



Application to establish list of authorised healthcare provider individuals

Purpose of this form

This is an application by a healthcare provider organisation to establish a list of individual healthcare providers who are authorised to access the My Health Record system provider portal on behalf of a registered healthcare provider organisation.

This form can be submitted at the same time as the *Application to register healthcare provider organisation in the My Health Record system* is submitted for the healthcare provider organisation, or at a later time.

For further information about the My Health Record system, please visit www.myhealthrecord.gov.au. A guide to registering healthcare provider organisations (**the Provider Registration Booklet**) has been produced which provides information about establishing a list of authorised healthcare provider individuals. The Provider Registration Booklet is available for download online at www.myhealthrecord.gov.au.

When to use this form

Use this form if:

- you are the Organisation Maintenance Officer or Responsible Officer of a healthcare provider organisation which has been registered (or has applied to register) under the *My Health Records Act 2012*;
- your healthcare provider organisation wishes to access consumer My Health Records via the provider portal; and
- you want to establish with the System Operator a list of all healthcare provider individuals who are registered with the Healthcare Identifiers Service and who are authorised to access the My Health Record system via or on behalf of the registered healthcare provider organisation using the Provider Portal (**List of Authorised Healthcare Provider Individuals**).

An Application to establish list of authorised healthcare provider individuals' should be submitted for each healthcare provider organisation in a network hierarchy.

A healthcare provider organisation's List of Authorised Healthcare Provider Individuals must always be kept accurate and up to date. Changes must be notified to the System Operator. Please call 1800 723 471 (call charges apply from mobile phones).

My Health Record compliant digital credentials must be obtained by a healthcare provider individual before the healthcare provider individual can access the provider portal. My Health Record compliant digital credentials are managed by the Medicare program of the Department of Human Services. Further information is provided in the Provider Registration Booklet.

Provider portal

The provider portal has been established by the System Operator to allow registered healthcare provider organisations to access the My Health Record system without having to use a clinical information system. The provider portal enables a healthcare provider organisation to search for and view an individual's My Health Record and the information contained in it, but does not allow an organisation to upload documents or information to a My Health Record.

List of Authorised Healthcare Provider Individuals

A List of Authorised Healthcare Provider Individuals establishes a link between the identified healthcare provider individual(s) and a healthcare provider organisation, allowing an individual to access the My Health Record system via the provider portal on behalf of their organisation. Authorisation links only need to be made if healthcare providers require access to the provider portal. Authorisation links do not need to be created for healthcare provider individuals accessing the My Health Record system via a conformant clinical information system. A healthcare provider organisation's List of Authorised Healthcare Provider Individuals must always be kept up to date.

Healthcare provider individual

Healthcare provider individuals who are authorised to access the provider portal on a healthcare provider organisation's behalf must be registered with the Healthcare Identifiers Service and have an active Healthcare Provider Identifier – Individual (HPI-O) number.

Healthcare Identifiers (HI) Service

The HI Service provides a consistent set of identifiers to clearly identify consumers and healthcare providers (organisations and individuals). The HI Service enables providers to link health information to the right consumer securely, consistently and accurately. Registration with the HI Service by both healthcare provider organisations and individuals is a prerequisite for issuance of My Health Record compliant digital credentials.

Seed organisation

A seed organisation is a legal entity which provides or controls the delivery of healthcare services. In a network of healthcare provider organisations, the seed organisation is the principle entity in the structure.

Network organisation

A network organisation is part of or subordinate to a seed organisation in a legal, business and/or administrative sense. Network organisations can be used to represent different departments, sections or divisions in an organisation (e.g. departments within a hospital) or can be separate legal entities from the seed organisation. A seed organisation is not required to have a network organisation.



Organisation Maintenance Officer

An Organisation Maintenance Officer is an employee of a seed organisation or a network organisation who acts on behalf of the organisation in its dealings with the System Operator of the My Health Record system. An Organisation Maintenance Officer is registered under the HI Service. A seed Organisation Maintenance Officer is the Organisation Maintenance Officer registered for a seed organisation.

Responsible Officer

A Responsible Officer is an employee of a seed organisation who acts on behalf of the seed organisation in its dealings with the System Operator of the My Health Record system. A Responsible Officer is registered under the HI Service.

Filling in this form

- **Please use black or blue pen**
- Print in **BLOCK LETTERS**
- Mark boxes like this with a ✓ or X
- Where you see a box like this skip to the question number shown. You do not need to answer the questions in between.

Returning your form

Send the completed form and all supporting documentation to:

My Health Record Program
GPO BOX 1753
Melbourne VIC 3000

or via fax to **1800 200 794**

Your privacy in the My Health Record system

When you apply to register the organisation you represent as a participant in the My Health Record system, personal information in this form will be collected by the System Operator of the My Health Record system (the Secretary of the Department of Health). The purpose of collecting this personal information is (1) to verify your identity, the identity of your organisation and your role as a Responsible Officer, Organisation Maintenance Officer or Contracted Service Provider Officer in the organisation and (2) to manage the My Health Record system.

