Australian Government



Australian Digital Health Agency



Contracted Service Provider (CSP) linking in HPOS

Health Professional

e Link ide

Healthcare Identifiers

Manage existing Records

Contracted Service Provider Linking in HPOS

If your organisation uses software that connects to My Health Record, and the software vendor is a contracted servicer provider (CSP), you need to link the CSP in HPOS in order to connect to My Health Record.

The following steps are completed by an organisation maintenance officer (OMO).

Before you begin, check that:

- Your organisation is registered with the Healthcare Identifiers Service and has an HPI-O. Find out how to register your organisation.
- Your HPI-O is linked to your PRODA account. Find out how to link your HPI-O.
- You have your software vendor's 16-digit CSP number.

Before Step 1, log in to your individual <u>PRODA</u> account.

Step 1: Linking your organisation with the CSP

- a. Select Go to service on the HPOS tile. Select Proceed as individual only.
- b. Select My programs.
- c. Select Healthcare Identifiers and My Health Record tile.
- d. Select Healthcare Identifiers Manage existing Records.
- e. Select My organisation details from the HI service available list.
 - i. Note: If you are connected to multiple organisations, select the required organisation name.
- f. Select the CSP Links tab.
- g. Click the Manage CSP links hyperlink.
- h. Enter your software vendor's 16-digit CSP number.
- i. Select the software vendor name from the list, and click **Confirm**.

Step 2: Linking the CSP with My Health Record

a. Within HPOS, navigate back to My Programs > Healthcare Identifiers and My Health Record system My Health Record. Organisation Registration b. Choose the My Health Record system - Organisation Registration option. c. In the Manage Authorisation Links section, click Add/Update age HPI-I and CSP Authorisa Links. te Links d. Enter the 16-digit software vendor CSP number into the Add healthcare Provider Individual or Add healthcare Provider Individual or Contracted Service Provider Contracted Service Provider field. Enter HPI-I or CSP number Submit e. Click Submit, then Confirm.

For details of your network, select Network man

To amend this list, select 'Manage CSP links

The following is list of CSP

nmary Services Names Contacts Addresses

HPOS

- For help with Health Professional Online Services
- Phone: 132 150 (option 6)

My Health Record Registration Support

ELS

- Phone: 1300 901 001, Option 2
- help@digitalhealth.gov.au