

My Health Record: Authorising Links

This factsheet provides instructions on linking an individual healthcare provider's identification number (HPI-I) to the existing healthcare provider organisation's number (HPI-O)

Authorising links allow healthcare providers to access the My Health Record Provider Portal under a registered healthcare organisation. This authorisation can only be performed by the <u>Responsible</u> <u>Officer</u> (RO) or <u>Organisation Maintenance Officer</u> (OMO).

This process is to be followed if your organisation is accessing the My Health Record through the Provider Portal. If accessing the My Health Record through conformant clinical software, this linking is done within the software.

Before getting started:

Ensure that you have the Healthcare Provider Identifier – Individual (HPI-I) for the provider that you are linking to the organisation. A HPI-I is a unique identifier number issued to any healthcare provider registered with Australian Health Practitioner Registration Authority (AHPRA).

To confirm your HPI-I with AHPRA go to ahpra.gov.au OR phone AHPRA on 1300 419 495.

If you are not registered with AHPRA you will need to apply for your HPI-I using the Application to <u>Register a Healthcare Provider</u> form found on the Department of Human Services website.

OR you can phone the Healthcare Identifiers Service Enquiry line on 1300 361 457 for more information.

To link or remove a Healthcare Provider Identifier - Individual (HPI-I) to an existing Healthcare Provider Identifier - Organisation (HPI-O):

1. The organisations RO or OMO must log into PRODA <u>https://proda.humanservices.gov.au</u>.

Australian Government Department of Human Services	PRODA Provider Digital Access	^
Login	ted your PRODA account Ionin below	0
Username Enter username Forgot your username? Password Enter password Forgot your password? Login	Show	

Figure 1

First floor, Building 20, Garden City Office Park, 2404 Logan Road, Eight Mile Plains QLD 4113 PO Box 6435, Upper Mt Gravatt QLD 4122



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



Figure 2

3. Select My Programs.

Health Professional Online Services			
		Select Provider	
Helio	Find a patient	Select Provider	

Figure 3

4. Select the *My Health Record System – Organisation Registration* tile. Please note, if you do not see this tile phone the Healthcare Identifier service on 1300 361 457.

Health Professional Online Services					
↑ My programs				My providers	
My programs	My programs				
	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					



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5. Select the Manage Authorisation Links tile.





Figure 5

6. The My Health Record system Registered Organisations page displays a list of organisations for which you can act on behalf of. To add individual healthcare providers to the associated organisation select Add/update Lists of the required organisation.

	5/3	Health Professional Online Services			G LOG O
A	A , My programs , My Health Record system - Organisation Registration , My Health Record system Registered Organisations				
My	Health	n Record system Registered (Organisations		<u>_</u>
This	application ider portal of	allows a healthcare provider organisation to estab on behalf of a registered healthcare provider organ	lish a list of individual healthcare providers who a isation.	re authorised to access the My Health Record system	•
This beha	This application will also allow a healthcare provider organisation to establish a list of contracted service providers who are authorised to access the My Health Record system on behalf of a registered healthcare provider organisation.				
Befo	re you auth	orise a link with a CSP, you must have a contract	in place with that CSP and the CSP must be regi	stered with the My Health Record system.	
This	list of healt	hcare provider organisations only contains My He	alth Record system registered healthcare provide	r organisations.	
Choo asso	ose the 'Ad ciated orga	d/Update Links' in the 'Manage HPI-I and CSP Annia and CSP Annia and CSP Annia and CSP Annia and Annia and Annia	uthorisation Links' column to add individual health	care providers and/or CSPs to the respective list for the	
Filt	ter list				
		Clear			
Reg	gistered O	rganisations			
	HPI-O Nu	mber and Organisation Name	Address	Manage HPI-I and CSP Authorisation Links	
				Add/Update Links	
	Cancel				

Figure 6



7. The *Manage Authorisation Links* page will show the healthcare providers currently linked to the healthcare organisation.

<u>To add a provider</u>: Enter the individual healthcare identifier number (HPI-I) into the input field and select *submit*.

<u>To remove a provider:</u> Select the *Deactivate Link* associated with the provider you want to remove.

Health Profession	onal					
♠ → My programs → My Health Record sys	stem - Organisation Registration $ woheadrightarrow$ My Hea	Ith Record system Registered O	rganisations » Manage Authoris	ation Links		?
Manage Authorisation Link	S					
List of Authorisation Links for						Φ
This is a list of Authorisation healthcare provider individuals (Authorisation Links) with access to the My Health Record system provider portal and CSPs with access to the My Health Record system on behalf of your healthcare provider organisation.						+
Authorisation links for individual healthcare pro by the Responsible Officer or Organisation Ma	oviders can be added by the Responsible O intenance Officer.	fficer or Organisation Maintenan	ce Officer. Authorisation links for C	SPs can be added		
To add a provider or CSP to these lists enter t	their HPI-I number or CSP Registration num	ber into the input field and selec	t 'Submit'.			
To remove a provider or CSP from these lists	select the 'Deactivate link' associated to the	ne provider or CSP you want to r	emove.			
Enter HPI-I or CSP number	Submit		Filter list	Clear		
Linked CSP Organisations						
There are currently no CSP authorisation	n links for this organisation.					
Linked Providers						
HPI-I Number	Provider Name	HI Status	Deactivate Link			
		Active	Deactivate Link			
Cancel						

Figure 7

Should you have any questions or concerns below are some useful contacts:

Healthcare Identifiers Service Enquiry Line:

1300 361 457 or <u>healthcareidentifiers@humanservices.gov.au</u> For help with:

- Registering your organisation as a Seed or Network and getting a Healthcare Provider Identifier – Organisation (HPI-O) OR registering as an individual healthcare provider and getting a Healthcare Provider Identifier – Individual (HPI-I)
- Digital credentials (Medicare and NASH PKI Certificates)

Brisbane South PHN:

3864 7555 or <u>ehealth@bsphn.org.au</u> For help with:

- Registration support regarding My Health Record
- Education and training for staff regarding My Health Record
- General queries regarding My Health Record