

My Health Record Certificate and Settings

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This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

Steps below are to be completed before using My Health Record

1. **Prerequisites**
2. **NASH Certificate**
3. **HI Service Settings**

1. Prerequisites

- Organisation NASH certificate required visit [Registering your Organisation to use Healthcare Identifiers service](#) for more information.
- Organisation HPI-O
- Healthcare Professionals to be My Health Record registered

2. NASH Certificate

Please ensure the NASH Certificate "P12" file and NASH Certificate password provided to the organisation when the certificate was issued is available as required for this step. NASH Certificate can be downloaded from PRODA click ["here"](#) for more information

Upload your NASH Certificate

Steps:

1. **Administration**
2. **System**
3. **Certificates**

Make a note of the expiry date, you will need to contact Services Australia to renew the certificate when it is close to expiry.

3. HI Service Settings

Configure HI Service and My Health Record at: **Administration > System > HI Service**

The following settings are related to the HI Service. The HI Service is required to use My Health Record.

Setting	Example	Description
Enabled	Yes	Enables HI Service integration

Setting	Example	Description
HPI-O	8003 6200 0000 0000	A 16 digit number starting with "800362" that uniquely identifies your organisation with national health services. This was provided to you when you registered with Services Australia to use the HI Service
Certificate	NASH Certificate	Select the NASH certificate you uploaded previously
HI Web Service URL	https://www3.medicareaustralia.gov.au/pcert/soap/services/	This is the URL of Medicare's HI Web Services
User Qualifier	http://example.use.careright.com.au/id/username/userid/1.0	An identifier used as a namespace in HI Service Web Services. This should include your domain name.
Responsible Officer	Ms Test Doctor	A user who has overall responsibility for communications from your organisation to the HI Service. This is named in audit logs for actions when there is no logged in user (for example, background checking of IHI validity)

The following settings are related to My Health Record

Setting	Example	Description
Web Service URL	https://services.ehealth.gov.au/	The URL of the national My Health Record service. Leave blank to disable My Health Record Integration.
Organisation Name	Test Health Service 585	Your organisation name for the purposes of sending Clinical Documents to My Health Record. This typically matches the name associated with the NASH certificate.
IHI Validity Period (Days)	60	The number of days before an IHI number is considered out of date and needs to be revalidated. Note: Revalidation normally occurs automatically within CareRight
Location	Clintel Clinic	A location as configured in CareRight. The address for this location will be used in Clinical Documents uploaded to My Health Record.
User Timeout	15	Relates to SEC-0081 Session lock and termination

Once completed continue on to followings:

1. [My Health Record Profile set up](#)

2. [Location setup \(MHR\)](#)

3. [Patient setup](#)

4. [Medications > Custom Drugs](#)

Provides an overview of errors. Visit [Error Logs](#)

For overview of alerts and required system actions. Visit [Usage - Auditing and Logs](#)

Provides a low level, searchable audit trail . Visit [My Health Record Audit Trail](#)
