



**Allied Health
Professions
Australia**

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CONNECTION GUIDE FOR MY HEALTH RECORD

AHPRA-registered health professionals

What you need to know to connect to My Health Record

Health professionals using the My Health Record system require a unique 16-digit 'healthcare identifier' to access the system in order to ensure the system's security.

Allied health professionals registered with the [Australian Health Practitioner Regulation Agency \(AHPRA\)](http://www.ahpra.gov.au) are automatically registered with the Health Identifier Service and assigned a Health Provider Identifier–Individual (HPI-I) number.

There are two ways that health professionals can interact with the My Health Record system: with conformant software or via the National Provider Portal.

Connecting via conformant software

Check the [conformant software register](#) to see if your clinical system connects to My Health Record. If you have access to conformant software, you can use the following steps to connect to My Health Record.

1. Register for a [PRODA](#) Account
2. [Link](#) your PRODA Account to Health Professionals Online Services (HPOS)
3. Register online via HPOS for My Health Record (An HPI-O number will be issued)
4. Apply for a [Medicare PKI certificate](#) for your organisation (if you don't already have one)
5. [Link](#) individual HPI-I's to your organisation's HPI-O (via HPOS)
6. [Apply for a NASH](#) certificate via HPOS
7. Download the NASH certificate via HPOS
8. Link your existing PKI certificate to your HPI-O via HPOS
9. Import PKI certificates (Medicare and NASH PKI) into your clinical software (refer to your software vendor for instructions)
10. Configure clinical software for My Health Record system access (refer to your software vendor for instructions).
11. Access My Health Record via clinical software system (Verify access by downloading a patient IHI number)

Note: Each practitioner's individual HPI-I number must be linked to each healthcare organisation (HPI-O number) they work for in order to access the My Health Record system at each workplace.

Healthcare Identifiers – identify the provider and recipient of healthcare services and where they were delivered (the healthcare organisation). Regardless of the method of access, the My Health Record system uses these 3 identifiers to record and track healthcare encounters.

HPI-I

Who provided the
healthcare service

HPI-O

Where the healthcare
service was provided

IHI

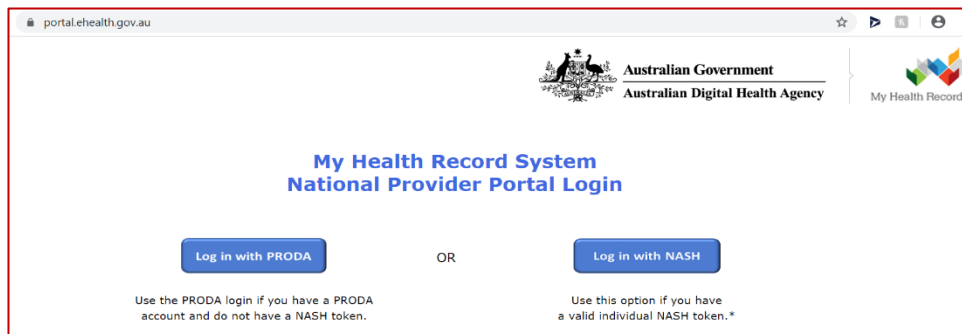
Who received the
healthcare service

Connecting via the National Provider Portal

If you do not have access to conformant software, you can still connect to the My Health Record system using the National Provider Portal (NPP) with the following steps.

1. Register for a [PRODA](#) Account
2. [Link](#) your PRODA Account to Health Professionals Online Services (HPOS)
3. Register online via PRODA for My Health Record (An HPI-O number will be issued)
4. Obtain your [HPI-I](#) number (via AHPRA or the HI service)
5. [Link](#) individual HPI-I's to your organisation's HPI-O (via HPOS)
6. Logon to the National Provider Portal using [PRODA](#) (<https://portal.ehealth.gov.au/>) using the '**Login with PRODA**' option.

Note: The National Provider Portal is a read-only facility. It allows practitioners to view and download clinical documents but does not allow for documents to be uploaded to My Health Record.



Registration for My Health Record

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