

Registering your practice for an HPI-O

If your practice does not have an HPI-O, please follow these steps to register:

Step	Action
1	Login to HPOS through your individual PRODA account.
2	Navigate to My programs > Healthcare Identifiers and My Health Record.
3	Select Healthcare Identifiers – Register seed organisation.
4	Now follow the steps in the online form to register your seed organisation.

Please note that the process of registering your seed organisation may take some time to go through and be processed by the appropriate department. Once completed, the Responsible Office (RO) of your organisation will be notified when the registration has been accepted.

For more information visit [How to register your organisation.](#)

Electronic Prescribing /My Health Record- Link your HPI-I

Any practitioners/doctors/specialists wanting to prescribe electronically or wanting to use My Health Record services in Clinic to Cloud will require to be registered with HPI-P number.

If you are already registered as a practitioner with AHPRA, you will already have your HPI-I number.

To obtain your HPI-I number:

Step	Action
1	Login to the AHPRA website or
2	Call AHPRA on 1300 419 495

If you are not registered with AHPRA you can register for an HPI-I number, follow this link [Service Australia - To apply for individuals](#) or call HPOS on 132 150 (option 6)

Once you have your HPI-I, to link your HPI-I to your organisation please follow steps:

Step	Action
1	Login to HPOS through your individual PRODA account.
2	Navigate to My programs > Healthcare Identifiers and My Health Record > Manage existing records.
3	Select your organisation details from the available list.
4	From My organisation details , go to the HPI-I Links tab.
5	Click on the Manage authorisation links.
6	Enter in the unique 16-digit HPI-I for your provider.
7	Click Submit and repeat this for any additional providers you may require linking.

Electronic Prescribing – Link your organisation with Clinic to Cloud CSP

If you already have obtained your HPI-O and any of your HPI-I, you can add Clinic to Cloud as a CSP and link with your organisation in your HPOS account.

If you don't have your HPI-O, please follow this link [How to register your organisation.](#)

Clinic to Cloud as a CSP can also be added in the My Health Record service, which enable you to upload your clinical documents such as specialist letters to your patient's My Health Record.

To link your organisation with Clinic to Cloud, please follow these steps:

Step	Action
1	Login to HPOS through your individual PRODA account.
2	Navigate to My programs section.
3	Select the Healthcare Identifiers and My Health Record option in My programs .
4	Select Healthcare Identifiers - Manage existing Records .
5	Select My organisation details from the HI service available list.
6	Navigate to the CSP Links tab.
7	Click the Manage CSP links hyperlink.
	
8	Enter the 16-digit Clinic to Cloud CSP number as below: 8003637500071468
9	Select the CSP for Clinic to Cloud from the list and click Confirm .

Linking the Clinic to Cloud CSP with My Health Record

The following steps are required for clinics/practices wanting to use My Health Record services in Clinic to Cloud.

To link your organisation with CSP Clinic to Cloud, please follow these steps:

Step	Action
1	Login to HPOS (if not already login) through your individual PRODA account.
2	Navigate to My programs > Healthcare Identifiers and My Health Record .
3	Choose the My Health Records system – Organisation Registration option.
4	In the Manage Authorisation Links section, click Add/Update Links .
5	Enter the 16-digit Clinic to Cloud CSP number as below into the Add healthcare Provider Individual or Contracted Service Provider field. 8003637500071468
6	Click Submit , then Confirm .

Help

HPOS	For help with Health Professional Online Services
	Phone: 132 150 (option 6)
My Health Record Registration Support	Phone: 1300 901 001, Option 2
	help@digitalhealth.gov.au

Acronyms

Acronym	Description
AHPRA	Australian Health Practitioner Regulation Agency
CSP	Contracted Service Provider
HI	Healthcare Identifier
HPI-I	Healthcare Provider Identifier - Individual
HPI-O	Healthcare Provider Identifier - Organisation
HPOS	Health Professional Online Services
PRODA	Provider Digital Access