



Australian Government  
Australian Digital Health Agency

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# What you need to know about connecting your practice to My Health Record

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Australian Digital Health Agency

*6 February 2019*

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The sample images in this document are for training use only.

My Health Record



## ACKNOWLEDGEMENT

*We would like to acknowledge the traditional owners of country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to Elders both past and present.*





**Australian Government**  

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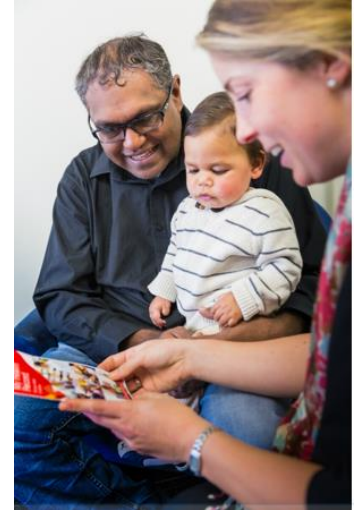
**Australian Digital Health Agency**



My Health Record

# My Health Record

A secure, legislated, patient-controlled, electronic summary of an individual's key health information, able to be accessed by authorised individuals and registered healthcare providers involved in a person's care anywhere in Australia at any time.



# Document types

## Provider Documents

Shared Health Summaries

Discharge Summaries

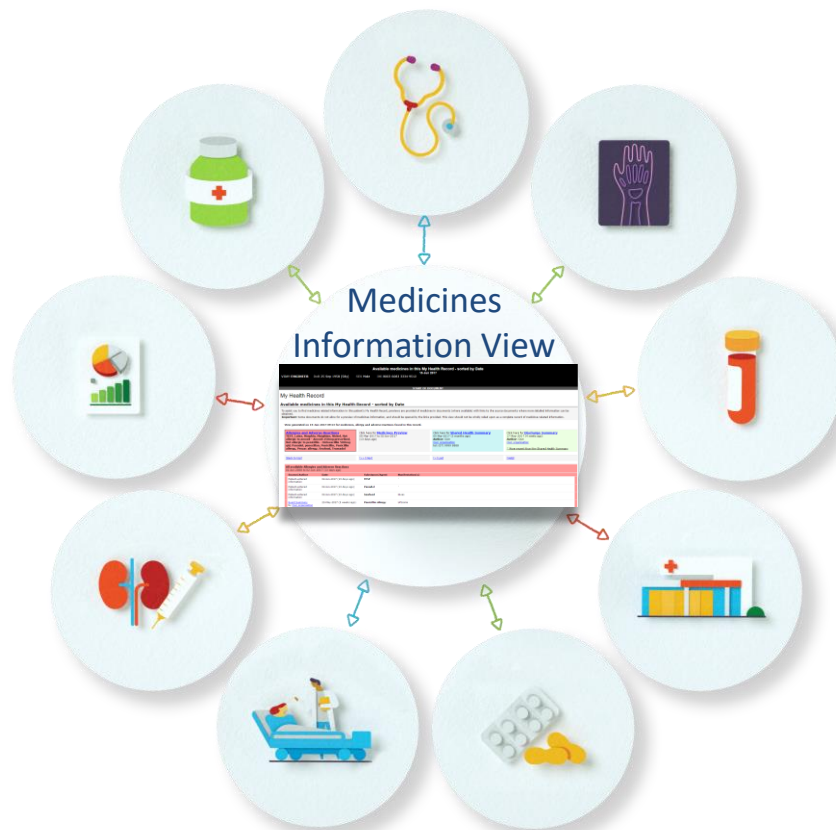
Pathology reports

Diagnostic Imaging

Event Summaries

Prescription &  
Dispense reports

Specialist Letters &  
eReferrals



## Consumer Documents

Personal Health Summary

Personal Health Notes

Advance Care Planning  
Documents &  
Custodian Details

Emergency Contacts

Childhood development

## Medicare Documents

MBS & PBS  
information

Organ Donor &  
Immunisation Register

# Benefits of My Health Record



## Health sector

- ✓ Improved continuity of care
- ✓ Reduced duplication and wasted resources



## Healthcare provider organisation

- ✓ More time to provide health care
- ✓ Improved decision support



## Individuals

- ✓ Enhanced patient self-management

Improvements  
in patient  
outcomes

# Before you register



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My Health Record

## Ensure at least one of your healthcare provider employees has a *Healthcare Provider Identifier – Individual (HPI-I)*

If at least one of your healthcare provider employees are registered with [AHPRA](#) you can continue to the next step.

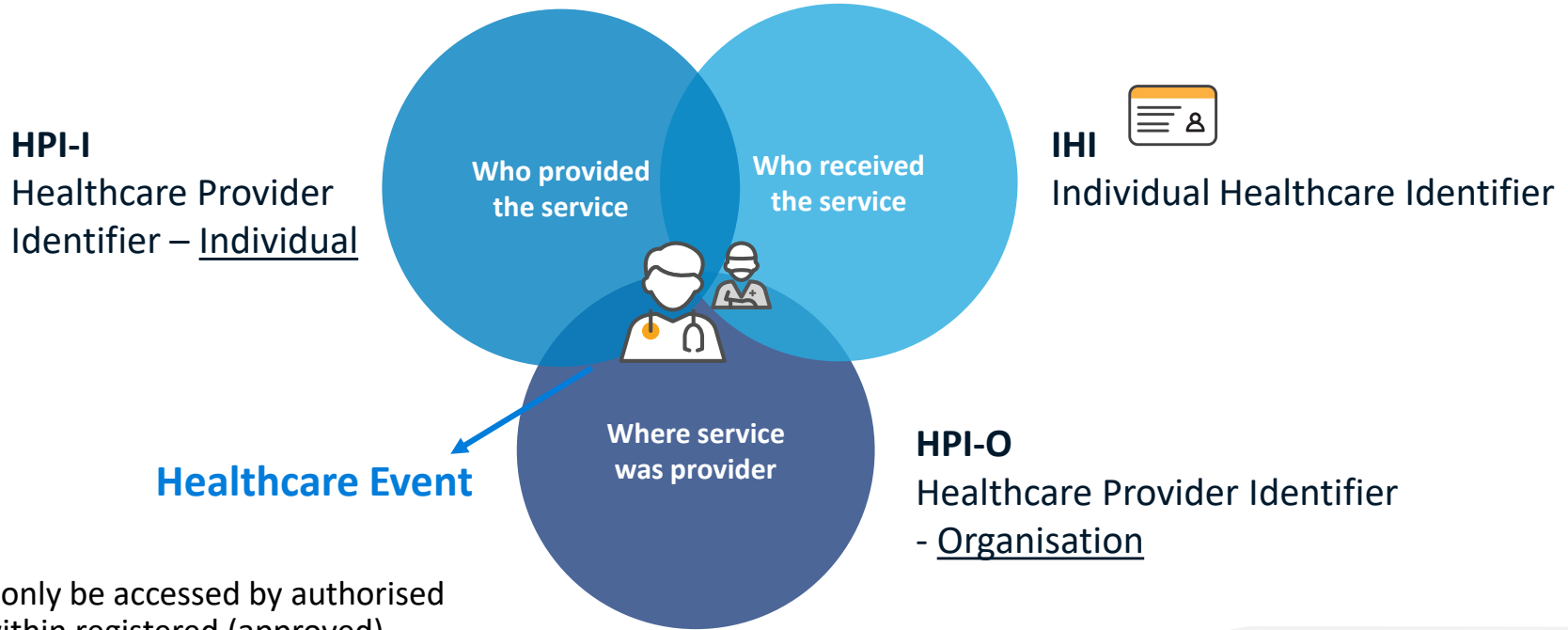
Those not registered with AHPRA will need to apply for a HPI-I prior to your organisation registering for My Health Record. They can apply by completing an [Application to register a healthcare provider form \(HW033\)](#).





# Digital Health Foundations

The right health information for the right individual at the point of care.



A record can only be accessed by authorised employees within registered (approved) healthcare provider organisations

# Ensure the right person registers the organisation for My Health Record

The **organisation to be registered** must:

- have an active Australian Business Number (ABN)
- employ a healthcare professional who is registered in the HI Service and provides healthcare as part of their duties.

The **applicant** must have authority to act on behalf of the organisation to be registered - as recorded in the Australian Business Register (ABR).

The applicant must have a PRODA account linked to HPOS.

- As part of registration process – a check is made to ensure that the applicants PRODA account details and the responsible officer details stored in the Australian Business Register are the same.
- If the details don't match the applicant will need to upload files that demonstrate evidence of authority to act on behalf of the organisation.
- When there is a trust or trading name, evidence will always be required.

The applicant will become the Responsible Officer (RO) who has primary responsibility for the organisation's compliance with participation requirements in the My Health Record system. They will also become an organizational maintenance officer (OMO). It is recommended that more than one OMO is added as part of the registration process.

