

My Health Record Provider set up

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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.

This article contain steps to set up the following:

- **Groups & Roles**
- **Set up a Provider HPI-I**
- **Set up Professional Contacts HPI-I**

Who needs a HPI-I?

Generally, a HPI-I is for healthcare providers and other health personnel involved in providing patient care. For usage of the My Health Record system or ePrescribing, we would recommend anyone you have set up as a Provider in the system (for example, Nurse Practitioner - yes, Registered Nurse - probably not)

Groups & Roles

Assign roles as required at: **Administration > Users and Groups > Groups**

The following roles are related to the Health Identifier Service:

Role	Description
Can access HI Service	Able to manage IHI numbers on patient record and HPI-I numbers on provider and professional contact records.

The following roles are related to My Health Record:

Role	Description
Can view My Health Record	Can download and view clinical documents and dynamic views from My Health Record
Can upload to My Health Record	When writing a discharge summary, has the option to upload it to My Health Record as a Discharge Summary When writing a contact letter, has the option to upload it to My Health Record as a Specialist Letter When writing a prescription, has the option to upload it to My Health Record as a Prescription Record
Can manage My Health Record Access	Can check for existing and gain access to a patient's My Health Record. Can enter LDAC/RDAC access codes to gain access to hidden records/documents. Suitable for non-clinical staff who need to prepare access or correct problems, without needing to view clinical documents.

Set up a Provider for My Health Record

Administration > Staff Members > View a specific provider

In addition to configuring the Organisation level access, your individual clinicians and providers will have been provided a specific **HPI-I** number. If you are unsure, you can search by **AHPRA Registration Number**.

This is configurable under the *Statutory Reporting* section.

Statutory Reporting	
AHPRA Medical Board Registration Number	TES0000002113
HPI-I	8003 6115 6670 XYZ
Professional Category	Anaesthetist
HMDS Specialty of Clinician	Anaesthetics
QHAPDC Treating Doctor Code	
QHAPDC Standard Unit Code	

If you know a provider has an HPI-I but aren't sure if it is correct or not, you can use the *Search* to check and verify the details

Statutory Reporting	
AHPRA Medical Board Registration Number	TES0000002113
HPI-I	800361156670XYZ
<div>Search HI Service by AHPRA</div>	
Professional Category*	Anaesthetist <div>✕</div> <div>▼</div>
HMDS Specialty of Clinician	Anaesthetics <div>✕</div> <div>▼</div>
QHAPDC Treating Doctor Code	
QHAPDC Standard Unit Code	Select a value <div>▼</div>

Set up Professional Contacts HPI-I

In a similar fashion to setting up your own providers, you will want to ensure you have the HPI-I details of other professional contacts you interact with.

CareRight features the ability to search and verify. (currently you have to manually setup each individual professional contact)

Search for Healthcare Provider Identifier (HPI-I)	
Search Type*	AHPRA Registration Number <div>▼</div>
AHPRA Registration Number*	
Family Name*	Reed
<div>Search</div>	