HPOS

Overview

During SMD commissioning, we need to login to HPOS and publish the site ELS Entries. To do this you will need the Individual PKI Key of the OMO (Organisation Maintenance Officer).

The Medicare issued Individual PKI token requires the Safesign drivers to be installed for the token to be used to access HPOS. The Safesign drivers also offer additional features. This guide will focus around using the PUK (the original password issued by Medicare for the token) to change the current password and will also go through the process of resetting/changing the PUK using the original PUK (password) issued by Medicare.

The Safesign application can be accessed by clicking **Start Menu, All Programs, SafeSign Standard** an d selecting **Token Administration.**



Once the Token Management has been opened it will display any PKI tokens currently inserted in the machine. This screen will display the name of the PKI token (usually the RO, OMO or doctors name) and its current state (operational or locked).

To change the password of a PKI token the site will need to use their original PUK code, they would have received from Medicare.

Right click on the token name, and select Change PIN from the menu.



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Token Administration	n Utility 🚽 🗖 🗡	Change DIN 🗖 🗙
Digital IDs Token Integration Tasks Help		
Reader or Token Name	Token Status	Changing the PIN for "Bob Johnson":
Bob Johnson	operational	Enter old PIN:
		Enter new PIN:
		Confirm new PIN:
		➤ Minimum PIN length 4 bytes ✓ Maximum PIN length 8 bytes ✓ New PIN equal to confirmed new PIN
<	>	OK Cancel

HPOS Configuration

Note: Please note that the PKI Certificate for HPOS may not be compatible with some web browsers. Its recommended to use Internet explorer or Safari.

1. Log onto HPOS using the OMO's Individual PKI certificate (in order to do so make sure the computer has the Safesign Standard installed).

http://www.medicareaustralia.gov.au/hpos/index.jsp

2. Select PKI Individual certificate.



3. Login with the individual certificate and enter password.



4. Agree to the terms and conditions to login to HPOS.

5. Click the 'My Programs' option.



6. Select 'Healthcare Identifiers'

5/2	Health Pr Online Service	rofessional				
🔒 , Мур	rograms					_
Му р	rogram	s				
GT.	-	Department of Veterans' Affairs (DVA)	Healthcare Identifiers	My Health Record system - Organisation Registration	Practice Incentives Program (PIP)	+
ľ	A PA	Practice Nurse Incentive Program (PNIP)	Therapeutic Goods Administration (TGA) Recall/Hazard Alerts			

7. Select the site name.



8. Click on 'My Organisation Details' to go to the Organisation Snapshot Page.

MENU	\$ }	Health Professional Ms Online Services	Lynden Jon Crawford	
н	ealthcar	re identifiers		
Yo	u can access	some parts of the Healthcare Identifiers Service through HPOS. The services available are below.		3
Fo	more inform	ation on the HI Service, please contact Medicare Australia		m
н	Services	available		-
	 My 	organisation details		T
	 Vies 	w network map		
	 My 	OMR details		
	 Sea 	rch HI provider directory service for organisation		
	 Sea 	rch HI provider directory service for individual		
	 Sea 	rch HI for organisation		
	• Sea	rch HI for provider individual		

9. Click on the ELS tab.



10. Click 'Add new Organisation ELS Details'



11. Under 'Endpoint locator service identity' enter http://ns.electronichealth.net.au/id/hi/csp/1.0 /8003637500010409

Under 'Endpoint locator service address' enter https://els.medical-objects.com.au/els-tls /lookup



Important:

- Click Save Changes button, then choose Submit, or your changes will not be submitted.
- 12. Now go to 'HPD' tab.

	Online Services				LOG OU
ga	anisation snapshot				
det	tails for this organisation are displayed below.				
nak	e updates, amend the information and select 's	Submit'.			
deta	ails of your network, select Network map .				
			Line upp consider	Culture	
Sum ne fo	emany Services Names Cont ollowing HI Provider Directory Service (PDS) e ting Amend will allow you to alter an entry.	acts Addresses ELS OMR HPL1	er organisation.	Certificators	
tum ne fo elec l'ou	emary Services Names Cont ellowing HI Provider Directory Service (PDS) e ting Amend will allow you to alter an entry. Entries	acts Addresses ELS OWR HPL1	er organisation.	Cardiscators	
Sum ne fe elec Your	emany Services Names Cont clowing HI Provider Directory Service (PDS) e ting Amend will allow you to alter an entry. r entries Name	acts Addresses ELS OWS HP711 rthis have been associated with this healthcare provide Address	Publish in PDS	Action	
Sum ne K elec You	emany Services Names Cont obusing H Provider Directory Service (PDS) e ting Amend will allow you to alter an entry. rentries Name Test Practice Clinic	Inter Addresses ELS OWR HPT1 Inters have been associated with this healthcare provide Address Address 22 FARS STREET FARTON INDEANC QLD 4000 AUSTRALIA	Publish in PDS Yes	Action Action Amend Delste	

In some cases the practice details may already be there, if so choose 'amend', otherwise click ' Add new PDS entry details' link.

13. A screen like the following will appear, If you added this as a new PDS entry then you can select to display info such as address and phone number to identify your practice on the directory if desired. It is crucial that the 'Publish in PDS' box is ticked, and you will also have to tick the box in the ELS Details section as highlighted below.



Important:

Click on the Save Changes button THEN CLICK SUBMIT to ensure the edit goes through.

Adding a CSP

Now you will need to link Medical-Objects as a CSP (Contracted Service Provider), if the number is not already added in then follow the guide below.

1. Select the 'CSP links' tab and then select the 'Manage CSP links' hyperlink.



2. Select Add.

Health Profession Online Services	nal		E Los o
CSP organisation list			
Displayed is a list of the CSP organisations curren	itly linked to this organisation.		
You can remove a CSP organisation link by select	ting the Remove link.		
To add a new CSP organisation link to this organisation, select Add.			
If you do not want to continue, select Cancel and you will go back to the Organisation snapshot screen.			
To link the CSP organisation for the eHealth Reco	rd System select 'Manage Authorisation links' from the Main menu.		
Buderim Gastroenterology Centre			
Buderim Gastroenterology Centre CSP registration number	CSP organisation name	Action	

3. Enter the CSP number 8003637500010409

Health Professional Online Services	
Link CSP organisation	-
To link a CSP organisation enter the CSP registration number and select 'Submit'.	1.4
If you do not want to continue, select Cancel and you will go back to the CSP organisation list screen.	
	•
Enter the CSP registration number of the CSP organisation you wish to link	
CSP registration number	-
Submit Cancel	

The CSP organisation name will be returned for the CSP number entered. Select '**Confirm**' if these details are correct.

Links

HPOS Website: http://www.medicareaustralia.gov.au/hpos/index.jsp ELS Identity: http://ns.electronichealth.net.au/id/hi/csp/1.0/8003637500010409 ELS Address: https://els.medical-objects.com.au/els-tls/lookup

PKI Problems / Enquiries - 1800 700 199 HPOS Problems / Enquiries - 1300 361 457