# Potentially-required evidence

Required evidence can include:

- Certificate of registration of a company issued by the Australian Securities and Investments Commission (ASIC) with the applicant's name listed as the Public Officer
- The notice issued by the Registrar of the Australian Business Register (ABR) bearing the business entity's name, ABN and the applicant's name listed as the Public Officer
- The organisation's appointment as a trustee (if the legal structure is a trust) with the applicant as a stakeholder
- Contract for sale or purchase of business addressed to the applicant
- Lease agreement for the organisation's primary place of business addressed to the applicant
- Rates notice for the organisation's primary place of business addressed to the applicant
- Certificate of change of name for the organisation issued by the Australian Securities and Investments Commission and addressed to the applicant
- A document issued by the Australian Taxation Office with the organisation's name and tax file number and addressed to the applicant



## Potentially-required evidence

An applicant not listed on the above documents will be required to upload one of the above documents with one of the following:

- An affidavit or statutory declaration sworn by a member of the board or executive of the organisation
- A deed of appointment
- Any other documentation which displays that you hold a position of authority to commit the business



# Overview of registering your Healthcare Provider Organisation for My Health Record

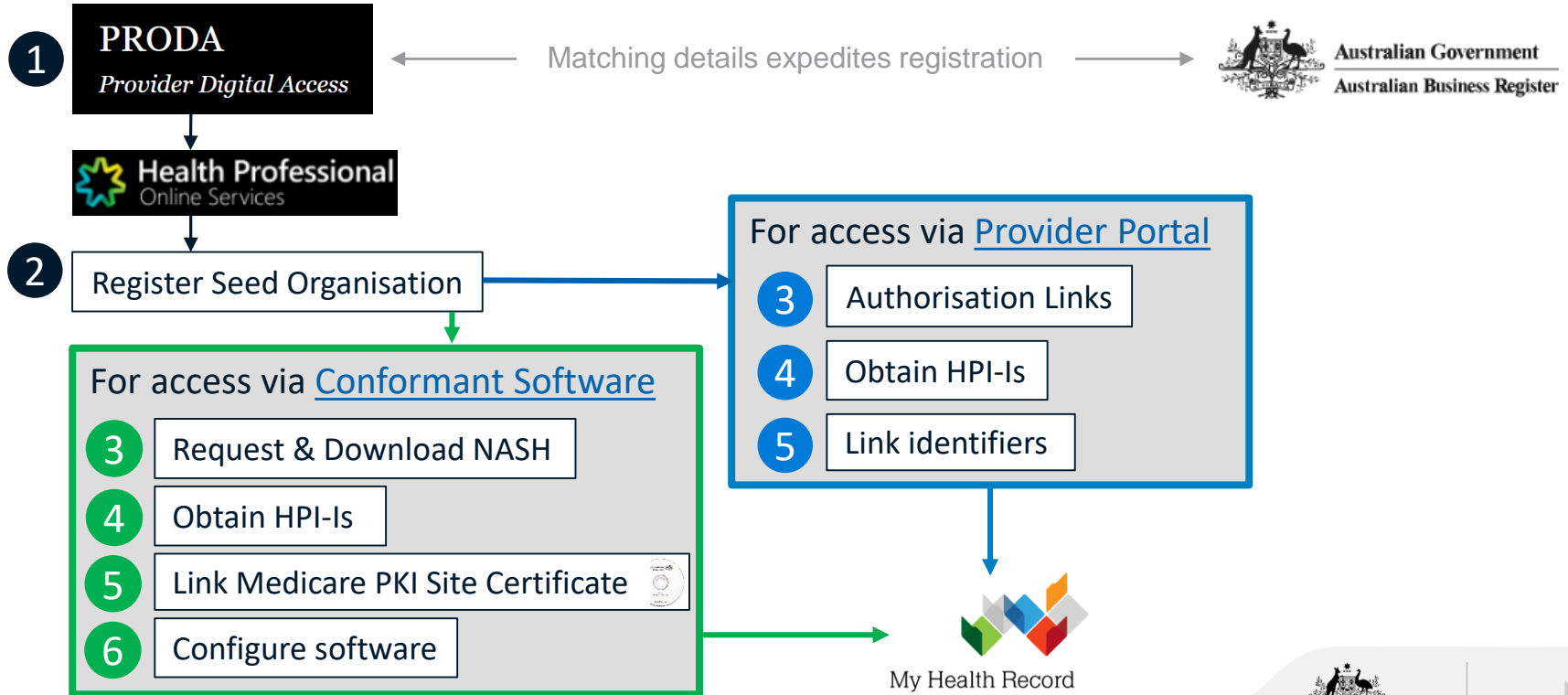


Australian Government  
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My Health Record

# Overview of Steps



Australian Government  
Australian Business Register



# Register for PRODA & link to HPOS



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My Health Record

# What is PRODA?

## PRODA

*Provider Digital Access*

PRODA is an online authentication system you can use to securely access certain government online services.

### Why use PRODA?



no need for additional hardware / software



one username and password for multiple services



2-tier secure log in

[Click here for more information about PRODA](#)



# What is HPOS?



Health Professional Online Services (HPOS) is a fast and secure way for health professionals and administrators to do business with the Department of Human Services.

<https://www.humanservices.gov.au/organisations/health-professionals/services/medicare/hpos>

# Accessing PRODA

## Access via DHS Website

- Access PRODA directly from the Department of Human Services (DHS) website.
- If you get a systems error and you accessed PRODA via the DHS website then clear your browser history and retry.



## Inactivation period

- PRODA & HPOS deactivate after 30 minutes of inactivity (clicking not typing)

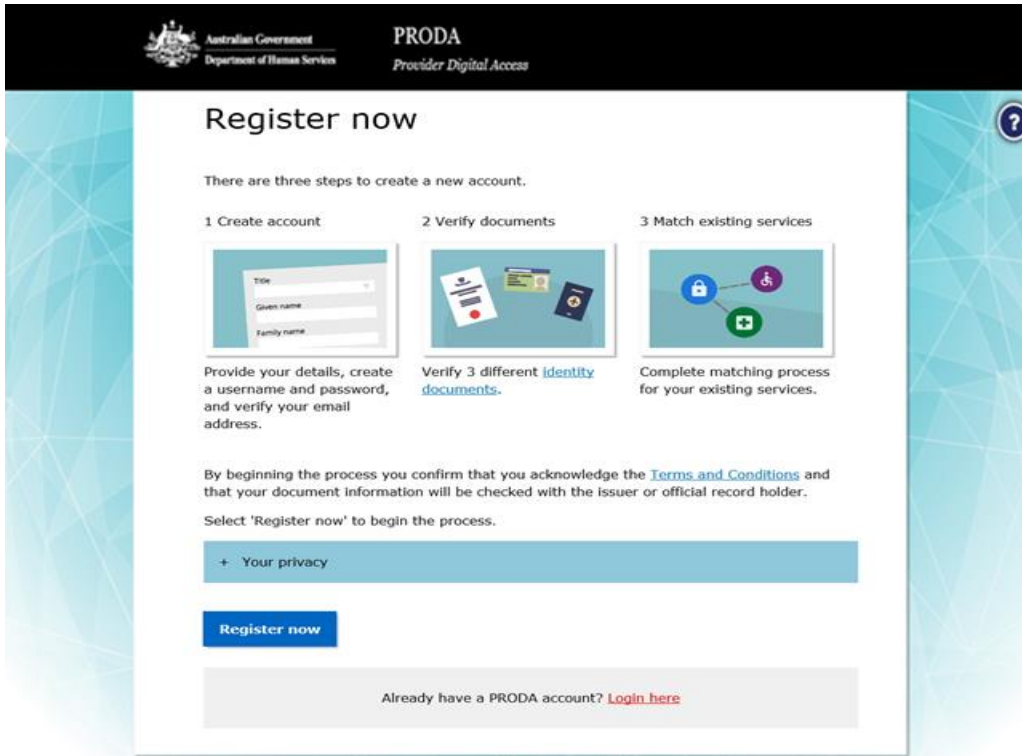
## Supporting browsers

Using the latest internet browser helps maintain and improve your online security. To access PRODA to set up an account you'll need one of these minimum browser versions:

**Internet Explorer 9, Mozilla Firefox 30, Google Chrome 39 and Safari 5.**

[Click here for more information](#)

# 1 Register for PRODA



The screenshot shows the PRODA registration page. At the top, it features the Australian Government logo and the text 'PRODA Provider Digital Access'. The main heading is 'Register now'. Below this, it states 'There are three steps to create a new account.' and lists three steps: 1. Create account (with a form icon), 2. Verify documents (with an icon of various ID documents), and 3. Match existing services (with an icon of a padlock and a plus sign). Each step has a brief description. At the bottom, there is a '+ Your privacy' link, a 'Register now' button, and a link for existing users: 'Already have a PRODA account? [Login here](#)'.

Go to [humanservices.gov.au/proda](https://humanservices.gov.au/proda) and navigate to 'Register'

[Click here for more information](#)

1a Provide your details

Australian Government  
Department of Human Services

PRODA  
Provider Digital Access

1 Create account

2 Verify documents

3 Match existing services

[Back](#)

### Your details

Title (Optional)  
Miss

First name  
Mary

Additional names  
(Required if on any of your identity documents)

Surname  
Smith

Gender  
Female

Date of birth  
For example, 20 03 1976  
Date Month Year  
10 / 01 / 1980

Next

Provide your personal details.

[Click here for more information](#)

# Username, password and security questions

Australian Government  
Department of Human Services

PRODA  
Provider Digital Access

<Back

## Create your login details

Username  
masmith

Password  
•••••••• [Show](#)

Confirm password  
•••••••• [Show](#)

- ✓ At least 10 characters
- ✓ At least 1 uppercase letter
- ✓ At least 1 lowercase letter
- ✓ At least 1 number or special character

Next

It must contain at least: 1 uppercase, 1 lowercase, and 1 (but only 1) numeric or special character

Australian Government  
Department of Human Services

PRODA  
Provider Digital Access

1 Create account  
[< Back](#)

2 Verify documents

3 Match existing services

## Your security questions

Security question 1  
Where did I go on my first holiday?

