My Health Record

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Set up the practice, practitioners and patients to support My Health Record and configure how the information is uploaded.

Practice HIP-O & NASH setup

This section explains how to load a site's NASH certificate into Zedmed.

Prerequisites:

- The site must have the HI service already set up and functioning within Zedmed.
- The relevant Participation Agreement for Healthcare Provider Organisation must be completed.
- Site's NASH certificate and PIC must have been received from Medicare Australia or downloaded via the PRODA Account.
- The doctors must have completed the Healthcare Provider Registration for the My Health Record.
- The doctors must be set up with their HPI-I in order to access a patient's My Health Record.

Instructions summary:

- Ensure that the pre-requisites have been met.
- Load the NASH certificate in Zedmed Clinical.
- Update the Practice Setup with the Organisation Type and Service.
- Check that the doctor's HPI-I has been entered in the doctor setup.

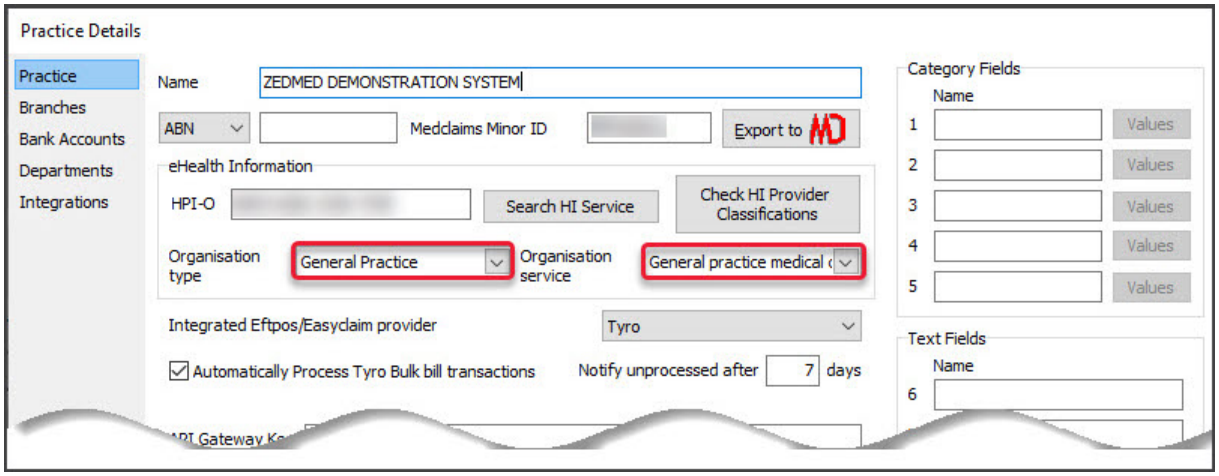
Step 1 - Confirm practice settings

To confirm the settings:

1. Go to Zedmed's **Management** tab.
2. Select **Practice Setup > Practice.**

   The **Practice Details** screen will open with the **Practice** tab selected.

   The HPI-O should already be entered as part of the HI Service setup.
3. Select the required option from the **Organisation type** field.
4. Select the required option from the **Organisation service** field.
5. Select **Close** to save and exit.



Step 2 - Confirm doctor setup

To confirm the settings:

1. Go to Zedmed's **Management** tab.
2. Select **Practice Setup.**
3. Select **Doctors > Find Treating Doctor.**

   The **Find doctor Detail** screen will open.
4. Enter **Family Name** into the field provided.
5. Select **Find.**
6. Double-click on the doctor to open their details.
7. Ensure that the doctor's HPI-I has been entered into the doctor's set up for all the doctors using My Health Record.
8. If required, enter the number manually or search using the **Search HI Service** button.
9. Select **Close** to save and exit.

