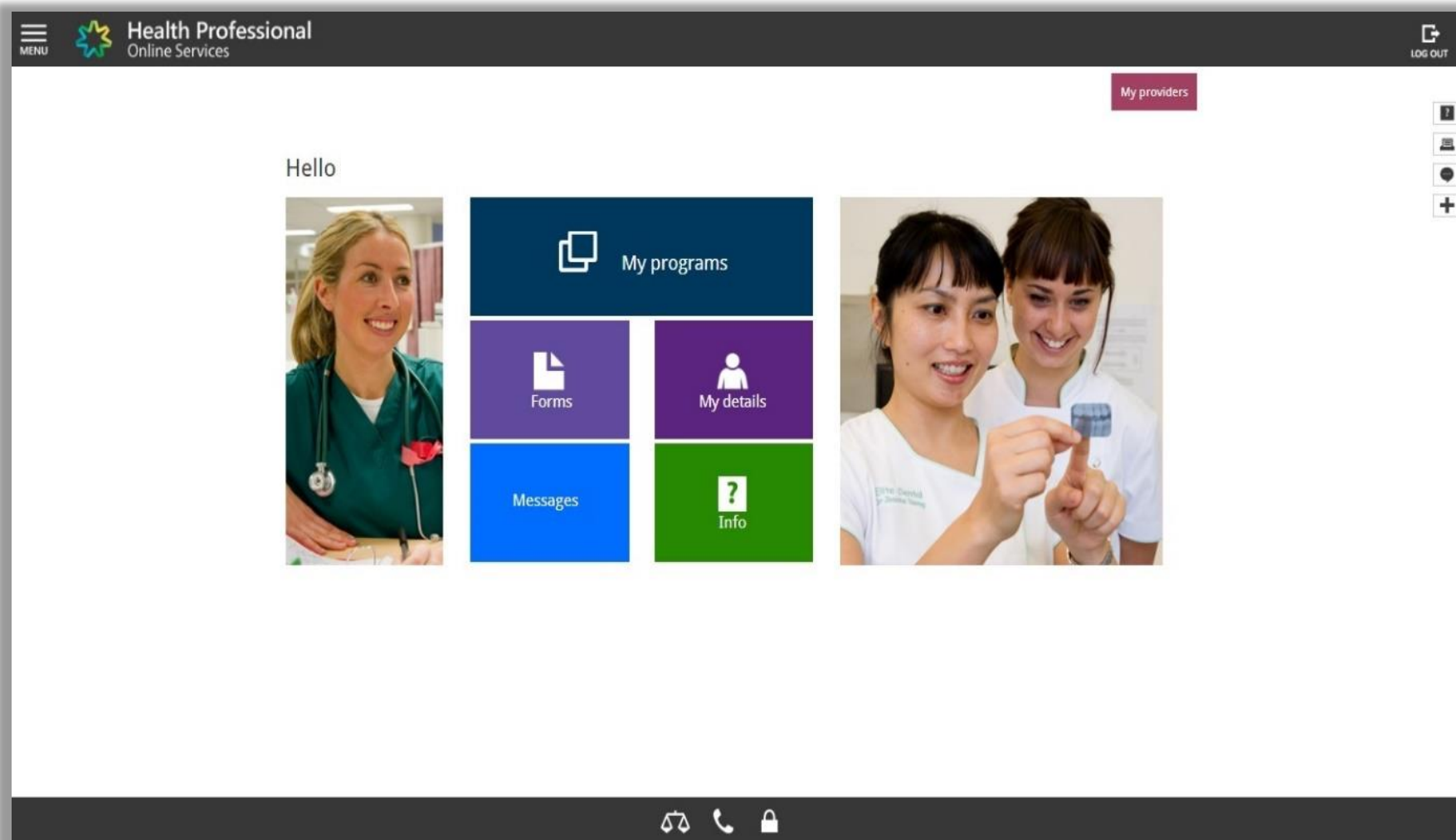


HPOS Soft Launch 13-22 June 2020

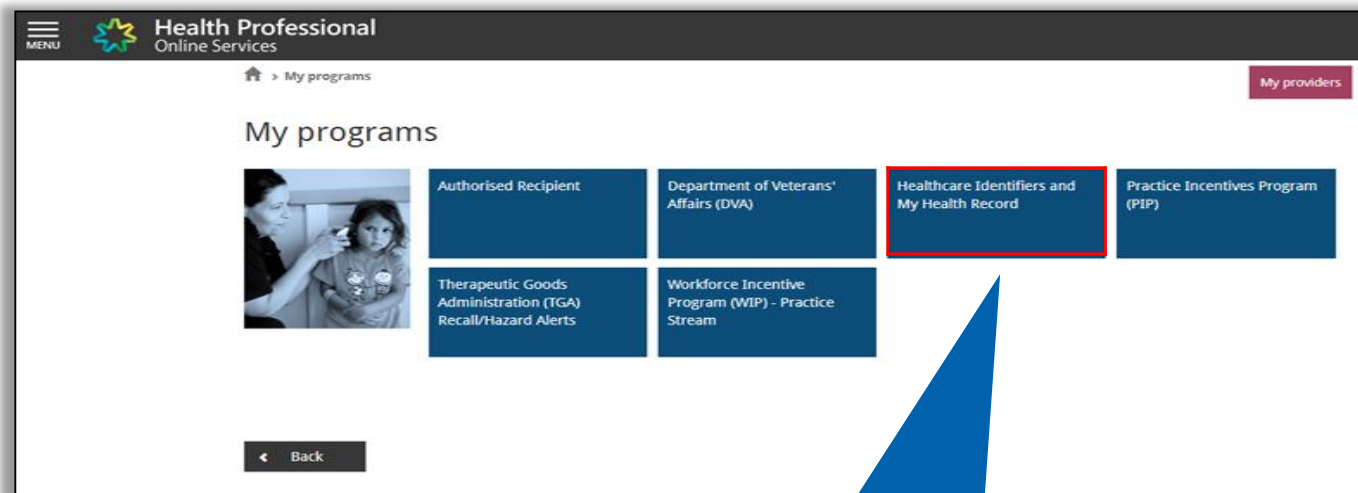
1. My Programs tiles have been updated.
2. Self Regulated Allied Health Professional HPI-I forms via HPOS have been implemented:
 - A) Request HPI-I
 - B) Add Profession to existing HPI-I
 - C) Submit evidence of ongoing professional membership



My programs



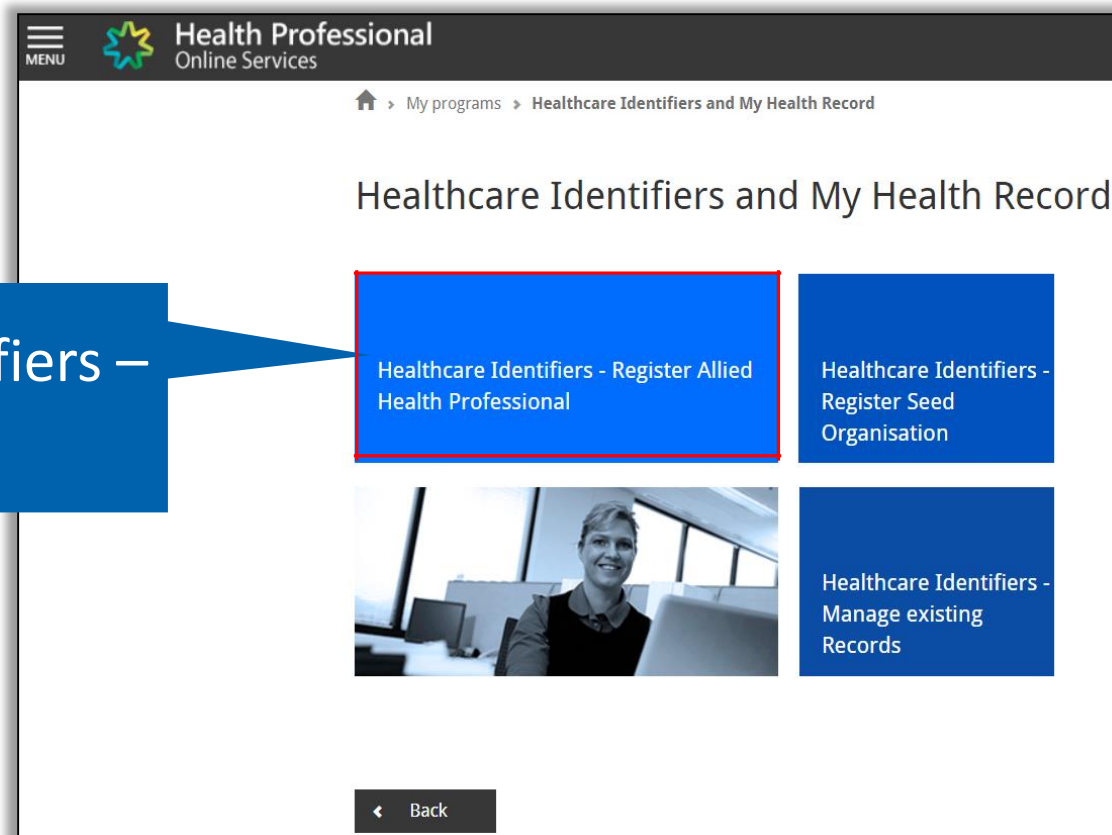
Healthcare Identifiers and My Health Record