Answer 1  
brisbane

Security question 2  
What are the last 5 digits of my sports/gym membership card?

Answer 2  
25367

Security question 3  
What was my favourite subject at school?

Answer 3  
sport

Next

[Click here for more information](#)

# Provide and verify your email address

Australian Government  
Department of Human Services

PRODA  
Provider Digital Access

1 Create account

2 Verify documents

3 Match existing services

[<Back](#)

## Your email address

You need to provide an email address for your account. We will need to verify that you own this email.

Email address  
marysmith@google.com.au

Confirm email address  
marysmith@google.com.au

[Next](#)

Use your personal email address

Australian Government  
Department of Human Services

PRODA  
Provider Digital Access

1 Create account

2 Verify documents

3 Match existing services

If the contact details entered are not registered to an existing account, a code will be sent. Please enter the code here.

[<Back](#)

## Verify your email address

We sent a code to your email address tania.lewis@humanservices.gov.au . Once you receive it, enter it below and select 'Next'.

Email code  
052018

[Didn't receive your code?](#)

[Next](#)

Once you have verified your email you will receive a 'PRODA Account Created' email.

[Click here for more information](#)

# Verify your identity

The screenshot shows the PRODA (Provider Digital Access) interface. At the top, it displays the Australian Government logo, the text 'PRODA Provider Digital Access', and the user name 'Mary Smith' with a 'Logout' button. The main heading is 'Verifying your identity'. Below this, a message states: 'You have successfully completed Step 1 of the PRODA account creation process. You can now use the Logout button on the top of the screen to save your progress and restart the process at a later time.' Three steps are outlined: 1. Create account (with a form showing fields for Title, Given name, and Family name), 2. Verify documents (with icons of various documents), and 3. Match existing services (with icons for a lock, a person, and a plus sign). A 'Next' button is located at the bottom left of the main content area. The bottom of the screen features a navigation bar with icons for home, phone, lock, and chat.

If you do not complete the identity verification steps your account may be cancelled after 60 days and you will need to start the process again.

[Click here for more information](#)

# Example: Verify your identity

Australian Government  
Department of Human Services

PRODA  
Provider Digital Access

Mary Smith  
Logout

1 Verify your identity

2 Verify documents

3 Match existing services

## Verify your first document

- Australian passport
- Medicare card
- Australian driver's licence
- ImmiCard
- Australian birth certificate
- Australian Visa (supported by a foreign passport)
- Citizenship certificate
- Certificate of registration by descent
- I don't have any of these documents

Next

## Verify your first document

If you're unable to verify your identity online, select **I don't have any of these documents** and use the [Manual identity verification for Provider Digital Access form](#).

[Click here for more information](#)





# Identity successfully verified

The screenshot shows the PRODA (Provider Digital Access) interface. At the top, it displays the Australian Government logo, the text 'PRODA Provider Digital Access', the user name 'Mary Smith', and a 'Logout' button. The main content area features a large heading 'Your identity has been successfully verified!' and a sub-heading 'You have successfully completed Step 2 of the PRODA account creation process.' Below this, three steps are outlined: 1. Create account (with a form icon), 2. Verify documents (with icons for passport, Medicare card, and driver's licence), and 3. Match existing services (with icons for a lock, a person with a wheelchair, and a medical cross). A list of verified documents is shown: Australian passport, Medicare card, and Australian driver's licence. A 'Next' button is at the bottom left. A help icon (?) is in the top right corner. At the bottom of the screen, there is a navigation bar with icons for home, phone, lock, and chat.

Australian Government  
Department of Human Services

PRODA  
Provider Digital Access

Mary Smith  
Logout

## Your identity has been successfully verified!

You have successfully completed Step 2 of the PRODA account creation process.

**1 Create account**

Provide your details, create a username and password, and supply your email address.

**2 Verify documents**

Verify 3 different [identity documents](#).

- ✓ Australian passport
- ✓ Medicare card
- ✓ Australian driver's licence

**3 Match existing services**

Complete matching process for your existing services.

You will now choose your code preference and complete matching to existing services.

[Next](#)

[Click here for more information](#)

## 2-Step Verification code preferences

Australian Government  
Department of Human Services

PRODA  
Provider Digital Access

Mary Smith  
Logout

1 Create account

2 Verify documents

3 Match existing services

[Back](#)

### Your verification code preference

Each time you login we will need you to enter a code which can be generated via our mobile app (recommended), email or mobile phone. Please choose your preferred option to receive your code.

Email  
masmith@google.com.au

Mobile App

Mobile phone (SMS)

Next

Tip: Select SMS as this is a quicker process.

Code can be generated on the mobile IOS or android app you set up after downloading from the App Store or Google Play

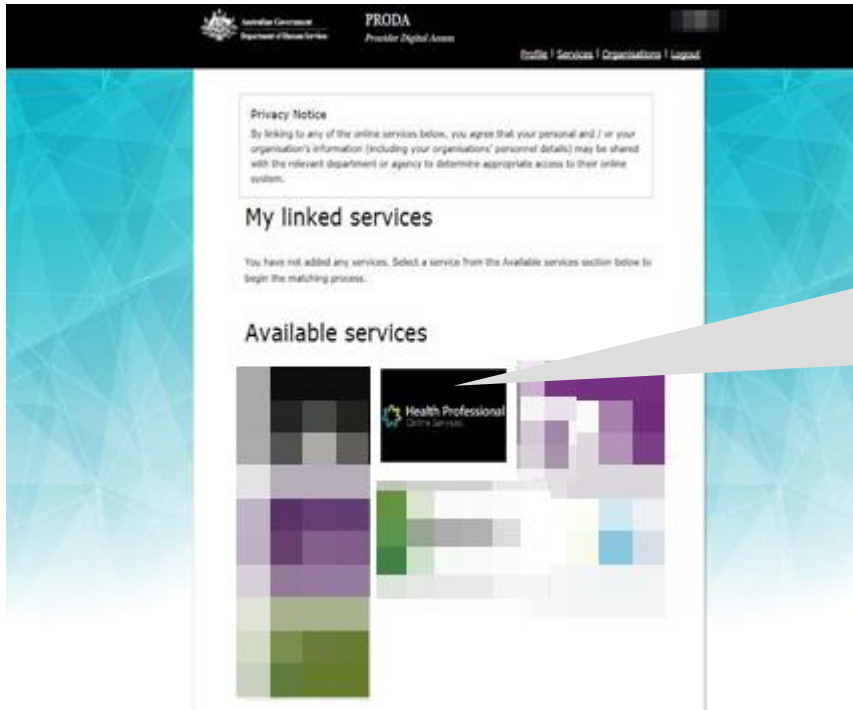
PRODA Code Generator

Australian Government Department of Human Services  
Tools

You don't have any devices.

Add to wishlist

# First time access - Health Professional Online Service (via PRODA)



For further information about HPOS and linking health services, <https://www.humanservices.gov.au/organisations/health-professionals/enablers/link-your-proda-account-hpos/46546>

# Link your Healthcare Identifiers to HPOS

## Healthcare providers and administrators

We need to establish your existing relationship with us and your role in the healthcare sector. If you are a provider, you will have a variety of numbers issued in your name, such as a provider number. We need to link these number(s) to this account so that you can access the appropriate services in the system.

If you are not a provider you may not have an existing relationship with us, and may not have numbers or identifiers issued to you. If this is the case, you will be identified as an administrator (not a provider).

Have you been issued with any numbers or identifiers as part of your role?



Are you a Responsible Officer or Organisation Maintenance Officer for an eHealth organisation?



### Search for your existing records

We'd like to link up all your numbers and records currently held by the Department of Human Services. If you are a provider, the easiest way to do this is to enter your AHPRA medical registration number, and we will search our database for you. If you don't have an AHPRA medical registration number you can pick another number you have (such as a provider number).

AHPRA medical registration number

OR

Identifier type

HPI-O Number

Identifier



#### Identifier type

- Medicare Provider Number
- Medicare Provider Number
- HPI-I Number
- HPI-O Number
- DVA Provider Number
- DVA Stem
- PBS Approved Prescriber
- HECSRS Identifier
- Medication Review - AACP Accreditation
- Medication Review - SHPA Accreditation
- Midwife Unique Identifier
- Pharmacist - ACT Registration
- Pharmacist - National Registration
- Pharmacist - NSW Registration
- Pharmacist - NT Registration
- Pharmacist - QLD Registration
- Pharmacist - SA Registration
- Pharmacist - TAS Registration
- Pharmacist - VIC Registration
- Pharmacist - WA Registration
- RO/OMO Number



# Agree to Terms and Conditions

## Health Professional Online Services (HPOS) Terms and Conditions of Use and Access

As a user of HPOS, you must:

- use HPOS securely and for a proper purpose;
- comply with all laws and policies;
- report breaches; and
- keep information up to date.

These HPOS Terms of Use also contain important information about how HPOS works, which you are bound by. Words that have a special meaning are defined in the glossary at the end. The laws of the Australian Capital Territory apply to these HPOS Terms of Use.

### 1. Accessing HPOS

HPOS is a service provided by the Department of Human Services (the department). The department gives you permission (in the form of a non-transferable, non-exclusive, revocable licence) to use HPOS so long as you comply with these HPOS Terms of Use. Your use of HPOS in no way transfers or assigns ownership in any intellectual property rights (including copyright) to you.

The department may change these HPOS Terms of Use from time to time. If this happens, you will be notified electronically.

If you do not agree with these HPOS Terms of Use or cannot comply with them, you should stop using HPOS.