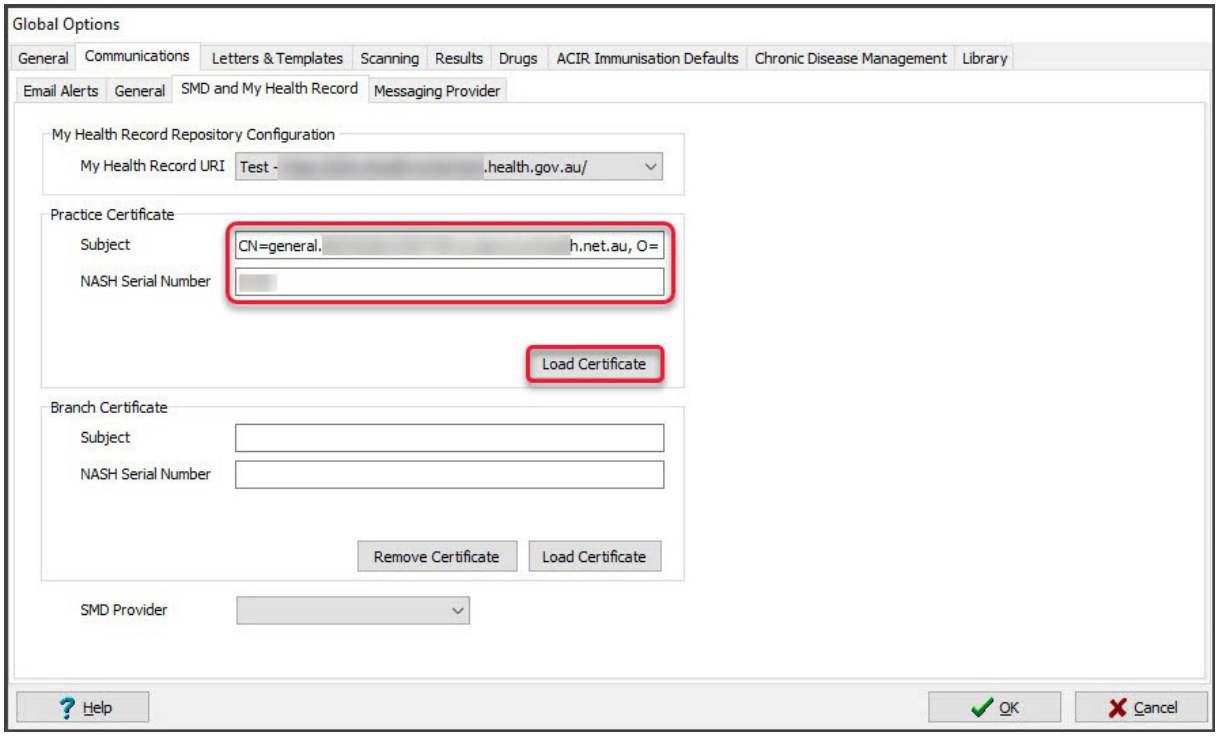
Step 3: Load the NASH Certificate

To load the site's NASH certificate you will need to ensure that the HI service is working correctly. You do not have to be on the server to load the site's NASH certificate.

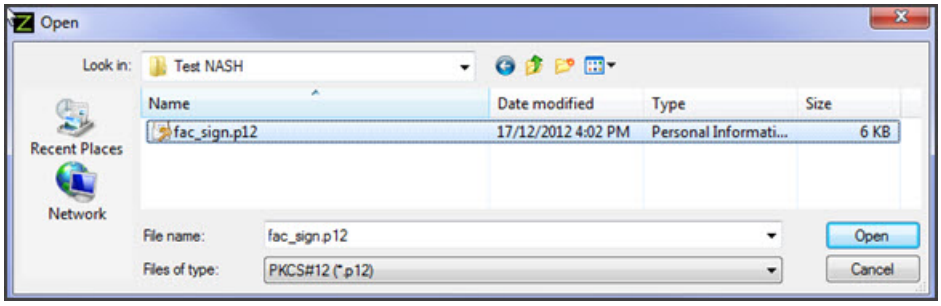
To load the certificate:

1. Go to Zedmed's **Reception** tab.
2. Select **Clinical Records**.

   The **Clinical Records** screen will open.
3. Select **Tools** > **Global Options** from the top menu.
4. Select the **Communications** tab.
5. Select the **SMD and My Health Record** tab.



6. Select the **Load Certificate** button.
7. Navigate to where the certificate is located.
8. Select the **fac_sign.p12** file.
9. Select **Open**.



10. Enter the **PIC** into the password field.
11. Select **OK**.

    It will then say that the certificate has been successfully loaded.
12. Select **OK**.

    It will then enter the information into the **Subject** and **NASH Serial No** fields.
13. Select **OK** to exit.

Next steps:

- If you've just loaded the site NASH Certificate then proceed to the sections below.
- If the site is able to upload My Health Record successfully then the following settings are already in place.

