



# CONNECTION GUIDE FOR MY HEALTH RECORD

## Health professionals not registered with AHPRA

### 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 \(AHPRA\)](#) are automatically registered with the Health Identifier Service and assigned a Health Provider Identifier–Individual (HPI-I) number.

Health professionals working in a field of practice not regulated by AHPRA will need to apply for an HPI-I number to be able to connect to the My Health Record System. You may be eligible to obtain an HPI-I provided you meet the criteria for an individual healthcare provider set out in the *Healthcare Identifiers Act 2010* which states:

*"To be eligible, a healthcare professional must be a current member of a professional association that:*

- *Relates to the healthcare that has been, is, or is to be provided by the member; and*
- *Has uniform national membership requirements, whether or not in legislation."*

If you believe you meet the above criteria and wish to obtain an HPI-I, you can apply using the appropriate form below:

1. [Application to Register a Healthcare Provider Individual Identifier \(HPI-I\)](#) if the field of practice you wish to register with the Health Identifier service is not covered by AHPRA in your State or Territory.
2. [Application to amend a Healthcare Provider record](#) if you wish to add or change the details of an existing healthcare provider, including their profession, and add or amend their Healthcare Provider Directory (HPD) entry details.

# 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. Apply for an [Individual Healthcare Provider Identifier](#) (HPI-I number)
2. Register for a [PRODA](#) Account
3. [Link](#) your PRODA Account to Health Professionals Online Services (HPOS)
4. Register online via HPOS for My Health Record (An HPI-O number will be issued)
5. Apply for a [Medicare PKI certificate](#) for your organisation (if you don't already have one)
6. [Link](#) individual HPI-I's to your organisation's HPI-O (via HPOS)
7. [Apply for a NASH](#) certificate via HPOS
8. Download the NASH certificate via HPOS
9. Link your existing PKI certificate to your HPI-O via HPOS
10. Import PKI certificates (Medicare and NASH PKI) into your clinical software (refer to your software vendor for instructions)
11. Configure clinical software for My Health Record system access (refer to your software vendor for instructions).
12. 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 #

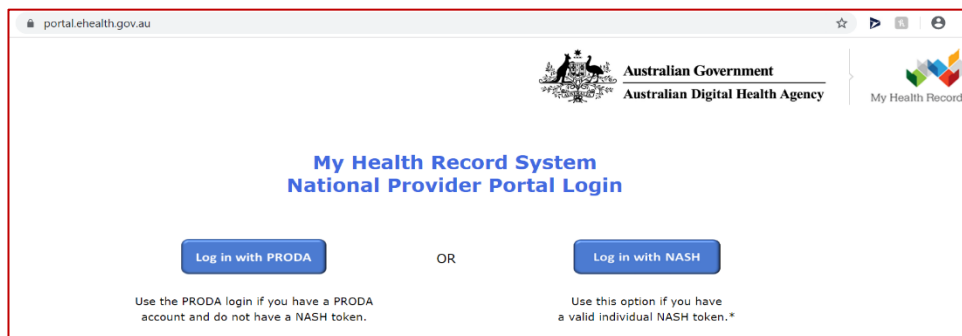
Who received the healthcare service

# 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. Apply for an [Individual Healthcare Provider Identifier](#) (HPI-I number)
2. Register for a [PRODA](#) Account
3. [Link](#) your PRODA Account to Health Professionals Online Services (HPOS)
4. Register online via PRODA for My Health Record (An HPI-O number will be issued)
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

For health professionals not registered with AHPRA