If the department finds that you have failed to comply with these HPOS Terms of Use, your access to HPOS may be restricted, suspended, or revoked. In some instances, it is possible you could face civil or criminal penalties.

An end to your HPOS access does not release you from any liability or penalty you may have incurred arising from or in connection with your access or use of HPOS.

Your use of HPOS is at your own risk.

### 2. Use HPOS securely and for a proper purpose

The department may monitor your use of HPOS.

You must:

- only access information in HPOS about a person with the person's consent and for claiming purposes only;

By clicking the "I Agree" button, you acknowledge that you have read and accept the above Terms and Conditions.

Click on 'I agree'





## HPOS Mail Centre notification

You are not currently receiving email notifications when you have new correspondence sent to your Health Professional Online Services 'Mail Centre' account.

Would you like to receive email notifications when you have new correspondence in your 'Mail Centre'?

- Yes, I would you like to receive email notifications when I have new correspondence in 'Mail Centre'.  
 Not now, ask me again later  
 No, I do not want email notifications when I have new correspondence in 'Mail Centre'

[Terms and Conditions](#)

You can update your email address, frequency of notifications or opt out of receiving notifications at any time, within the Health Professional Online Services 'Mail centre/Settings'

Email Address \*

Confirm Email Address \*

How often do you want to receive email notification ?

Frequency of notifications \*

Static content was last modified on June 2014

Tip: Select 'Immediate notification for each new correspondence'

It is important that you provide an email address that you regularly access as HPOS will use this email address to notify you when an email has been sent to their HPOS email account. This include emails related to your seed registration application.



1j

# Link your Healthcare Identifiers to HPOS

Australian Government  
Department of Human Services

PRODA  
Provider Digital Access

[Profile](#) | [Services](#) | [Organisations](#)

**Privacy Notice**  
By linking to any of the online services below, you agree that your personal and your organisation's information (including your organisations' personnel details) will be shared with the relevant department or agency to determine appropriate access to their online system.

**My linked services**

**Health Professional Online Services**  
[Go to service](#) [Link Identifiers](#)

**Available services**

Your PRODA account will link to HPOS. You'll see the HPOS tile in **My linked services**.

Select **Link identifiers** if you did not complete the step before or want to link more identifiers.


*HPOS Help Desk: 1800 723 471*



## 2 Register Your Organisation (using HPOS)



# Login to PRODA

 Australian Government  
Department of Human Services

**PRODA**  
*Provider Digital Access*

## Login

If you have already created your PRODA account, login below.

Username

[Forgot your username?](#)

Password

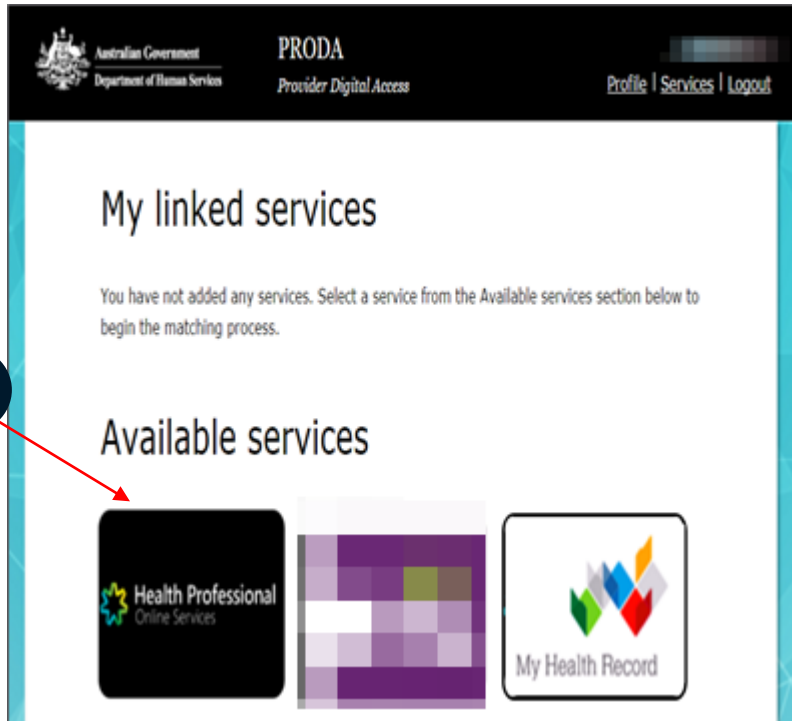
 [Show](#)



[Forgot your password?](#)

**Login**

Don't have a PRODA account? [Register now](#)

# PRODA - HPOS



Select  and  **Manage logon account** if you wish to navigate back to the PRODA home page



# Register Seed Organisation

Health Professional Online Services

My programs

Department of Veterans' Affairs (DVA)

Healthcare Identifiers - Register Seed Organisation

Practice Incentives Program (PIP)

Practice Nurse Incentive Program (PNIP)

Therapeutic Goods Administration (TGA) Recall/Hazard Alerts

Back

2d

## Healthcare Identifiers - Register Seed Organisation

Register your organisation in the HI Service and the My Health Record system

**Important information to read before using this form to register your organisation in the Healthcare Identifiers Service and My Health Record system.**

### Eligibility requirements

To register for the HI Service and My Health Record system, you must have authority to act on behalf of your organisation, and your organisation must:

- employ a healthcare professional who is registered in the [HI Service](#) and provides healthcare as part of their duties
- have an active Australian Business Number (ABN).

### Registration information

In completing this form, you understand:

- your organisation will be registered in both the HI Service and the My Health Record system
- your [PRODA](#) details will be used to create your record in the HI Service
- you will be registered as the Responsible Officer (RO) and an Organisation Maintenance Officer (OMO)
- your organisation details will be added to the Healthcare Provider Directory (HPD).

### Additional OMO

You can register an additional OMO using this application. After your organisation has been registered, the OMO can link their PRODA account to the organisation's HI Service record using [HPOS](#). This will allow them to access HI Service and My Health Record functions in HPOS.

### Health professionals already registered with the HI Service

If you and (if applicable) the person you are registering as an additional OMO are healthcare professionals registered with the HI Service, link the healthcare provider identifiers for individuals (HPI-Is) to the PRODA accounts before starting this application. HI Service details can be used to pre-populate the application and speed up the process. Any new contact details you include in this application will be added to your existing record and saved as your preferred contact details.

### Accessing the HI Service and My Health Record system

You need a Medicare Public Key Infrastructure (PKI) site certificate to access the HI Service, and the National Authentication Service for Health (NASH) PKI Organisation Certificate to access the My Health Record.

If you already have PKI certificates, you can add HI Service and My Health Record permissions once you've received your organisation's healthcare provider identifier-organisation (HPI-O). Select the HI Service tile in HPOS, and follow [Request or link PKI and NASH certificates for organisations and OMOs](#) instructions. If you need certificates, [read more about PKI](#) and apply.

Begin the application process by supplying your organisation's ABN or ACN. Your ACN will be used to find your ABN.

Please enter ABN or ACN

Apply Now

2e

# Enter Organisation Details

Search for phrase 'Healthcare organisation type' within the Department of Human Services website for a complete list of Organisation & Service Types

Click  
'Next'

## Healthcare Identifiers - Seed Organisation Application

Organisation Details    RO Details    Additional CMO Details    Documents

**Organisation Details** \* Indicates required information

Enterprise Name: YENTAL  
ABN: 11959708703  
ACN: 100411443  
Trading Name (if different):   
Organisation Type\*:   
Organisation Service Type\*:   
Organisation Service Unit:

**Business Contact Details**

Daytime Phone\*:   
Email\*:   
Fax Number:   
Preferred:

**Business Address**

Address Search:   
Address Lines\*:   
Suburb/Town/Locality\*:   
State\*:   
Postcode\*:

**Mailing/Poostal Address**

Same as Business Address

Address Search:   
Address Lines:   
Suburb/Town/Locality:   
State:   
Postcode:

Next >    Cancel    Submit >



# Enter Responsible Officer (RO) Details

My programs > HI - Register Seed Organisation

## Healthcare Identifiers - Seed Organisation Application

Organization Details | **RO Details** | Additional OMO Details | Documents

**RO Details** \* Indicates required information.

Name: MRS person C C  
Date Of Birth: 01/01/1985  
Sex: Intersex or Indeterminate  
Other Name(s):

**Important information:** You will be registered as both the Responsible Officer and Organisation Maintenance Officer for this organisation. You need to upload evidence of your authority to act on behalf of the organisation in the Documents tab. The types of documents you can provide are listed on the tab.

If you are already known to the HI Service please provide an identifier that will assist us in locating your existing record. This will also help us to process the application more quickly.

Please provide your HI Service number if you are already registered in the HI Service

Identifier Type:   
Identifier Number:

**Contact Details**

Daytime Phone:   
Email:

**Business Address**

Address Source:  Use Organisation's business address  Use different address

Address Search:

Address Lines:

Suburb/Town/Locality:

State:

Postcode:

Navigation:

As part of the registration process the applicant will be automatically assigned as the Responsible Officer (RO) and the Organisation Maintenance Officer (OMO).

Click  
'Next'

# Enter Additional OMO Details (optional)

**Healthcare Identifiers - Seed Organisation Application**

Organisation Details | **HI Details** | Additional OMO Details | Documents

**Additional OMO Details** \* Indicates required information

I would like to register an additional OMO with my organisation

**?** Please provide the HI Service number if the other person is registered with the HI Service.  
Changes will be added to the existing HI Service record as preferred contact details.