Set up the practice's HPI-O number

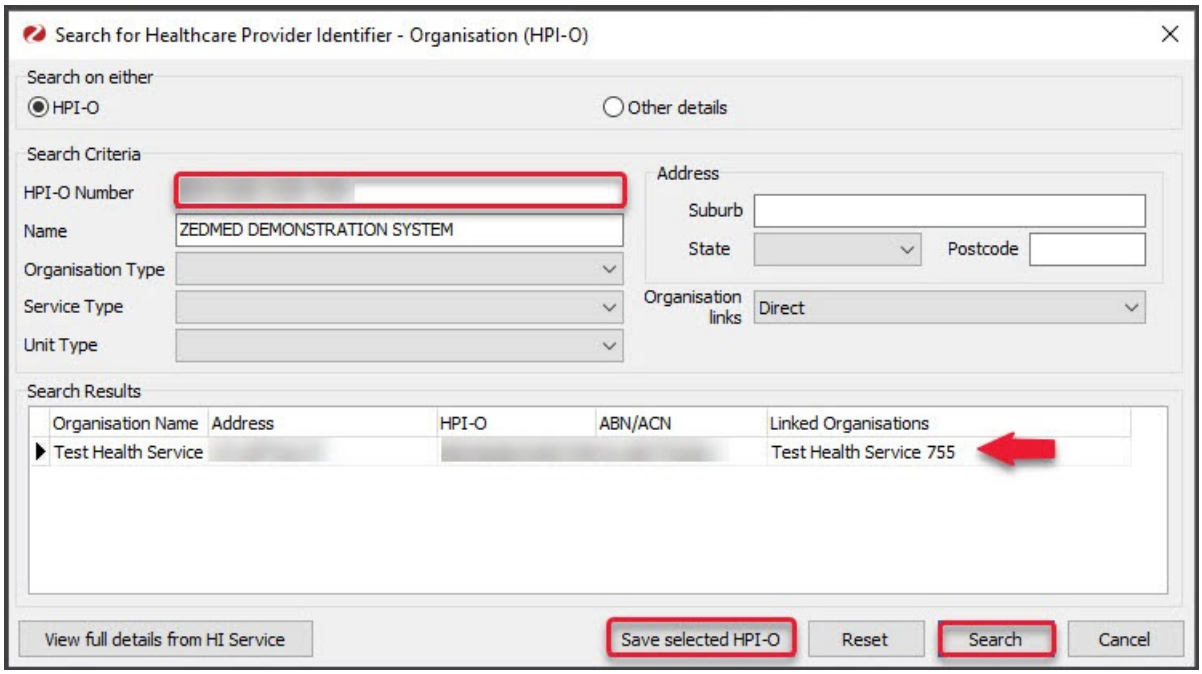
The following steps search for the Healthcare Provider Identifier Organisation (HPI-O) number and save it into Zedmed. These steps can only be performed after the NASH Certificate has been loaded into Zedmed.

To locate and verify the identifier:

1. Go to Zedmed's **Management** tab.
2. Select **Practice Setup > Practice.**

   The **Practice Details** screen will open with the **Practice** tab selected.
3. Select the **Search HI Service.**
4. Enter the HPI-O number.
5. Select **Search.**

   This will locate the Practice HPI-O Number.
6. Select **Save selected HPI-O.**
7. Select **Close** to exit.