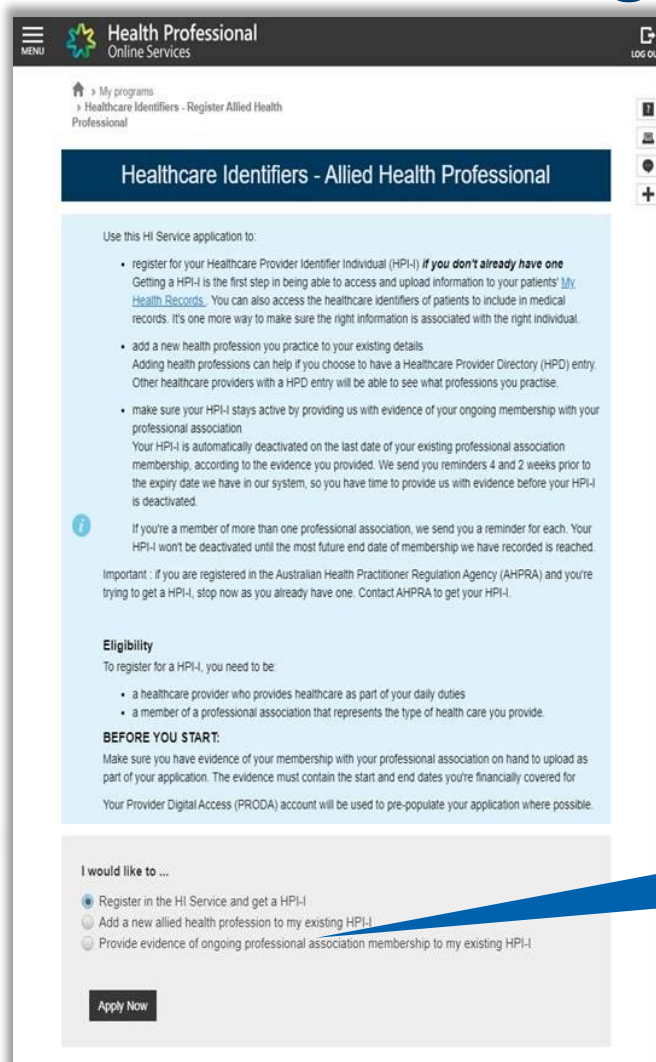
New Healthcare Identifiers
and My Health Record

Register allied health professional

New Healthcare Identifiers –
manage HPI-I



Register in the HI Service



Select: 'Register in the HI Service and get a HPI-I'