Is additional OMO already registered in HI?

Identifier Type

Identifier Number

**Personal Details**

Title

Family Name

Given Name

Additional Given Name

Date of Birth (dd/yyyy)  /  /

Sex

**Contact Details**

Daytime Phone

Email

**Business Address**

Use Organisation's business address  Use different address

Address Search

Address Lines

Suburb/Town/Locality

State

Postcode

If the organisation requires multiple OMO's, this can be done as part of the registration process or at a later stage.

Is additional OMO already registered in HI?

Identifier Type

Identifier Number

AHPRA Medical Registration Number  
HPI-I Number  
HPI-O Number  
RO/OMO Number

Click  
'Next'

## Healthcare Identifiers - Seed Organisation Application

<a href="#">Organisation Details</a>	<a href="#">RO Details</a>	<a href="#">Additional OMO Details</a>	<b>Documents</b>
--------------------------------------	----------------------------	--	------------------

Documents

Evidence of your authority to act on behalf of the organisation can include:

- Certificate of registration of a company issued by the Australian Securities and Investments Commission and your name listed as the Public Officer
- the notice issued by the Registrar of the Australian Business Register (ABR) bearing the business entity's name, Australian Business Number and your name listed as the Public Officer
- the organisation's appointment as a trustee (if the legal structure is a trust) with you as a stakeholder
- contract for sale or purchase of business addressed to you
- statement of transaction issued by a financial institution in the name of the company, addressed to you and less than 1 year old
- lease agreement for the organisation's primary place of business addressed to you
- rates notice for the organisation's primary place of business addressed to you
- certificate of change of name for the organisation issued by the Australian Securities and Investments Commission and addressed to you
- a document issued by the Australian Taxation Office with the organisation's name and tax file number and addressed to you.

If you are not listed on these documents you will also need to establish that you are authorised to act on behalf of the organisation and to commit the business. In addition to the documents listed above you may provide one of the following:

- an affidavit or statutory declaration sworn by a member of the board or executive of the Organisation
- a deed of appointment
- any other documentation which displays that you hold a position of authority to commit the business.

Type:

File:  No file chosen

Please note: [file name, type and size restrictions apply.](#)

List of Documents  
There are no documents attached to this application.

The **Documents** tab will show if you are required to provide evidence of your authority to act on behalf of the organisation.

1. Select Type
2. Choose file
3. Click 'Upload File'

Click 'Submit'





# Confirmation & declaration

Home > My programs > HI - Register Seed Organisation

## Healthcare Identifiers - Seed Organisation Confirmation

Please review the information you have supplied before submitting this application. You can make corrections if required at this point by selecting the Back button.

### Organisation Details

Enterprise Name:	YENTAL	ABN:	11959708703	ACN:	100411443
Trading Name:	Demonstration	Organisation Type:	Aged Care Residential Services	Organisation Service Type:	Charitable hostels for the aged
Organisation Service Unit:		Business Address:	134 Reed ST N, Greenway ACT 2900	Mailing/Postal Address:	134 Reed ST N, Greenway ACT 2900
Daytime Phone:	0212341234	Email:	test@gmail.com	Fax Number:	

### RO Details

Name:	MRS person C C	Date Of Birth:	01/01/1965	Sex:	Intersex or Indeterminate
Other Name(s):		Identifier Type:		Identifier:	
Business Address:	134 Reed ST N, Greenway ACT 2900	Daytime Phone:	0212341234	Email:	test@gmail.com

### Additional OMO Details

An additional OMO was not nominated with this application.

### Documents

List of Documents	Name	Type	File Size	Uploaded On
	bvt.doc.docx	Proof of Relationship	11.2	27/07/2018 10:10

Home > My programs > HI - Register Seed Organisation

## Healthcare Identifiers - Seed Organisation Confirmation

Please review the information you have supplied before submitting this application. You can make corrections if required at this point by selecting the Back button.

### Organisation Details

Enterprise Name:	YENTAL	ABN:	11959708703	ACN:	100411443
Trading Name:	Demonstration	Organisation Type:	Aged Care Residential Services	Organisation Service Type:	Charitable hostels for the aged
Organisation Service Unit:		Business Address:	134 Reed ST N, Greenway ACT 2900	Mailing/Postal Address:	134 Reed ST N, Greenway ACT 2900
Daytime Phone:	0212341234	Email:	test@gmail.com	Fax Number:	

### RO Details

Name:	MRS person C C	Date Of Birth:	01/01/1965	Sex:	Intersex or Indeterminate
Other Name(s):		Identifier Type:		Identifier:	
Business Address:	134 Reed ST N, Greenway ACT 2900	Daytime Phone:	0212341234	Email:	test@gmail.com

### Additional OMO Details

An additional OMO was not nominated with this application.

### Documents

List of Documents	Name	Type	File Size	Uploaded On
	bvt.doc.docx	Proof of Relationship	11.2	27/07/2018 10:10

### Declaration

**Privacy notice**  
Your personal information is protected by law, including the [Privacy Act 1988](#) and [Healthcare Identifiers Act 2010](#). Your personal information is collected by the Australian Government Department of Human Services and the Service Operator of the Healthcare Identifiers Service, for the purposes of registering an organisation in the Healthcare Identifiers Service.  
The collection of this information is authorised by the [Healthcare Identifiers Act 2010](#) and [Privacy Act 1988](#). Without this information, your application cannot be processed.  
Your personal information may be used by the department or given to other parties, such as other Australian government departments and agencies, where you have agreed to that, or where it is required or authorised by law (including the [Healthcare Identifiers Act 2010](#) and [Privacy Act 1988](#)).  
You can get more information about the way in which the department will manage your personal information, including our privacy policy, at [http://www.dhs.gov.au/privacy](#).  
The My Health Record System Operator will collect personal information in this form from the department for the purpose of the My Health Record system and may also use and disclose this information as required or authorised by law, only within Australia, including the [My Health Records Act 2012](#) and [Privacy Act 1988](#).  
For more information see the My Health Record System Operator's privacy policy at [http://www.healthrecord.gov.au/privacy](#).

**Declaration**  
I declare that:

- I am applying on behalf of the Seed Organisation for registration as a healthcare provider organisation under the [My Health Records Act 2012](#)
- the organisation I am registering is eligible for provision of a Healthcare Provider Identifier - Organisation number under the [Healthcare Identifiers Act 2010](#)
- I have full legal authority to make this application on behalf of the Seed Organisation and to provide the requested information
- I will only access and use Healthcare Identifiers for the purposes defined in the [Healthcare Identifiers Act 2010](#)
- I understand the roles and responsibilities of the Responsible Officer and Organisation Maintenance Officer. If additional Organisation Maintenance Officers are registered at a later time, I will make sure they are aware of the requirements of the Organisation Maintenance Officer role.
- the information I have provided on this form is complete and correct.

I acknowledge and understand that:

- penalties for unauthorised access and misuse apply under the [Healthcare Identifiers Act 2010](#)
- in order to participate in the My Health Record, the Seed Organisation must comply with the obligations described in the [My Health Records Act 2012](#) and the My Health Record Rules
- any false or misleading information is a serious offence.

2j Click 'Confirm'

Confirm Back

# Application Submitted

Home > My programs > HI - Register Seed Organisation

## Healthcare Identifiers - Register Seed Organisation

Success: Your application has been submitted. You will receive the outcome of your application in your HPOS Mail Centre.

Register your organisation in the HI Service and the My Health Record system

Important information to read before using this form to register your organisation in the Healthcare Identifiers Service and My Health Record system.

### Eligibility requirements

To register for the HI Service and My Health Record system, you must have authority to act on behalf of your organisation, and your organisation must:

- employ a healthcare professional who is registered in the [HI Service](#) and provides healthcare as part of their duties
- have an active Australian Business Number (ABN).

### Registration information

In completing this form, you understand:

- your organisation will be registered in both the HI Service and the My Health Record system
- your [PRODA](#) details will be used to create your record in the HI Service
- you will be registered as the Responsible Officer (RO) and an Organisation Maintenance Officer (OMO)
- your organisation details will be added to the Healthcare Provider Directory (HPD).

### Additional OMO

You can register an additional OMO using this application. After your organisation has been registered, the OMO can link their PRODA account to the organisation's HI Service record using [HPOS](#). This will allow them to access HI Service and My Health Record functions in HPOS.

### Health professionals already registered with the HI Service

If you and (if applicable) the person you are registering as an additional OMO are healthcare professionals registered with the HI Service, link the healthcare provider identifiers for individuals (HPI-Is) to the PRODA accounts before starting this application. HI Service details can be used to pre-populate the application and speed up the process. Any new contact details you include in this application will be added to your existing record and saved as your preferred contact details.

### Accessing the HI Service and My Health Record system

You need a Medicare Public Key Infrastructure (PKI) site certificate to access the HI Service, and the National Authentication Service for Health (NASH) PKI

Organisation Certificate to access the My Health Record.

If you already have PKI certificates, you can add HI Service and My Health Record permissions once you've received your organisation's healthcare provider identifier-organisation (HPI-O). Select the HI Service tile in HPOS, and follow [Request or link PKI and NASH certificates for organisations and OMOs](#) instructions.

If you need certificates, [read more about PKI](#) and apply.

Begin the application process by supplying your organisation's ABN or ACN. Your ACN will be used to find your ABN.

