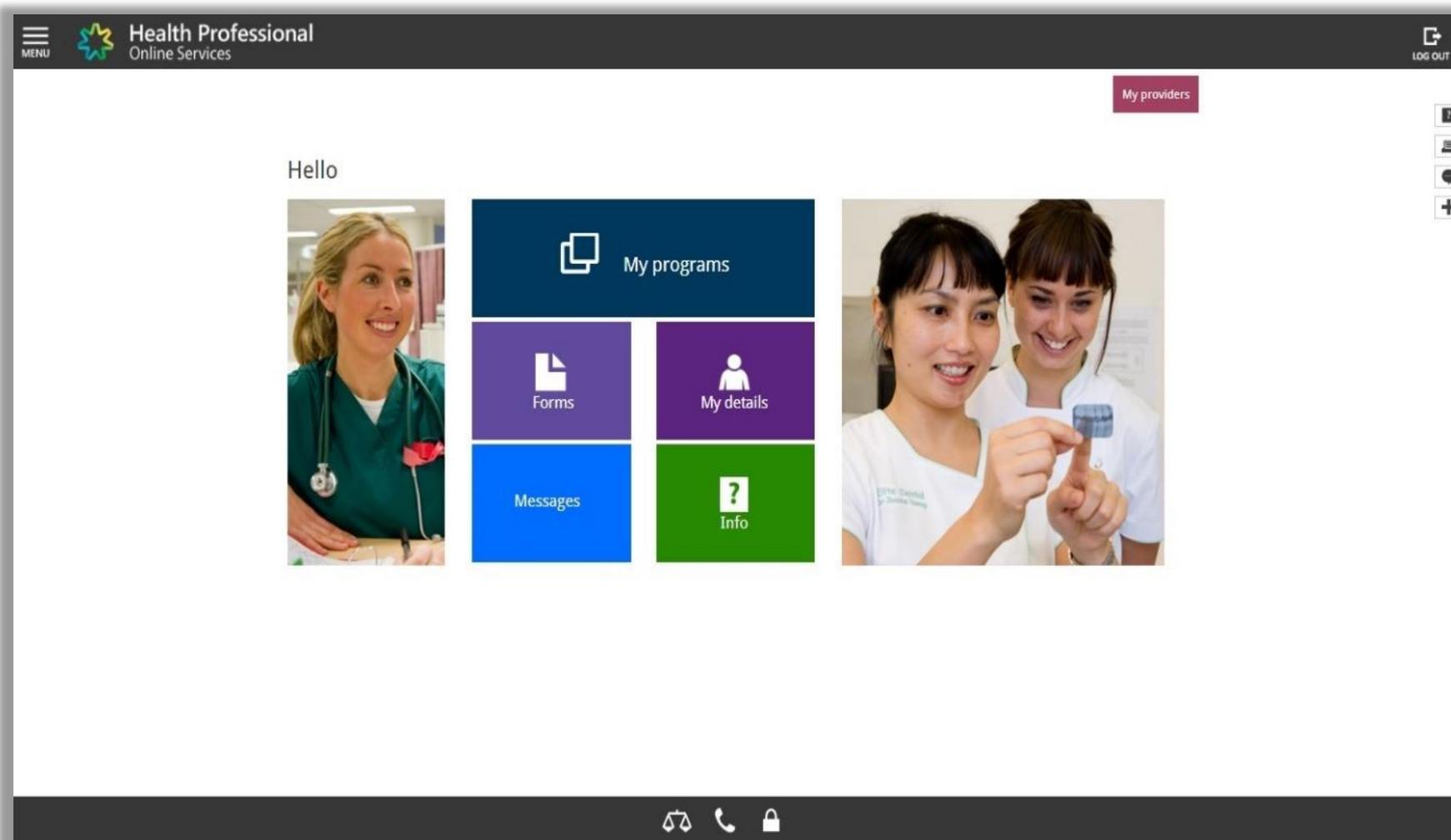


HPOS Soft Launch 13-22 June 2020

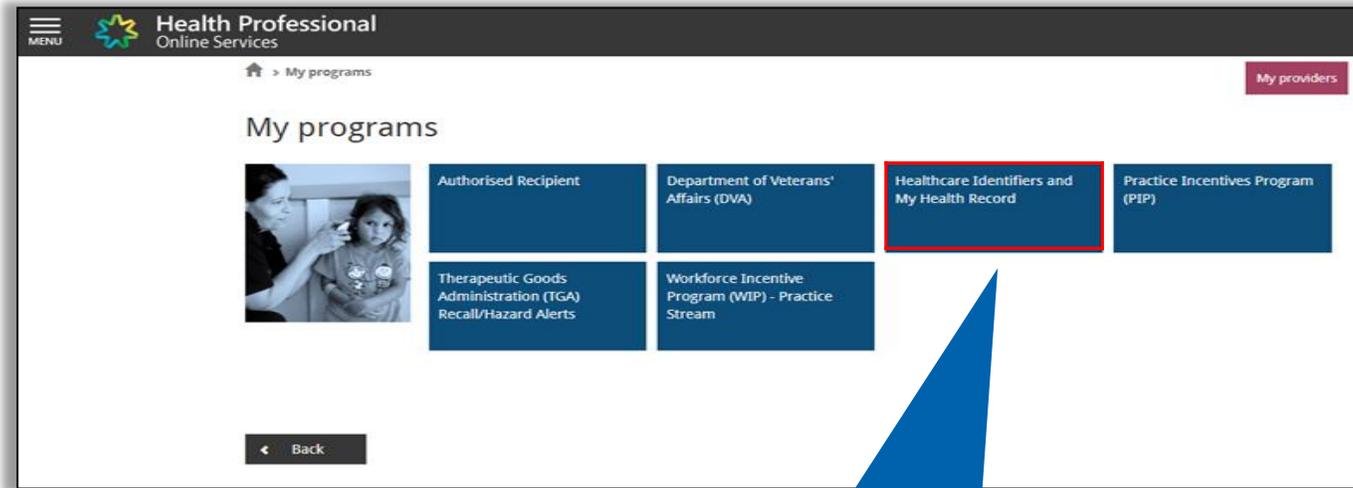
1. My Programs tiles have been updated.
2. Self Regulated Allied Health Professional HPI-I forms via HPOS have been implemented:
 - A) Request HPI-I
 - B) Add Profession to existing HPI-I
 - C) Submit evidence of ongoing professional membership



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

The screenshot shows the 'Health Professional Online Services' interface. The breadcrumb trail is 'My programs > Healthcare Identifiers and My Health Record'. The main heading is 'Healthcare Identifiers and My Health Record'. There are three blue buttons: 'Healthcare Identifiers - Register Allied Health Professional' (highlighted with a red border and a blue callout), 'Healthcare Identifiers - Register Seed Organisation', and 'Healthcare Identifiers - Manage existing Records'. A 'Back' button is at the bottom left.



Register in the HI Service

Health Professional Online Services

My programs
Healthcare Identifiers - Register Allied Health Professional

Healthcare Identifiers - Allied Health Professional

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.

BEFORE YOU START:

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. Your Provider Digital Access (PRODA) account will be used to pre-populate your application where possible.

I would like to ...

- Register in the HI Service and get a HPI-I
- Add a new allied health profession to my existing HPI-I
- Provide evidence of ongoing professional association membership to my existing HPI-I

[Apply Now](#)



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



Select professional association

Health Professional Online Services

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.

i 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

 My professional association is not in the list

Select profession

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

Message Therapist My profession is not in the list

mass

- Message Therapist
- Remedial Massage Therapist
- Thai Massage Therapist

Previous Next

⚖️ ☎️ 🔒



Select specialisation





Health Professional
Online Services



LOG OUT

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

Healthcare Identifiers - Allied Health Professional - Application

i Additional details are required to complete your application.

Profession

Individual

HPD

Documents

i 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

Membership Number *

Membership Start Date / /

Membership End Date * / /

Cancel

Next >

Submit



Add additional details

MENU
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
Current Name	Kevin Michael		
Date Of Birth	22/01/1978		
Sex	Male		
Other Name(s)			

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 *Indicates required information

Daytime Phone *

Email *

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

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

 MENU
 

Health Professional
Online Services

 LOG OUT

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

Healthcare Identifiers - Allied Health Professional - Application

i Additional details are required to complete your application.

Profession

Individual

HPD

Documents

i 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

Upload File

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

Cancel

← Previous

Submit



Check your details are correct

☰
Health Professional
Online Services

🏠 > My programs > Healthcare Identifiers - Register Allied Health Professional

Healthcare Identifiers - Allied Health Professional - Confirmation

i 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 - My Health Record

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