Select professional association

The screenshot shows the 'Healthcare Identifiers - Allied Health Professional - Select professional association' page. The header includes a menu icon, the 'Health Professional Online Services' logo, and a 'LOG OUT' button. The breadcrumb trail is 'My programs > Healthcare Identifiers - Register Allied Health Professional'. The main heading is 'Healthcare Identifiers - Allied Health Professional - Select professional association'. Below this, there is instructional text: 'Select your professional association. If you don't see it in the drop down list, use the 'My professional association is not in the list' checkbox and continue with your application. If you are registered with AHPRA, you already have a HPI-I. Only continue with this application if you are adding an allied health profession to your existing HPI-I. Otherwise, contact AHPRA for your HPI-I. Note: If you're not sure if you're registered with AHPRA, we have included the names of the AHPRA boards in the Professional Association drop down list. The application won't let you continue if you select one to make sure you don't register in the HI Service twice.' Below the text is a form section titled 'Please select your professional association'. It contains a dropdown menu with 'Australian Natural Therapists Association' selected, a search input field with 'austra' entered, and a list of suggestions including 'Audiology Australia', 'Australian Association of Social Workers', 'Australian Counselling Association', 'Australian Natural Therapists Association' (highlighted), 'Australian Orthotic Prosthetic Association', 'Australian Society of Rehabilitation Counsellors', and 'Australian Traditional Medicine Society'. To the right of the dropdown is a checkbox labeled 'My professional association is not in the list'. A 'Next >' button is located to the right of the form. The footer of the page has icons for a scale, a phone, and a lock.

Health Professional Online Services

LOG OUT

My programs > Healthcare Identifiers - Register Allied Health Professional

Healthcare Identifiers - Allied Health Professional - Select professional association

Select your professional association.

If you don't see it in the drop down list, use the 'My professional association is not in the list' checkbox and continue with your application.

If you are registered with AHPRA, you already have a HPI-I. Only continue with this application if you are adding an allied health profession to your existing HPI-I. Otherwise, contact AHPRA for your HPI-I.

Note: If you're not sure if you're registered with AHPRA, we have included the names of the AHPRA boards in the Professional Association drop down list. The application won't let you continue if you select one to make sure you don't register in the HI Service twice.

Please select your professional association

Australian Natural Therapists Association

austra

Audiology Australia

Australian Association of Social Workers

Australian Counselling Association

Australian Natural Therapists Association

Australian Orthotic Prosthetic Association

Australian Society of Rehabilitation Counsellors

Australian Traditional Medicine Society

☐ My professional association is not in the list

Next >



Select profession

The screenshot shows a web application interface for 'Health Professional Online Services'. The top navigation bar includes a menu icon, the service name, and a 'LOG OUT' link. The breadcrumb trail indicates the user is in 'My programs > Healthcare Identifiers - Register Allied Health Professional'. The main heading is 'Healthcare Identifiers - Allied Health Professional - Select profession'. An information box instructs the user to select their health profession or use the 'My profession is not in the list' checkbox. Below this, a section titled 'Please select your profession' contains a dropdown menu with 'Massage Therapist' selected, a search input with 'mass', and a list of suggestions: 'Massage Therapist', 'Remedial Massage Therapist', and 'Thai Massage Therapist'. To the right of the dropdown is a checkbox labeled 'My profession is not in the list'. At the bottom of the form are 'Previous' and 'Next' buttons. The footer of the application shows icons for a scale, a phone, and a lock.

Health Professional
Online Services

LOG OUT

My programs > Healthcare Identifiers - Register Allied Health Professional

Healthcare Identifiers - Allied Health Professional - Select profession

Select your health profession. If you don't see your profession in the dropdown list, use the 'My profession is not in the list' checkbox and continue with your application.

Please select your profession

Massage Therapist

mass

Massage Therapist



Remedial Massage Therapist


Thai Massage Therapist





☐ My profession is not in the list

Previous Next


Select specialisation

 **Health Professional**
Online Services 

 > My programs
> Healthcare Identifiers - Register Allied Health Professional

Healthcare Identifiers - Allied Health Professional - Application


 Additional details are required to complete your application.


Profession

Individual

HPD

Documents

 Please provide additional details regarding your professional association membership.

 Indicates required information

Professional Association	Australian Natural Therapists Association
Provider Type	Massage Therapists
Specialty	Massage Therapist
Specialisation	<input type="text" value="Sports Therapist"/>
Membership Number *	<input type="text" value="1234567890"/>
Membership Start Date	<input type="text" value="01"/> / <input type="text" value="12"/> / <input type="text" value="2019"/>
Membership End Date *	<input type="text" value="01"/> / <input type="text" value="12"/> / <input type="text" value="2020"/>



Cancel

Next >

Submit



Add additional details

 **Health Professional**
Online Services

[Home](#) > [My programs](#) > [Healthcare Identifiers - Register Allied Health Professional](#)

Healthcare Identifiers - Allied Health Professional - Application

Additional details are required to complete your application.

