

Factsheet

Communicare Settings

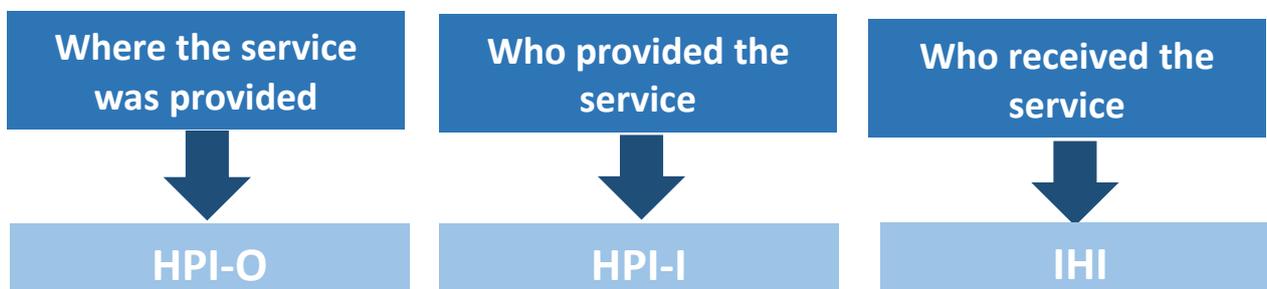
Communicare settings for accessing and uploading to the My Health Record system

The below screenshots show Communicare technical settings to enable uploading and viewing of the My Health Record system. These would usually be managed by your Communicare Administrator.

To access and use the My Health Record system organisations must have:

- Healthcare Identifiers including, Healthcare Provider Identifier - Organisation (HPI-O), Healthcare Provider Identifier-Individual (HPI-I) and Healthcare Identifier Individual (IHI)
- National Authentication Service for Health Public Key Infrastructure (NASH PKI)
- Conformant clinical information system (with certain configurations)
- My Health Record organisational policies

Healthcare identifiers



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Health Care Identifiers

For a **health care professional** to send to the My Health Record their HPI-I must be recorded in Communicare. A health professional has **one** HPI-I regardless of how many provider numbers they have.

File | Providers | <select provider>

Provider

Logon User Name: ELLISONC

Title: Dr

Forenames: Christine

Sex: Female

Registration Number: HCX000000001

Prescriber Number: 1234567

HPI-I Number: 8003 6165 6668 9462

Surname: Ellison

Qualifications: MB

Speciality: General Medical Practitioner

Number Status: Active

Record Status: Verified

Indigenous Status: [dropdown]

Date Of Birth: [dropdown]

Enable Date: [dropdown]

Disable Date: [dropdown]

Student:

Transport driver:

Show Medicare Claim Tab?

A valid Registration number [AHPRA] will look up the HPI-I number automatically.

The **Health Care Organisation** HPI-O, 16-digit number is located at:

File | Organisation Maintenance | <select organisation> | General

Organisation Parameters

General | Medicare Claims | Electronic Claims | Email Server | Investigations | Secure Messaging | Certificates | SMS Server

Name of Practice: Millennium Health Service

Address Line 1: Level 17, 125 St Georges Terrace

Address Line 2: [empty]

Locality: Perth WA 6000

Phone: (08) 6212 6900

Fax: (08) 6212 6980

ABN: [empty]

ETP eRx Entity ID: C1P2H

HPI-O Number: 8003 6232 3335 3381

HPD Practice Name: Millennium Health Service

Number Status: Active

Record Status: Verified

For details on Individual Health Care Identifiers see the **Validating IHI's Factsheet**.

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Certificates

NASH provides Public Key Infrastructure (PKI) certificates that help healthcare organisations and individuals to:

- Access the My Health Record system
- Send and receive messages securely using software that meets the requirements of Secure Message Delivery
- Access the NASH PKI directory - which lists healthcare providers and supporting organisations with an active NASH PKI certificate.

You can find your NASH certificate at: File | Reference Tables | Certificates

It is recommended that you document in the description the date the NASH certificate is due to expire.

The screenshot shows a software window titled "Certificates Maintenance". It contains a table with the following data:

Name	Type	HPI-O	Description
Millennium Health Service - PCEHR	NASH Org Certificate	8003623233353381	
Eastern Branch Clinic - PCEHR	NASH Org Certificate	8003623233353407	
Western Branch Clinic - PCEHR	NASH Org Certificate	8003623233353415	
Northern Branch Clinic - PCEHR	NASH Org Certificate	8003621566686898	
HI Service Certificate (1)	HI Org Certificate		

Below the table are two sections: "Required Information" and "Optional Information".

Required Information:

- Name: Millennium Health Service - PCEHR
- Certificate: [Certificate] (with a browse button)
- Password: *****
- Certificate Type: NASH Org Certificate (dropdown menu)

Optional Information:

- Description: (empty text area)

At the bottom right, there are buttons for "Save", "Cancel", and "Help".

