

Entering HPI-I into Medical Director

This factsheet provides instructions on how to enter a healthcare providers HPI-I into the clinical software Medical Director.

What is a Healthcare Provider Identifier – Individual (HPI-I)?

A HPI-I is a unique identifier number given to an individual healthcare provider. This number begins with 800361 and is 16 digits long. Any healthcare provider registered with Australian Health Practitioner Registration Authority (AHPRA) will automatically have this number issues to them. For providers who are not AHPRA registered this number is allocated to the provider by the Healthcare Identifiers service upon application.

A HPI-I is used to identify and authorise healthcare providers to access government initiatives such as the My Health Record system.

I don't know where my HPI-I is or if I have one, where do I look?

If you are registered with AHPRA, you already have an HPI-I. To confirm your HPI-I with AHPRA go to ahpra.gov.au OR phone AHPRA on 1300 419 495 and ask for you HPI-I.

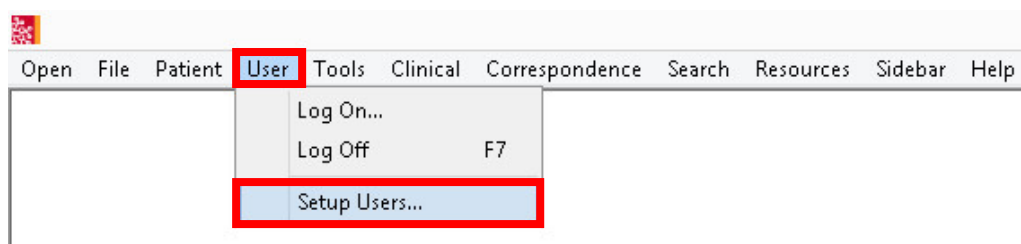
If you are not registered with AHPRA you will need to apply for your HPI-I using the Application to [Register a Healthcare Provider](#) form found on the Department of Human Services website.

OR you can phone the Healthcare Identifiers Service Enquiry line on 1300 361 457 for more information.

Inputting your HPI-I into Medical Director:

Please note: The person completing this process will need to have administrator access.

1. On the home screen of Medical Director select *User > Set up Users...*



- In the *User Database* screen select the healthcare provider who's HPI-I you are adding, then select *Edit*, at the bottom of the screen.

User Database

This version of MedicalDirector Clinical is licensed for 99 prescribers.
There is currently 1 prescriber in the database.

Include Inactive Users?

User	Category	Address	Phone	Type	Qualifications	Prescriber No.	Provider No.
Dr Phillip Lang	Doctor	400 George Street BRISBANE 4001	0730230000	Prescriber	MD	2173711	24266218

Buttons: Add Doctor, Add Nurse Practitioner, Add User, **Edit**, Delete, Password, Make Inactive, Manage Aliases, Close

- In the *Edit Doctor Details* screen, enter the healthcare providers HPI-I in the *HPI-I No.* field. Then select *OK*

Edit Doctor Details

User Details

Name: Dr Phillip Lang *
Address: 400 George Street *
City/Suburb: Brisbane *
Postcode: 4001 *
Phone: 0730230000 *
Fax: *
Prescriber No.: 2173711 *
Provider No.: 24266218 *
HPI-I No.: 8003 6132 3335 5015 *
State Registration No.: *
Qualifications: MD *
E-mail: *

* = required fields

Status: Prescriber Locum

GPRN Details

DOB: / / Sex: ▾ Graduation: ▾

MyHealthRecord Details

Participate in MyHealthRecord

When the 'Participate in MyHealthRecord' option is checked:

- You can download or upload clinical documents to each patient's MyHealthRecord. This is subject to each patient's MyHealthRecord security status.
- You can upload prescription records to each patient's MyHealthRecord.

Registration with ePrescribing is required and is also subject to each patient's consent.

Title: Dr
First Name: Phillip
Middle Name:
Last Name: Lang

ePrescribing

Status: Not registered

Disable ePrescribing for this Practitioner

Top Level Access? Options Editing? Data Export Privileges?
 Auto-capitalise names PKI Encryption MyHealthRecord Assisted Registration

Buttons: **OK**, Cancel

Note: Please ensure all other information regarding the provider (including their provider number) is entered correctly to complete the validation process.

Entering HPI-O into Medical Director

This factsheet provides instructions on how to enter a healthcare organisations HPI-O into the clinical software Medical Director. This step is needed to ensure the successful implementation of My Health Record into practice.

What is a HPI-O?

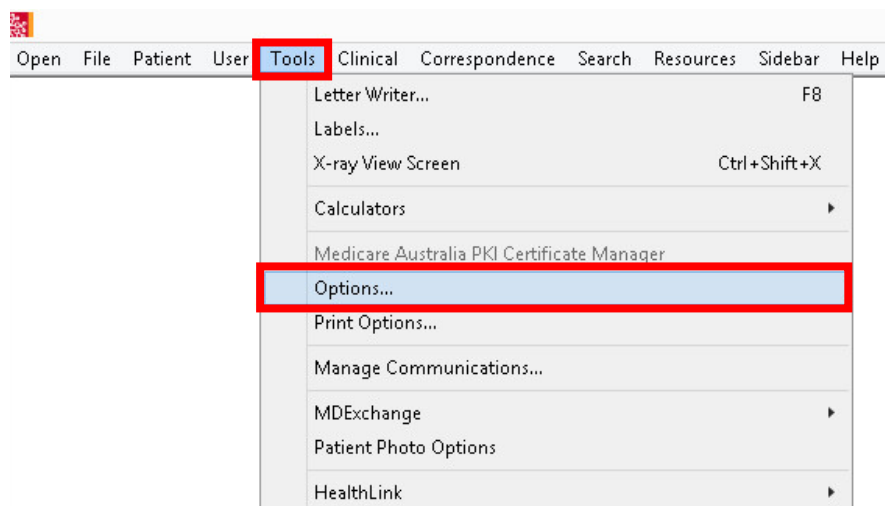
A Healthcare Provider Identifier – Organisation (HPI-O) is a unique number that is assigned to eligible healthcare organisations once they have registered with the Healthcare Identifier Service. The HPI-O number begins with 800362 and is 16 digits long. A healthcare organisation will need to apply for a HPI-O in order to access the My Health Record system.

For more information on how to request a HPI-O and register to the My Health Record visit: <https://www.myhealthrecord.gov.au/for-healthcare-professionals/howtos/register-your-organisation>
Alternatively you can contact Brisbane South PHN and ask to speak to a My Health Record team member.

Once you have your HPI-O please follow the steps below to enter the number into Medical Director.

Entering your HPI-O into Medical Director.

1. On the home of Medical Director select *Tools > Options...*



- In the *Options* screen select *Practice*, within *Practice* enter the HPI-O in the *HPI-O No* field highlighted below. Once completed select *Save*

Options

Network	Links	Prompts	Clinical	History	Examination
Drug/Patient Support	Devices	PKI	RSD	Recall	
General	Prescribing	Progress notes	Practice	Lists	Investigations

Practice name: NEHTA

Address: 400 George Street

City/Suburb: Brisbane Postcode: 4001

Phone: 0730230000 Fax:

Phone (A/H):

E-mail:

Practice ID: 52262

VSP number:

HPI-O No: 8003 6215 6669 0916

Organisation Type: General Practice

Service Type: General medical practitioner service

Use Suburb and Postcode as default for new patients

Government programs

PIP number:

Participates in the CTG PBS Co-Payment measure

Auto-capitalise names

Save Cancel