Profession	Individual	HPD	Documents
<p>Current Name Kevin Michael</p> <p>Date Of Birth 22/01/1978</p> <p>Sex Male</p> <p>Other Name(s)</p>			

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.

Identifiers

Identifier Type

Identifier Number

Please provide your business contact and address details.

Business Contact Details

Daytime Phone *

Email *

*Indicates required information

Business Address

Address Search

Address Lines *

Suburb/Town/Locality *

State/Territory *

Postcode *



Display your details in the Healthcare Provider Directory (HPD)

Health Professional Online Services

LOG OUT

My programs
Healthcare Identifiers - Register Allied Health Professional

Healthcare Identifiers - Allied Health Professional - Application

Additional details are required to complete your application.

[Profession](#) [Individual](#) **HPD** [Documents](#)

You can choose to use information in this application to create an entry in the Healthcare Provider Directory (HPD). The HPD is a 'white pages' for the Healthcare Identifiers Service. Other healthcare providers and organisations listed in the HPD will be able to see the details you choose to display. You can have an entry for each health profession you practice.

If you don't want an entry at this time, you can always [create one at a later date](#).

If you have existing HPD entries, the option to display/not display sex will be reflected in those entries. Other information, such as contact details, won't change.

Read more about what you can include when you manage your HPD entries through the [Health Professional Online Services \(HPOS\)](#).

* Indicates required information




Do you want to display details in the HPD at this time? *


☒ Yes ☐ No

I would like the following details to be displayed in the HPD: *


- ☒ Healthcare provider's name (automatic)
- ☒ Business address (automatic)
- ☐ Sex (this choice shall update all your HPD entries)
- ☐ Provider and membership details
- ☐ Daytime phone number

Upload evidence

  **Health Professional**
Online Services  LOG OUT

 > My programs
> Healthcare Identifiers - Register Allied Health Professional

Healthcare Identifiers - Allied Health Professional - Application


 Additional details are required to complete your application.

Profession

Individual

HPD

Documents

 Upload evidence of your membership with your professional association. Usually this is your certificate of membership. The evidence needs to include the end date you are financially covered to.



* Indicates required information

File * No file chosen

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




Check your details are correct

  **Health Professional**
Online Services

[Home](#) > [My programs](#) > [Healthcare Identifiers - Register Allied Health Professional](#)

Healthcare Identifiers - Allied Health Professional - Confirmation

 Check all your details are correct before completing the declaration and selecting 'Confirm' to submit your application.
You can make corrections if required at this point by selecting the Back button.

Profession

Professional Association	Australian Natural Therapists Association	Provider Type	Massage Therapists
Membership Number	1234567890	Specialty	Massage Therapist
Membership Start Date	01/12/2019	Specialisation	Sports Therapist
Membership End Date:	01/12/2020		

Individual

Current Name	Kevin Michael	Date of Birth	22/01/1978	Sex	Male
Other Name(s)		Identifier Type		Identifier Number	
Daytime Phone	0412345678	Email	kevin@gmail.com		
Business Address	134 Reed St, Greenway ACT 2900	Mailing/Postal Address	134 Reed St, Greenway ACT 2900		

HPD

Do you want to display details in the HPD at this time? ☒ Yes

I would like the following details to be displayed in the HPD:

- Healthcare provider's name (automatic)
- Business address (automatic)




Your application has been submitted

Healthcare Identifiers - Allied Health Professional

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

Use this HI Service application to:

- register for your Healthcare Provider Identifier Individual (HPI-I) *if you don't already have one*
Getting a HPI-I is the first step in being able to access and upload information to your patients' [My Health Records](#). You can also access the healthcare identifiers of patients to include in medical records. It's one more way to make sure the right information is associated with the right individual.
- add a new health profession you practice to your existing details
Adding health professions can help if you choose to have a Healthcare Provider Directory (HPD) entry. Other healthcare providers with a HPD entry will be able to see what professions you practise.
- make sure your HPI-I stays active by providing us with evidence of your ongoing membership with your professional association
Your HPI-I is automatically deactivated on the last date of your existing professional association membership, according to the evidence you provided. We send you reminders 4 and 2 weeks prior to the expiry date we have in our system, so you have time to provide us with evidence before your HPI-I is deactivated.

 If you're a member of more than one professional association, we send you a reminder for each. Your HPI-I won't be deactivated until the most future end date of membership we have recorded is reached.