Please enter ABN or ACN

Apply Now

### Submitted Applications

Application ID	Submission Date	Applicant	Organisation	Organisation Address	Status
<a href="#">101035</a>	27/07/2018 10:36	MRS person C C	demonstration	134 Reed ST N, Greenway ACT 2900	Pending

When application goes to pending, check the HPOS centre as they may find they've already been approved. Any further verification requirements will be sent through the HPOS email centre.

For assistance with the registration process call 1300 361 457.

Status  
revealed



Australian Government  
Australian Digital Health Agency





My Health Record


# Check your HPOS Mailbox


Home > Messages > Mail Centre - My mailbox


## Mail Centre - My mailbox


 **My Mail**

 **Filed**

 All

 Trash

 Settings

 To update your Mail Centre email notifications select the Settings icon


Search by:

---

**Program mailbox \*** ALL ▾

**Range \***  All  Previous week  Previous month  Date range (below)

Display: All ▾
Move selected to: ▾

	Program mailbox ▾	Subject ▾	Update Date/Time ▾	Ref No ▾
<input type="checkbox"/>	 <a href="#">Healthcare Identifiers</a>	<a href="#">Your application has been approved</a>	27/07/2018 10:45 AM	2480619-01

Static content was last modified on 6 December 2014

3

# For Conformant Software Request & Download NASH PKI Organisation Certificate



Australian Government  
Australian Digital Health Agency



My Health Record

# Overview: Request & Download NASH Organisation PKI

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## Pre-requisites

- Your registration must first be approved (Check your HPOS Mailbox)
- Your RO/ OMO identifier will need to be linked to your HPOS account (Step '1j').

If the [conformance register](#) lists you as a CSP software, or if you use cloud-based software you won't need to request for a NASH PKI certificate. Follow the instructions listed when you scroll down to 'CSP Links Tab' [here](#). The CSP number is provided when you contact your software vendor (and Medisecure for those using Aquarius)).

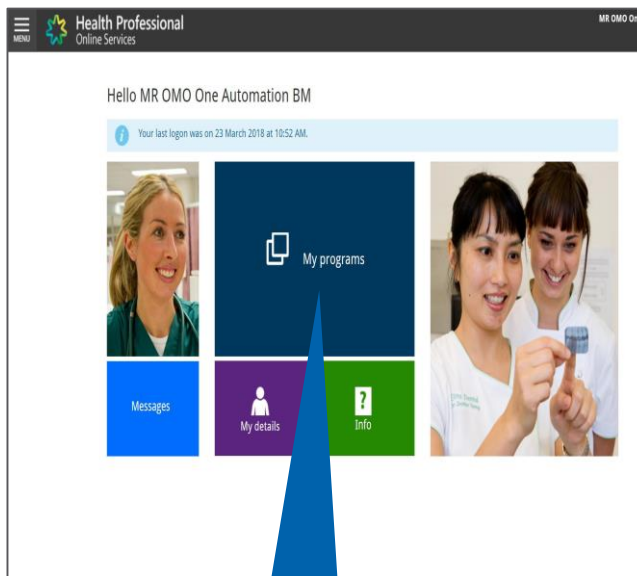


# HPOS: Get started



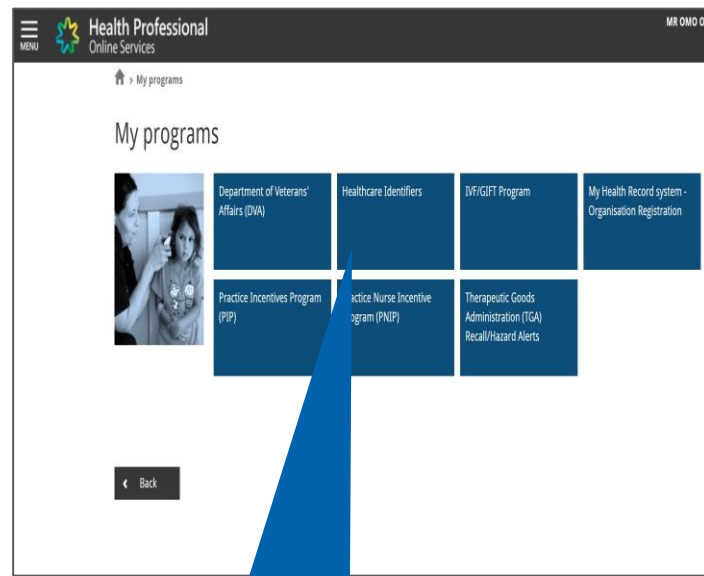
3a

HPOS tile



3b

'My programs'



3c

'Healthcare Identifiers'

# Select 'My organisation details'



Health Professional  
Online Services

## 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 Services available

- [My organisation details](#)
- [View network map](#)
- [My OMO details](#)
- [Search HI provider directory service for organisation](#)
- [Search HI provider directory service for individual](#)
- [Search HI for organisation](#)
- [Search HI for provider individual](#)

3d



Australian Government  
Australian Digital Health Agency



My Health Record

# Request PKI certificate

## Organisation snapshot

The details for this organisation are displayed below.

To make updates, amend the information and select 'Submit'.

For details of your network, select [Network map](#).

Summary Services Names Contacts Addresses ELS OMO HPI-I Links HPD CSP Links Certificates

### Certificate details

Certificate Type	Distinguished Name	RA Number	Certificate Expiry Date	Status
There are no certificates for this organisation.				

[Link existing PKI certificate](#)  
[Request a Medicare PKI site Certificate](#)  
[Request a NASH PKI site certificate](#)

Cancel

3e



# Provide Mobile number and Accept Terms & Conditions

**Health Professional**  
Online Services

**Organisation snapshot**

The details for this organisation are displayed below.

To make updates, amend the information and select 'Submit'.

For details of your network, select [Network map](#).

Summary Services Names Contacts Addresses ELS OMO HPI-I Links HPD CSP Links Certificates

### Request NASH PKI Site Certificate

You need to make sure you understand your organisation's obligations, including agreeing to the Terms and Conditions.

All required fields are marked with an asterisk \*.

\*Mobile Number (we will SMS your Personal Identification Code (PIC) to this number)

New Mobile Number

\*If you have an existing NASH certificate, please confirm that you agree for us to revoke it within the next 2 months.

\*Terms and Conditions

By checking the box and clicking the "Save Changes" button on this page, you acknowledge and agree that:

- you are duly authorised to legally bind the Organisation's legal entity; and
- the Organisation's legal entity agrees to be legally bound by:
  - the Terms and Conditions of Use;
  - the Relying Party Agreement (if applicable); and
  - the Certificate Policy.

To view Certificate policy documents click [here](#)

### Certificate details

Certificate Type	Distinguished Name	RA Number	Certificate Expiry Date	Status
There are no certificates for this organisation.				

Specify a mobile phone number

Tick the required checkboxes

Click 'Save changes'



# Submit Request



## Organisation snapshot

The details for this organisation are displayed below.

To make updates, amend the information and select 'Submit'.

For details of your network, select [Network map](#).

Summary	Services	Names	Contacts	Addresses	ELS	OMO	HPI-L Links	HPD	CSP Links	Certificates
<b>Certificate details</b>										
Certificate Type	Distinguished Name	RA Number	Certificate Expiry Date	Status						
There are no certificates for this organisation.										
<b>NASH PKI Certificate for Organisation request details</b>										
Status	Mobile Number	Action								
Validation complete - ready to submit request.	0422883800	Delete								
<a href="#">Link existing PKI certificate</a> <a href="#">Request a Medicare PKI site Certificate</a> <a href="#">Request a NASH PKI site certificate</a>										

Click on  
'Submit'

## 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 Services 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](http://humanservices.gov.au/privacy) or by requesting a copy from the department.



# SMS message when certificate is ready for download

---

SMS text message sent to specified number.

*Your NASH certificate for HPI-O XXXXXX is ready to download through HPOS. It is available for 30 days. Your PIC is XXXXXXXX.*

To recover the PIC contact the HPOS Help Desk: 1800 723 471



# HPOS: Download Certificate

## Organisation snapshot



Success: Your request has been successful and the details have been updated.

The details for this organisation are displayed below.

To make updates, amend the information and select 'Submit'.

For details of your network, select [Network map](#).

Summary Services Names Contacts Addresses ELS OMO HPI-I Links HPD CSP Links Certificates

Certificate details

Certificate Type	Distinguished Name	RA Number	Certificate Expiry Date	Status	Action
NASH	CN=general.8003620833339638.id.electronichealth.net.au,O=seed new changed,dc=8003620833339638,dc=id,dc=electronichealth,dc=net,dc=AU	4226026377	09/08/2020	Active	Download Revoke

Link existing PKI certificate  
Request a Medicare PKI site Certificate  
Request a NASH PKI site certificate

Cancel

Click  
'Download'

When the NASH file is downloaded, the certificate is called 'Site'.

Contact the *eBusiness Service Centre* on 1800 700 199 for help relating to progress of a NASH PKI Certification request.

3

# For Conformant Software Link Medicare PKI Certificate



Australian Government  
Australian Digital Health Agency



My Health Record

# Link Existing Medicare PKI Certificate



Health Professional  
Online Services

## Organisation snapshot

The details for this organisation are displayed below.

To make updates, amend the information and select 'Submit'.

For details of your network, select [Network map](#) .