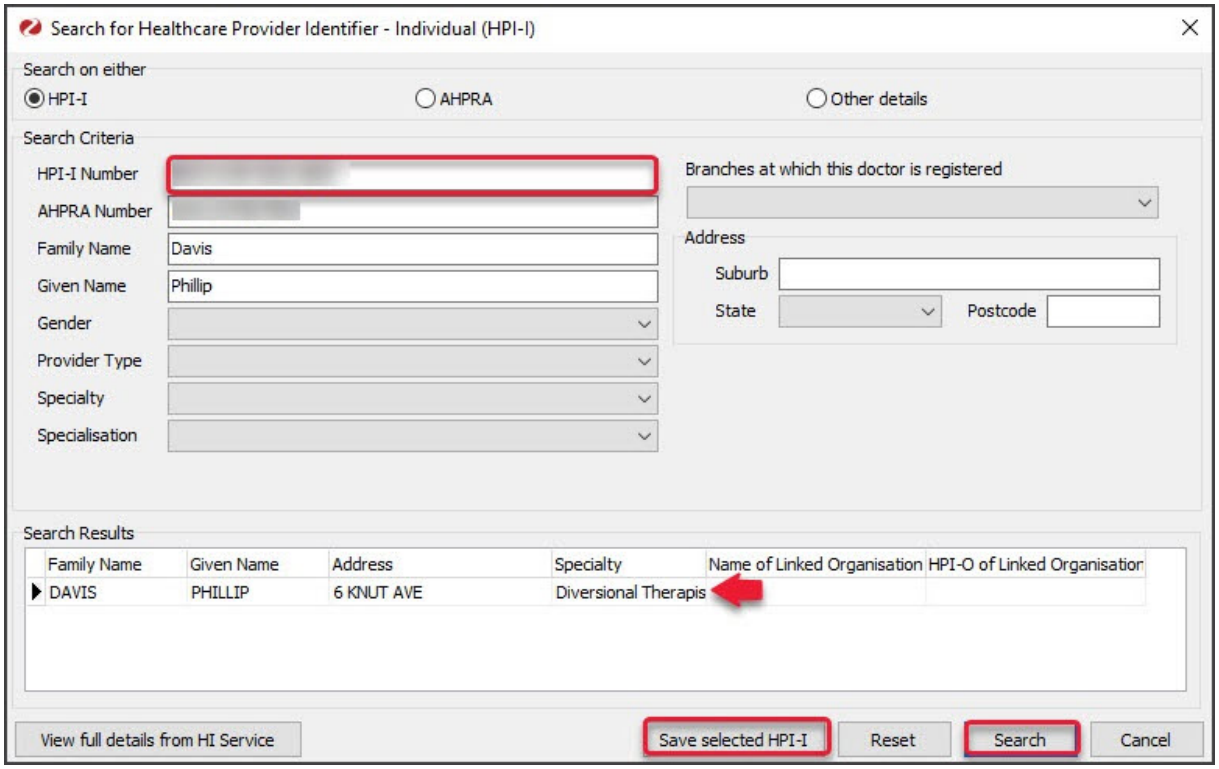
Set up the doctor's HPI-I number

The following steps search for the Healthcare Provider Identifier (HPI-I) number and save it into Zedmed. These steps can only be performed after the NASH Certificate has been loaded into Zedmed.

To locate and verify the identifier:

1. Go to Zedmed's **Management** tab.
2. Select **Practice Setup.**
3. Select **Doctors > Find Treating Doctor.**

   The **Find doctor Detail** screen will open.
4. Enter **Family Name** into the field provided.
5. Select **Find.**
6. Double-click on the doctor to open their details.
7. Select **Search HI Service.**
8. Enter the HPI-I number.
9. Select **Search** to locate the number -this confirmed the number.
10. Select **Save selected HPI-I**.
11. Select **Close** to exit.



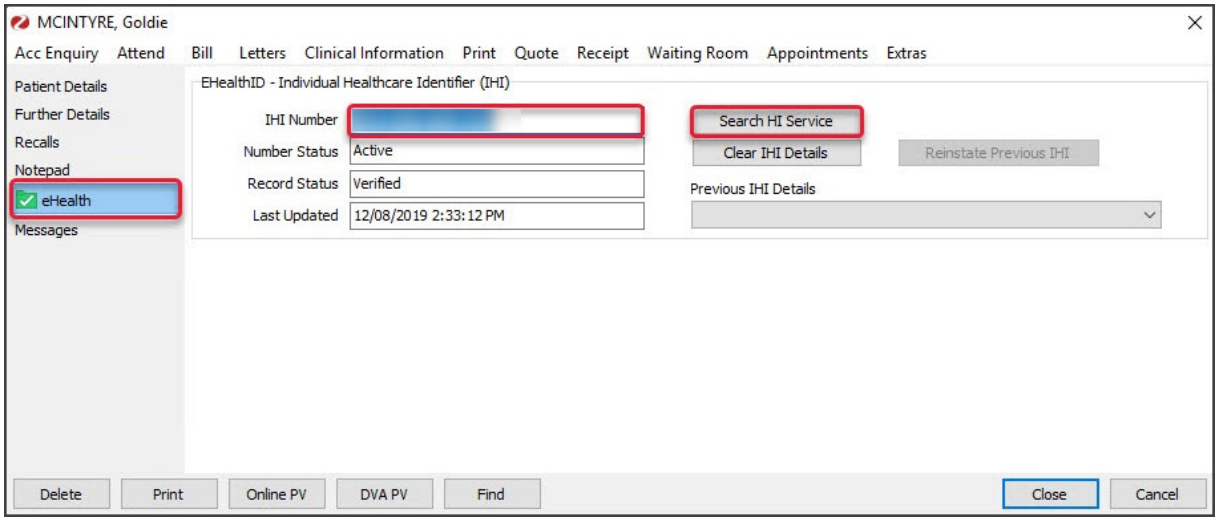
Set up the patient's IHI number

The following steps search for the H Individual Healthcare Identifier (IHI) number and save it into Zedmed. These steps can only be performed after the NASH Certificate has been loaded into Zedmed.

