Entering HPI-I into Best Practice

This factsheet provides instructions on how to enter a healthcare providers HPI-I into the clinical software Best Practice. This will allow the healthcare provider authority to upload and view a patients My Health Record.

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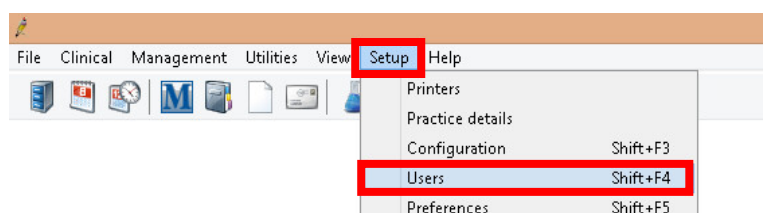
If you are not registered with AHPRA you will need to apply for your HPI-I using the Application to Register a Healthcare Provider form found on the Department of Human Services website.

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

Inputting your HPI-I into Best Practice:

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

1. On the home screen of Best Practice select *Setup > Users.*

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2. In the *User* screen select the healthcare provider who's HPI-I you are adding then select *Edit.*

3. In the *Edit user details screen* enter the healthcare providers HPI-I in the *Healthcare Identifier* section on the screen. Then select *Validate.* Once validated, click *Save.*

Note: When the HPI-I is validating Best Practice will send information to the Healthcare Identifiers service to ensure the HPI-I is correct for the provider. If incorrect an error message will appear. Please ensure all other information regarding the provider ie. Provider No is entered to complete the validation process.

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Entering HPI-O into Best Practice

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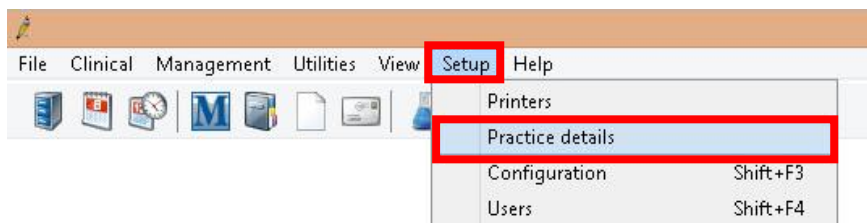
What is an HPI-O?

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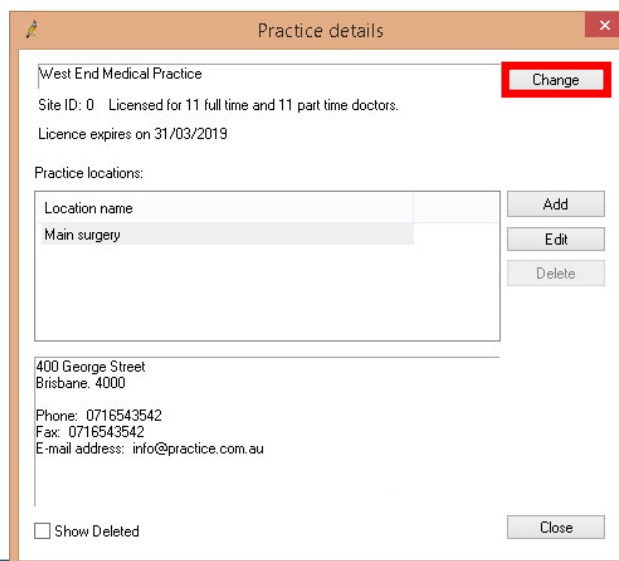
Once you have your HPI-O please follow the steps below to enter the number into Best Practice.

Entering your HPI-O into Best Practice.

1. On the home screen of Best Practice select *Setup > Practice details*

2. In *Practice details* select *Change*

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3. The below screen will appear, in the *Health Identifier* section enter the organisations HPI-O.
    Once entered select *Save.*

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