Summary	Services	Names	Contacts	Addresses	ELS	OMO	HPI-I Links	HPD	CSP Links	Certificates
Certificate details										
Certificate Type	Distinguished Name	RA Number	Certificate Expiry Date	Status	Action					
NASH	CN=general.8003624900023562.id.electronichealth.net.au,O=DESIRE IT_dc=8003624900023562,dc=id,dc=electronichealth,dc=net,dc=AU	5569255713	30/08/2020	Active	Download Revoke					
<p><i>i</i> NASH PKI certificates are used to access the My Health Record. You may also be able to use NASH to access healthcare identifiers in the HI Service - check with your software vendor. If you can't, you will need a Medicare PKI site certificate to access the HI Service. Use the links below to request a NASH or Medicare PKI site certificate, or link an existing Medicare PKI site certificate to your HPI-O details.</p> <p> <a href="#">Link existing PKI certificate</a>  <a href="#">Request a Medicare PKI site Certificate</a>  <a href="#">Request a NASH PKI site certificate</a> </p>										
<input type="button" value="Cancel"/>										

Click 'Link existing PKI certificate'



Australian Government  
Australian Digital Health Agency



My Health Record

## 6 Configure Software

Now that you have your HPI-O, HPI-Is, NASH certificate and you've linked your PKI Site Certificate, contact your software vendor to configure your software and ensuring MHR permissions are enabled.

### **For Aquarius users**

To ensure your software uploads dispense records, individual pharmacists will need to publish their details in the Healthcare Provider Directory (HPD) via the 'HPD Tab' in HPOS (search ['Register seed organisations in HI Service and My Health Record, and manage NASH certificates in HPOS'](#) on the DHS website for more information) or call 1300 361 457.

# My Health Record System using the National Provider Portal



Australian Government  
Australian Digital Health Agency



My Health Record



## 4

## Obtain all HPI-Is

The OMO will also need the HPI-Is of the clinicians within your organisation who will use My Health Record.

- If they are registered with [AHPRA](#) they will already have a HPI-I. To find it they can:
  - log onto [www.ahpra.gov.au](http://www.ahpra.gov.au) using your AHPRA User ID
  - call the HI Service on 1300 419 495, or
  - add 800361 to the front of your AHPRA User ID (note: this is not your professional registration number).
- If their profession isn't registered with AHPRA, they need to complete the [Application to register a healthcare provider form \(HW033\)](#)

## Authorisation links for the My Health Record Provider Portal

- select **My Health Record System – Organisation Registration** from the main menu in HPOS
- select **Manage Authorisation Links**
- My Health Record System – Healthcare Provider Organisation selection page displays with a list of organisations you can act of behalf of
- select **Add/Update** of the required organisation
- My Health Record system – Manage Authorisation Links page lists the healthcare provider individuals already linked to the organisation, if any
- to add a healthcare provider enter their HPI-I number in the **Enter HPI-I Number field** and select **Search**. The search function will only look for an exact match of a healthcare provider's HPI-I. The filter function allows you to use the HPI-I number and name to filter the existing linked HPI-I's to make selection of the required HPI-I easier
- authorisation links can be deactivated by selecting the **Deactivate link**

[Search 'Manage My Health Record administrative details in HPOS' within the DHS website](#)

## Login

If you have already created your PRODA account, login below.

Username

[Forgot your username?](#)

Password

[Show](#)

[Forgot your password?](#)

Login

Don't have a PRODA account? [Register now](#)



Clicking on 'Log in with PRODA' takes users to the PRODA Login Screen. Users must enter PRODA credentials.



# Healthcare Providers

Australian Government  
Department of Human Services

PRODA  
Provider Digital Access

[Profile](#) | [Services](#) | [Organisations](#) | [Logout](#)

**Privacy Notice**  
By linking to any of the online services below, you agree that your personal and / or your organisation's information (including your organisations' personnel details) may be shared with the relevant department or agency to determine appropriate access to their online system.

**My linked services**

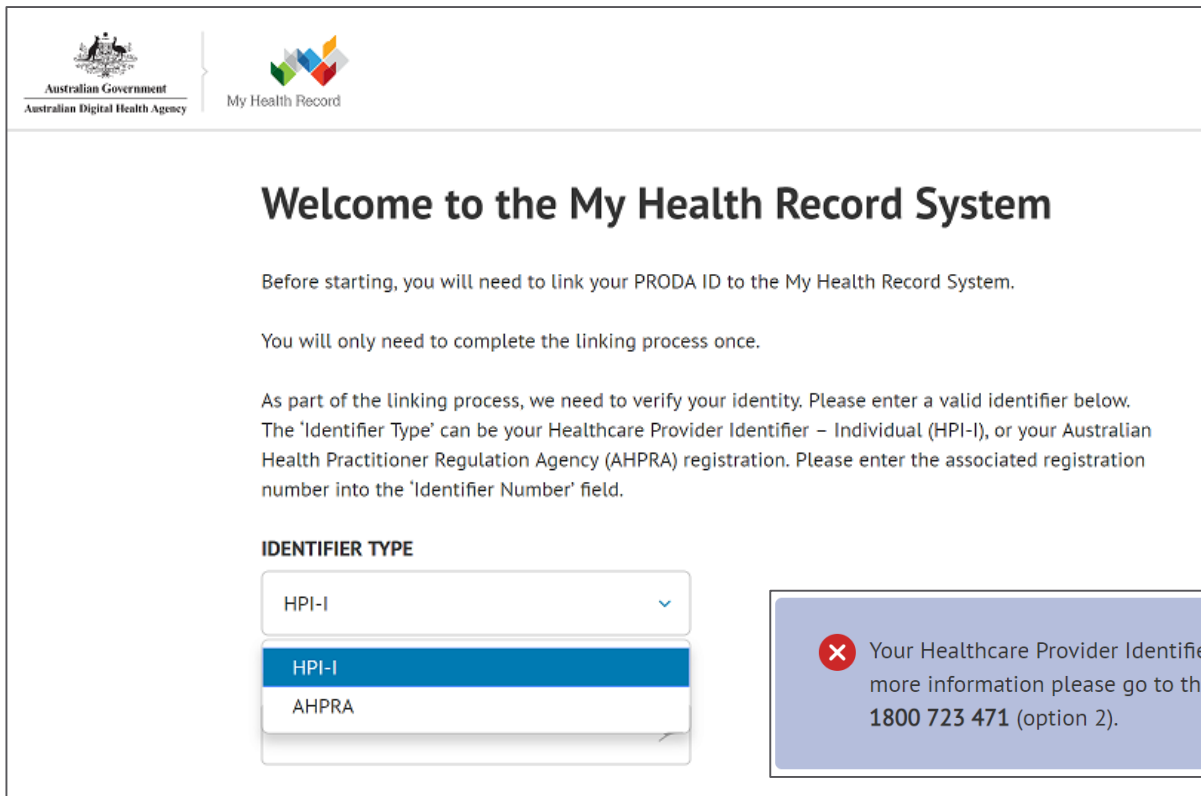
**Health Professional Online Services**  
[Go to service](#) [Link identifiers](#)


**Available services**


**My Health Record**

After creating their own PRODA accounts, providers can click on the My Health Record tile under 'Available services'

## 5 Link identifiers



 Australian Government  
Australian Digital Health Agency

 My Health Record

### Welcome to the My Health Record System

Before starting, you will need to link your PRODA ID to the My Health Record System.

You will only need to complete the linking process once.

As part of the linking process, we need to verify your identity. Please enter a valid identifier below. The 'Identifier Type' can be your Healthcare Provider Identifier – Individual (HPI-I), or your Australian Health Practitioner Regulation Agency (AHPRA) registration. Please enter the associated registration number into the 'Identifier Number' field.


**IDENTIFIER TYPE**

HPI-I

HPI-I

AHPRA

Error may appear if  
your HPI-I hasn't  
been authorised  
within  
'Authorisation  
Links'

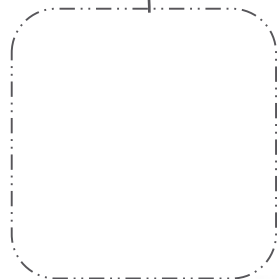
 Your Healthcare Provider Identifier (HPI-I) is not linked to a registered organisation. For more information please go to this [page](#) or contact the My Health Record Helpline on 1800 723 471 (option 2).



## My linked services



## Available services



The next time you log in to PRODA, the My Health Record tile will appear under the 'My linked services' section. Clicking the tile will redirect you to the Provider Portal.

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# Final Steps and Considerations

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## Department of Human Services contacts

- [\*\*Provider Digital Access \(PRODA\)\*\*](#) Help Desk (1800 700 199) for help regarding PRODA.
- [\*\*Health Professional Online Services \(HPOS\)\*\*](#) Help Desk (1800 723 471) for help regarding HPOS.
- [\*\*Healthcare Identifier Service\*\*](#) Help Desk (1300 361 457) for help registering an organisation in the My Health Record and the HI Service.
- [\*\*eBusiness Service Centre\*\*](#) on (1800 700 199) for help relating to progress of a NASH PKI Certification request
- [\*\*Online Technical Support\*\*](#) for Software Vendors



# Software Configuration

- If required, organisation can have an **electronic transfer of prescriptions** product installed. eRx (1300 700 921) or MediSecure (1800 472 747)
- **Confirm HPI-O and HPI-I numbers have been configured** into software
- As required, relevant staff have **viewing/uploading permissions** for My Health Record and Electronic Transfer of Prescriptions enabled
- **When staff leave**, close their user accounts and unlink HPI-Is from the Organisation via PRODA-HPOS as required.
- **Confirm you can access My Health Record**. Contact software vendor if there are connection errors or Individual Healthcare Identifier (IHI) errors

# Registration Resources

**My Health Record - Healthcare Provider Registration**  
Access via conformant software

**Step 1 – Register for a PRODA account**  
PRODA (Provider Digital Access) is a method of authentication to provide users with access to government services online - <https://proda.humanservices.gov.au>  
PRODA registration requires three forms of identification from the following list.