To locate and verify the identifier:

1. Go to Zedmed's **Reception** tab.
2. Select **Patients** then locate the patient and open their record.

   To learn more, see the open a patient's record article.
3. Select the **Health** icon on the left-hand side.
4. Select **Search HI Service.**
5. Select **Close** to exit.



My Health Record upload settings

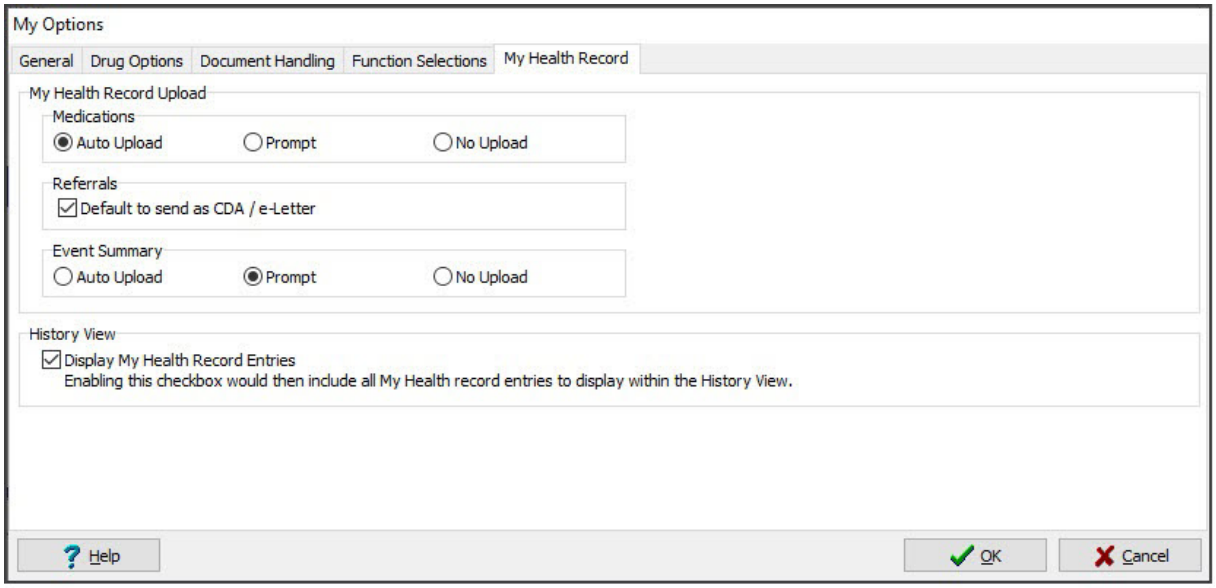
By default, if the patient is registered with My Health Record, prescriptions and referrals are automatically uploaded to My Health Record during the consultation, and you are prompted to approve the Event Summary upload when the encounter ends. These default settings can be changed. Changing the Event Summary from **prompt** to **auto** enables a modify option so you can determine what Event Summary information is uploaded.

To learn more, see the My Health Record user guide.

To change the upload settings:

1. Go to Zedmed's **Reception** tab.
2. Select **Clinical Records**.

   The **Clinical Records** screen will open.
3. Select **Tools** > **My Options** from the top menu.



Key options explained:

- **Medications**: If you select **Prompt**, you will be asked to confirm **Yes** or **No** to determine if a prescription is uploaded. If you select Yes, it will be uploaded to MHR.
- **Referrals**: Referral letters need to be sent in the CDA/eLetter format and there are no prompts. This box must be ticked for the referral to be uploaded to MHR.
- **Event Summary**: If you select **Prompt**, you will be asked to confirm **Yes** or **No** to determine if an encounter's Event Summary is uploaded. If you select Yes, you will select what is to be included.