Important : if you are registered in the Australian Health Practitioner Regulation Agency (AHPRA) and you're trying to get a HPI-I, stop now as you already have one. Contact AHPRA to get your HPI-I.

Eligibility

To register for a HPI-I, you need to be:

- a healthcare provider who provides healthcare as part of your daily duties
- a member of a professional association that represents the type of health care you provide.

Make sure you have evidence of your membership with your professional association on hand to upload as part of your application. The evidence must contain the start and end dates you're financially covered for



Register seed organisation



Health Professional Online Services

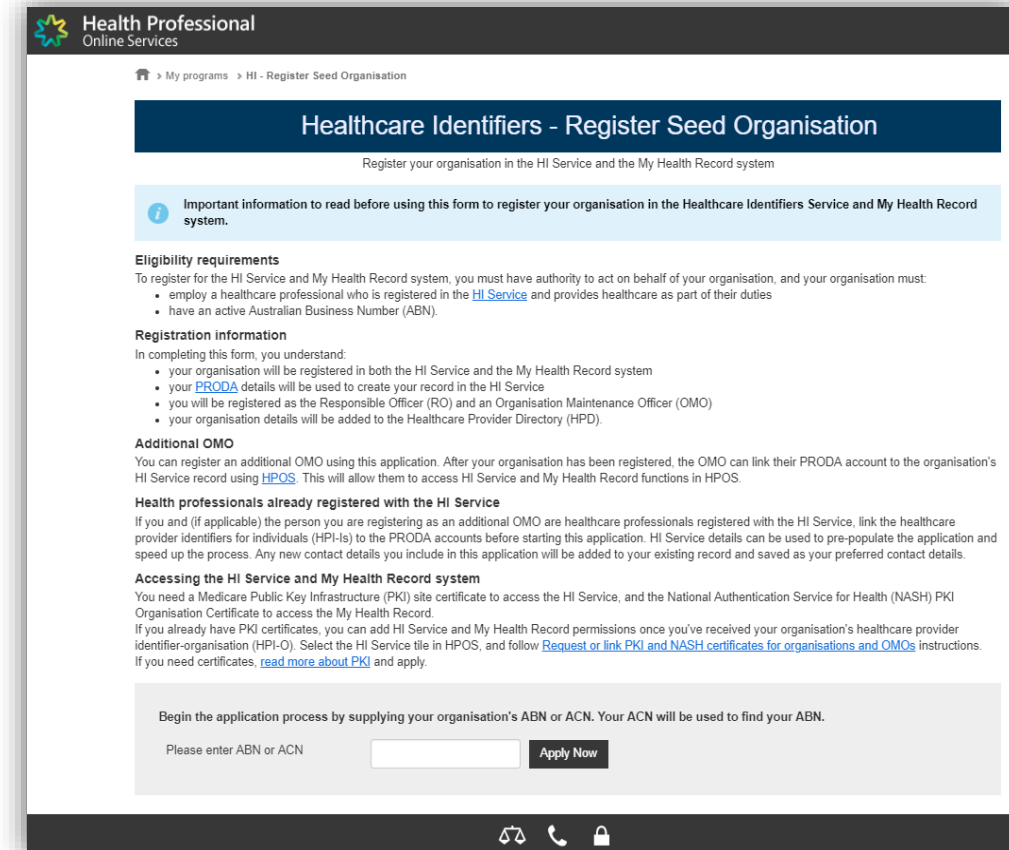
My programs > Healthcare Identifiers and My Health Record

Healthcare Identifiers and My Health Record

Healthcare Identifiers - Register Allied Health Professional

Healthcare Identifiers - Register Seed Organisation

Healthcare Identifiers - Register Seed Organisation



Health Professional Online Services

My programs > HI - Register Seed Organisation

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](#)

What's next?

1. Business Verification testing this week 15-19 June.
2. ADHA and Services Australia website progressive updates 22 – 30 June
3. Webinars for Allied Health Peaks covering 98% of current self-regulated HPI's
 - Wed 17 June – Exercise & Sport Science Australia
 - Thurs 25 June - Audiology Australia
 - Tues 30 June - Speech Pathology Australia
 - Wed 22 July - Dietitians Association of Australia
4. AHPA will communicate to their members