Without this information your organisation cannot be registered to participate in the My Health Record system. Your organisation does not need to participate in the My Health Record system to receive payments under the Medicare Benefits Schedule however you may not be eligible for other government programs such as Practice Incentive Payments.

The collection and disclosure of this information is authorised by the *My Health Records Act 2012* and the *Healthcare Identifiers Act 2010*. Officers from the Department of Human Services (DHS) and the Department of Health undertake tasks on behalf of the System Operator.

For the purpose of verifying your identity, your personal information will be compared to information about you held by the Chief Executive Medicare (as the Healthcare Identifiers Service Operator). A copy of your application, including any documents provided as evidence of identity, is kept by the My Health Record System Operator for record keeping purposes.

Once your organisation is registered, your personal information is not stored on the My Health Record system. Rather, your personal information is stored by the Chief Executive Medicare as part of the HI Service and disclosed to the System Operator of the My Health Record system and her delegates.

Information about your organisation, excluding personal information, may be disclosed to:

- the Chief Executive Medicare for the purpose of verifying the identity of the organisation;
- registered consumers and people acting on their behalf;
- registered healthcare provider organisations;
- government agencies (such as the Healthcare Identifiers Service);
- authorised organisations (such private firms contracted by the System Operator or other healthcare providers); and
- organisations that store the documents for the My Health Record system.

The System Operator is required by law to handle and store information in the My Health Record system in Australia.

How you manage your organisation's registration details, including your personal information, once your organisation is registered depends on the type of organisation: healthcare provider organisations can manage these details through the **Health Professional Online Services** at www.medicareaustralia.gov.au/hpos while contracted service providers can complete the forms available by going to the **Healthcare Identifiers Service** page at www.medicareaustralia.gov.au.

You can read the complete DHS privacy statement, an Australian Privacy Principle privacy policy, at www.humanservices.gov.au/privacy. This statement includes information about how to access and seek correction of your information, how to make a complaint if you think someone has breached your privacy, how complaints are dealt with and what happens if you cancel your organisation's registration.

For information about privacy in the My Health Record system or other enquiries call **1800 723 471**.

Applicant's details

This application must be completed and signed by an Organisation Maintenance Officer or Responsible Officer of the healthcare provider organisation.

1 Please identify your role:

- You are an Organisation Maintenance Officer of the healthcare provider organisation to which this application relates;
- You are the Responsible Officer of the associated seed organisation; and/or
- You are an Organisation Maintenance Officer of the associated seed organisation

2 Organisation Maintenance Officer or Responsible Officer number

3 Dr Mr Mrs Ms Miss Other

Family name

First given name

4 Date of birth

5 Telephone

Healthcare provider organisation's details

Please provide the following information about the healthcare provider organisation to which this application relates (*all information provided must be as recorded in the HI Service*):

6 Organisation HPI-O number

7 Organisation Name (as recorded in the HI Service)

Healthcare provider individual(s)

Please use Attachment A to list each healthcare provider individual who is authorised to access the My Health Record system via or on behalf of your healthcare provider organisation using the provider portal.

I acknowledge that I have completed Attachment A.

Please proceed to the next section to complete this form.

Application

Establish authorisation links

(This question must be completed)

- I am the:
 - Organisation Maintenance Officer of the above named healthcare provider organisation (the **Healthcare Provider Organisation**); or
 - the Responsible Officer or Organisation Maintenance Officer of the Healthcare Provider Organisation's seed organisation.
- The Healthcare Provider Organisation has authorised the healthcare provider individuals listed in Attachment A to access the My Health Record system via or on behalf of the Healthcare Provider Organisation using the provider portal.
- I have full legal authority from the Healthcare Provider Organisation to make this application and provide the requested information.
- I declare that:
 - the information in this application is true and correct;
 - each person listed in Attachment A:
 - provides, or will provide, healthcare on behalf of the Healthcare Provider Organisation; or
 - is registered by a registration authority as a member of a particular health profession.

Signature of Organisation Maintenance Officer / Responsible Officer

Date

Note: Giving false or misleading information is a serious offence.

Office Use Only

Service Request Number

Date

Attachment A

Please provide the information set out in the table below for each healthcare provider individual authorised to access the My Health Record system provider portal via or on behalf of the Healthcare Provider Organisation mentioned at questions 6 and 7.

Guide for completing Attachment A

- Use the table below to record the required information or attach a separate typed worksheet to your application form. Please note that you are not limited to identifying 10 healthcare provider individuals.
- All information fields marked with * must be completed using information as recorded in the HI Service.

List of authorised healthcare provider individuals

Item	Full name*	HPI-I number*
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10		