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System Parameters settings

File | System Parameters | System

To enable access to the MHR you will need to have My Health Record access ticked. If you are providing Assisted registration you will need to have My Health Record Assisted registration ticked.

Organisations can decide if they would like to have the 'Select all Event Summary clinical items by default' ticked. If this is ticked when creating an event summary all clinical items will be ticked to send and the clinician can untick any that are not to be sent. This can significantly reduce the number of 'clicks' to author an event summary.

Communicare System Parameters

Web Services | HealthTracker | Appearance | Integration | Prescription Forms

System | Clinical | Patient | Appointments | Devices | Electronic Claims | MeHR | Secure Messaging

Module Name

- Management Reporting
- Medication View
- Medications Management
- MeHR
- MeHR Administration
- MeHR e-Registration Auto-Prompt
- MeHR to My Health Record Transition
- My Health Record Access
- My Health Record Assisted Registration
- Online Appointment Booking
- Patient Add
- Patient Deletion
- Patient Edit
- Prescribing
- Private Billing
- Reference Tables
- Report Administration
- Security on Alerts
- Service Recording
- SMS Feature
- Structured Alerts
- Structured Contacts
- Third Party CDA
- Transport Management
- Transport Services

Startup Settings

- Version warning
- Offline - Enable Discard Data
- Select all Event Summary clinical data items by default
- Patient automatic search
- Patient phonetic search

Error Logging

- Send Error Logs

E-mail recipient(s):

communicareexceptionreport@health.telstra.com

Datasets

These are datasets distributed by HealthConnex. Once a selection is changed you will need to run the CENTRAL update program to effect the change.

Description	Definition
<input checked="" type="checkbox"/> Australian Nurse-Family Partnership	The Nurse Family Partnership
<input checked="" type="checkbox"/> Communicare Infrastructure	This dataset must not be dis...
<input checked="" type="checkbox"/> Communicare Value Added	Clinical item types not yet in...
<input checked="" type="checkbox"/> Drug and Alcohol Treatment Service	Drug and Alcohol Treatment S...
<input checked="" type="checkbox"/> Flinders Care Plan	Flinders Model of Chronic Dise...
<input checked="" type="checkbox"/> HACC and CHSP	This dataset can be used for (...)
<input type="checkbox"/> HACC and CHSP (Victoria)	This dataset can be used for (...)
<input checked="" type="checkbox"/> Headspace	This dataset addresses Ver...
<input checked="" type="checkbox"/> Healthy Under 5 Kids	The Healthy Under 5 Kids P...
<input checked="" type="checkbox"/> ICPC-2 Plus	ICPC-2 Plus dataset contain...
<input checked="" type="checkbox"/> Immunisation Age Based Reviews	This dataset defines regular...

Save Cancel Help

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User Group

Communicare allows an organisation to manage access to functionality within Communicare based on user group. To enable user groups to access the My Health Record you will need to ensure the My Health Record Access is ticked. This can be managed at: File | User Groups | <select appropriate group> | System Rights

System rights must align to your organisations My Health Record policies.

The screenshot shows the 'User Group Maintenance' window. At the top, there are search fields for 'Locate Group' and 'Locate User'. Below this is a table of user groups with a 'Provider' column containing checkboxes. The 'Doctors' group is selected. Below the table are tabs for 'Users', 'System Rights', 'Viewing Rights', 'Program Rights', 'Formulary Rights', and 'Scope of Practice'. The 'System Rights' tab is active and shows a list of permissions with checkboxes. Two permissions, 'My Health Record Access' and 'My Health Record Assisted Registration', are circled in red.

User Group Name	Provider
Doctors	<input checked="" type="checkbox"/>
Health Workers	<input checked="" type="checkbox"/>
Receptionists	<input type="checkbox"/>
Registered Nurses	<input checked="" type="checkbox"/>
System Administrators	<input type="checkbox"/>

Allow	System Access Right
<input type="checkbox"/>	System Access Right Medications Dispense
<input checked="" type="checkbox"/>	Medications Supply
<input checked="" type="checkbox"/>	MeHR
<input checked="" type="checkbox"/>	MeHR Administration
<input checked="" type="checkbox"/>	My Health Record Access
<input checked="" type="checkbox"/>	My Health Record Assisted Registration
<input checked="" type="checkbox"/>	Patient Add
<input type="checkbox"/>	Patient Deletion
<input checked="" type="checkbox"/>	Patient Edit
<input checked="" type="checkbox"/>	Patient Status Administration
<input checked="" type="checkbox"/>	Prescribing - Full
<input checked="" type="checkbox"/>	Prescribing - Once Off/Short Course