- Australian passport
- Medicare card
- Australian driver's licence
- ImmunCard
- Australian birth certificate
- Australian Visa and foreign passport
- Citizenship certificate
- Certificate of registration by descent

Password *hint*: cannot include more than one special character. Complete the registration and log in.

**Step 2 – My Health Record Seed Organisation Registration**  
Healthcare providers and administrators can manage the My Health Record registration process via Health Professional Online Services (HPOS). Once you are logged into PRODA, click [Health Professional Online Services \(HPOS\)](#) from the list of services.

**If this is your first time using PRODA...**  
You will be prompted to enter your healthcare identifier (i.e. HPOS registration, HPI-D, HPI-O or RQDMD) number. You will then be prompted to accept the terms and conditions, set your email address, and set your notification preferences. It is recommended that you select **Immediate notification for each new correspondence**.

**Once your PRODA and HPOS are linked...**  
From within the [Health Professional Online Services](#) title, choose either [Link Identifiers](#) to link your PRODA account to the HPOS or [Go to Service](#) to register your organisation. Follow the prompts.

If you are not listed on your organisation's Australian Business Register record, you may need to upload evidence to your online application.

**Step 3 – Request a NASH Certificate**  
Once your HPI-D has been issued, click [My Programs](#) and then [Healthcare Identifiers](#). Select [My organisation details](#) and select your organisation.  
From the [Organisation snapshot](#) screen, click the last tab [Certificates](#) and then [Request a NASH PKI site certificate](#) at the bottom of the screen.  
Complete the [Mobile Number](#) and other required fields, click [Save changes](#). You will receive an SMS when the certificate is ready for download from HPOS (from the [Certificates](#) tab).

**Step 4 – Link your existing PKI certificate**  
From the HPOS [Organisation snapshot](#) screen, click the last tab [Certificates](#) and then [Link existing PKI certificate](#) near the bottom of the screen. Identify the correct PKI certificate to link to your HPI-D.

**Need Help?**  
**PRODA: 1800 900 199**  
(Mon – Fri 8am to 5pm AWST)  
**HPOS: 13 21 50**  
(Mon – Fri 8am to 5pm AWST)  
**Certificates: 1800 900 199**  
(Mon – Fri 8am to 5pm AEST)  
**My Health Record Help Line: 1800 723 471**  
(24 hours, 7 days a week)

Published - 30.01.2019

<https://www.myhealthrecord.gov.au/for-healthcare-professionals/howtos/register-your-organisation>

Home > For healthcare professionals > Register and connect

## Registration overview

### New registration process for healthcare providers is here

There is a new registration process for healthcare providers who wish to register and connect to the My Health Record system. It is a more streamlined process, available through [Health Professionals Online Service \(HPOS\)](#), improving registration time from weeks to hours.

Step-by-step instructions for registering for My Health Record can be found below.

- [Accessing My Health Record via conformant software](#)
- [Accessing My Health Record via the National Provider Portal](#)
- [Accessing My Health Record via a contracted service provider](#)

Background information can be found below.

#### In this section

##### Register and connect

- [Roles and responsibilities](#)
- [Access My Health Record using your clinical information system](#)
- [Contracted service provider registration](#)
- [Promote your organisation](#)

##### Registration overview

- [Access My Health Record using the Provider Portal](#)
- [Set up Healthcare Identifiers in your clinical information system](#)
- [Register your organisation](#)

##### Access training and resources

##### Inform and support patients


##### View and upload clinical information

##### Understand privacy, security, and consent

##### Get help and support

# Educate Staff

Viewing a My Health Record



**Medical Center**  
Author: Dr. Charley Fletcher (General Practitioner) (08) 5212 4900

**Adverse Reactions**

**Substance/Agent**

**Medications**

**Medication**  
Crestor; coated tablet; 20 mg

**Medical History**  
• No Procedures are supplied

**Medical History**

**Item**  
Depression  
Hyperlipidaemia  
Disease:ischaemic heart  
Disease:Parkinsons  
Cataract

File:///C:/Users/Administrator/AppData/Local/Temp/Side\_21221  
Subsheet Version: 1.2.7

Click on Caleb Derrington

Australian Government  
Australian Digital Health Agency

My Health Record

## Genie Summary Sheet

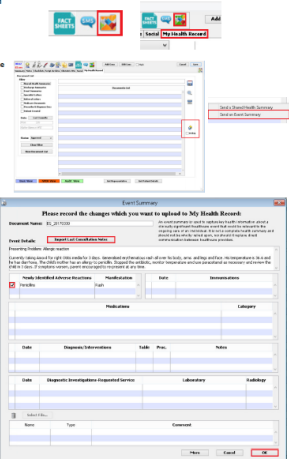
### Uploading an Event Summary

**Note:**  
These steps assume that your software is connected to the My Health Record system, the patient's individual Healthcare Identifier (IH) has been validated in your system, and the patient has a My Health Record. If your software has not been connected, or the patient's IH has not been validated, visit the Australian Digital Health Agency website ([www.digitalhealth.gov.au](http://www.digitalhealth.gov.au)) for information on readying your organization for My Health Record.

- Once you have opened the patient's local medical record and entered the clinical information/notes for the consultation, select the My Health Record icon to gain access to the patient's My Health Record, then select the My Health Record tab.
- The Documents List will appear. Select the Create and Upload a New Document icon (centre-right), then select Send an Event Summary.
- Select Import Last Consultation Notes (top-left) to populate the Event Details box with the consultation notes from the patient's local medical record.

The Event Details can also be entered/edited manually.

Tick/untick the items to include/exclude in the Event Summary, then select OK (bottom-right corner).



[www.digitalhealth.gov.au](http://www.digitalhealth.gov.au)

[www.digitalhealth.gov.au](http://www.digitalhealth.gov.au) > [Using the My Health Record system](#) > [Training Resources](#)

More also available at [www.myhealthrecord.gov.au](http://www.myhealthrecord.gov.au) > For healthcare professionals



# Training module

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Provider Digital Access (PRODA) education for health professionals:

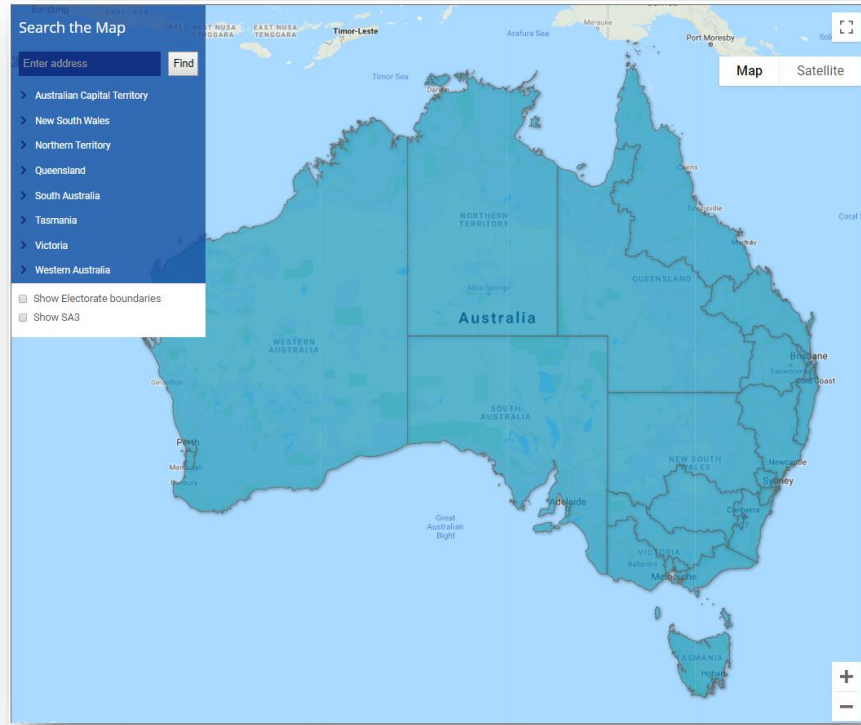
<https://www.humanservices.gov.au/organisations/health-professionals/subjects/provider-digital-access-proda-education-health-professionals>

- eLearning program
- Simulations
- Infographics

**If you need help** *creating a PRODA account:*

- <https://www.humanservices.gov.au/organisations/health-professionals/services/medicare/proda>
- *call the PRODA Help Desk 1800 700 199.*

# Primary Health Network (PHN) Locator



“ Tiger visits a lot of different specialists – cardiologists, urologists and endocrinologists – so there’s complex issues that need to be managed. Often, those specialists don’t communicate with each other. By using My Health Record, important information is brought together so there’s a coordinated approach to his care. ”



**Dr Ron Malpass**

practice owner and GP  
to Tiger Corrigan for 30 years



My Health Record

# Questions



# Contact us

Help Centre	<a href="tel:1300901001">1300 901 001</a>
Email	<a href="mailto:help@digitalhealth.gov.au"><u>help@digitalhealth.gov.au</u></a>
Website	<a href="http://digitalhealth.gov.au"><u>digitalhealth.gov.au</u></a>
Twitter	<a href="https://twitter.com/AuDigitalHealth"><u>twitter.com/AuDigitalHealth</u></a>





***Your*** health record  
in your hands  
*myhealthrecord.gov.au*



Australian Government

Australian Digital Health Agency