create a new OMO, complete the name, contact and address details and select Add.

If you do not want to continue, select Cancel and you will go back to the OMO list screen.

O Identification number search	● Add new OMO	
✓		
+		
	~] ⊥
		Identification number search Add new OMO Add new OMO

*Name usages	Registered name (Legal name)	Reporting name
	Newborn name	Professional or Business name
	Maiden Name (name at birth)	Other name (Alias)
*Name usage start date		
*Start date accuracy indicator		~
*Date of birth		
*Date of birth accuracy indicator		~
*Sex	×	
*At least one of the following contact details must I	be provided	
Telephone		
Mobile		
Fax		
Email		
*Country	Australia	 Image: A start of the start of
Unstructured address indicator		
*Postal delivery type		×
Postal delivery number		
Unit type	~	
Unit number		
Level type	~	
Address site name		
*Street name		
Street type	~	
Street suffix	``	
*Suburb/town/locality		
*State	~	
*Postcode		
*Address type	Business	
	Mailing or Postal	
	Temporary Accommodation	
	Residential (Permanent)	
	Residential (Permanent) Not Stated/Unknown/Inadequately Described	
	ווואסנ Stated/Unknown/Inadequatery Described	
*Address start date		
*Start date accuracy indicator		~
Preferred address	✓	

Figure 11

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Add C ncel

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To remove an Organisation Maintenance Officer (OMO):

- 1. Complete steps 1-8 of the above instructions *To add a new Organisation Maintenance Officer* (*OMO*).
- 2. Identify the OMO that you would like to remove and click the *Remove* button next to their name.

	Health Professional				<u></u>	LOG OUT
	sation maintenance officer (C s a list of the maintenance officers currently linked	,				?
You can ren	You can view or update maintenance officers by selecting the OMO number. You can remove maintenance officers by selecting the Remove link. To add a new OMO to this organisation, select Add.					
lf you do no	t want to continue, select Cancel and you will go	back to the Organisation snapshot scree	n.			+
Nicholas V	Vasiliou Optometrist					
OMO nun	nber	Given name	Family name	Action		
				Remove		
				Remove		
Add	Cancel					

Figure 12

3. Review the OMO details and click Confirm to remove OMO

Health Professional	
Confirm OMO removal You have chosen to remove this maintenance officer from your organisation. They will no longer be able to access HI services for this organisation.	2
To complete the removal of this maintenance officer, select Confirm.	三
If you do not want to finalise the removal of this Organisation Maintenance Officer, select Cancel and you will go back to the OMO list screen.	•
Nicholas Vasiliou Optometrist	+
OMO details OMO number	
Given name	
Family name	
Privacy Note Your personal information is protected by law, including the Privacy Act 1988, and is collected by the Australian Government Department of Human Services for purposes relating to the provision of healthcare, including the administration and operation of PKI, the HI Service and the My Health Record system	
Your information may be used by the department or given to other parties for the purposes of research, investigation or where you have agreed or it is required or authorised by law.	
You can get more information about the way in which the Department of Human Services will manage your personal information, including our privacy policy at humanservices.gov.au/privacy or by requesting a copy from the department.	
Confirm Cancel	

Figure 13