

Entering HPI-I into Best Practice

This factsheet provides instructions on how to enter a healthcare provider's HPI-I into the clinical software Best Practice. This will allow the healthcare provider authority to upload and view a patient's My Health Record.

What is a Healthcare Provider Identifier – Individual (HPI-I)?

A HPI-I is a unique identifier number given to an individual healthcare provider. This number begins with 800361 and is 16 digits long. Any healthcare provider registered with Australian Health Practitioner Registration Authority (AHPRA) will automatically have this number issued to them. For providers who are not AHPRA registered this number is allocated to the provider by the Healthcare Identifiers service upon application.

A HPI-I is used to identify and authorise healthcare providers to access government initiatives such as the My Health Record system.

I don't know where my HPI-I is or if I have one, where do I look?

If you are registered with AHPRA, you already have an HPI-I. To confirm your HPI-I with AHPRA go to ahpra.gov.au OR phone AHPRA on 1300 419 495 and ask for you HPI-I.

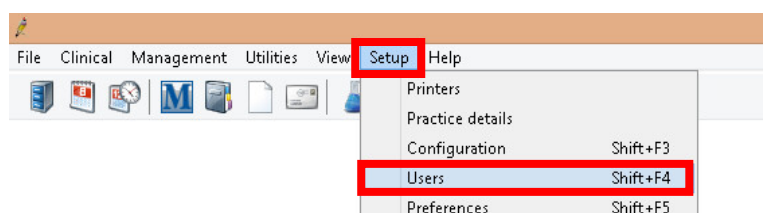
If you are not registered with AHPRA you will need to apply for your HPI-I using the Application to [Register a Healthcare Provider](#) form found on the Department of Human Services website.

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

Inputting your HPI-I into Best Practice:

Please note: The person completing this process will need to have administrator access.

1. On the home screen of Best Practice select *Setup > Users*.



- In the *User* screen select the healthcare provider whose HPI-I you are adding then select *Edit*.

This copy of Bp Premier is licenced for 11 full time and 11 part time doctors.
There are currently 1 full time and 0 part time doctors in the system.

Name	Category	Status	Provider No.	Prescriber No.	Usual location
Dr. Terrance Walker	Principal doctor	Full time	2426621B	2173711	Main surgery

Dr Terrance Walker GP
Full time Principal doctor
Provider No.: 2426621B (Main surgery)
Prescriber No.: 2173711
Home phone: (07) 3333-3333
Mobile phone: 0444-444-444
E-mail address: doctor@gp.com

Include inactive users

Add Edit Delete Merge Close

- In the *Edit user details* screen enter the healthcare provider's HPI-I in the *Healthcare Identifier* section on the screen. Then select *Validate*. Once validated, click *Save*.

Edit user details

Title: Dr
Usual location: Main surgery

First name: Terrance
Provider No.: 2426621B Location Manager

Surname: Walker
Prescriber No.: 2173711

Category: Principal doctor
Registration No.:

Home phone: (07) 3333-3333
Health Identifier: 8003618233334167 Validate

Mobile phone: 0444-444-444
CPD No.:

Pager:
 Full time Part time Locum

E-mail: doctor@gp.com
 Vocationally registered DVA LMD

Qualifications: GP
 Has appointments
 Has accounts ABN No:

Requires a referral for Medicare billing
Default account type: Direct Bill

Inactive
Default Item No:

Make notes confidential

Set Permissions Set reports Set Password HeSA key

Save Cancel

Note: When the HPI-I is validating Best Practice will send information to the Healthcare Identifiers service to ensure the HPI-I is correct for the provider. If incorrect an error message will appear. Please ensure all other information regarding the provider ie. Provider No is entered to complete the validation process.

Entering HPI-O into Best Practice

This factsheet provides instructions on how to enter a healthcare organisations HPI-O into the clinical software Best Practice. This step is needed to ensure the successful implementation of My Health Record into practice.

What is an HPI-O?

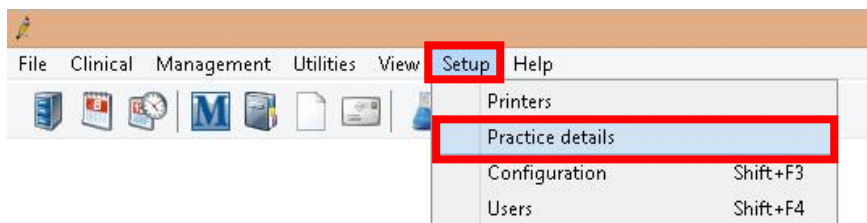
A Healthcare Provider Identifier – Organisation (HPI-O) is a unique number that is assigned to eligible healthcare organisations once they have registered with the Healthcare Identifier Service. The HPI-O number begins with 800362 and is 16 digits long. A healthcare organisation will need to apply for a HPI-O in order to access the My Health Record system.

For more information on how to request a HPI-O and register to the My Health Record visit: <https://www.myhealthrecord.gov.au/for-healthcare-professionals/howtos/register-your-organisation>
Alternatively you can contact Brisbane South PHN and ask to speak to a My Health Record team member.

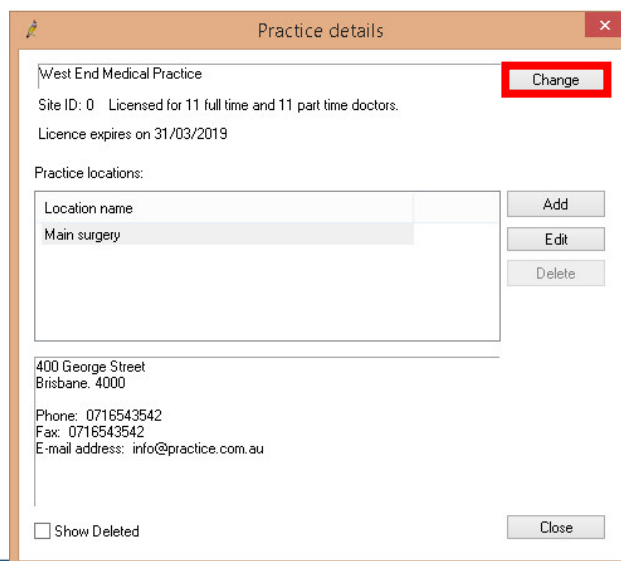
Once you have your HPI-O please follow the steps below to enter the number into Best Practice.

Entering your HPI-O into Best Practice.

1. On the home screen of Best Practice select *Setup > Practice details*



2. In *Practice details* select *Change*



3. The below screen will appear, in the *Health Identifier* section enter the organisations HPI-O. Once entered select *Save*.

The screenshot shows a 'Practice details' dialog box with the following fields and values:

- Practice name: West End Medical Practice
- ABN Number: [Empty]
- VSP Number: [Empty]
- Health Identifier: 8003621566690916
- Evaluation only
- Site ID Number: 0
- Licence Code: 68MJ-NMBW-DEC4-8MMA-CMC4

At the bottom right, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red box.