

Medical Director Configuration

In Order for Medical Director to integrate successfully with the PEN Topbar and LinkedEHR, there is a need to ensure some configuration is set within Medical Director. This configuration includes:

- Entering the Practice Name and HPIO into Best practice
- Installing the HI Site Certificate to access the Health Identifier Service
- Installing the NASH Certificate in order to access My Health Record
- Adding users HPI-I's to their profiles within Best Practice

Please note Important Note the following before you begin this process:

- Ensure you are logged into the server as the Administrator
- Start Medical Director by right clicking on the Medical Director icon and selecting 'Run as Administrator'. Please note The Medical Director icon may be named 'Medical Director Clinical'
- If you are prompted for the Administrator password, please speak to your IT technician
- Make sure you have obtained the HPI-O number for your practice and the HPI-I numbers for each provider you will allow to use eHealth Services
- You have the HI Site Certificate and NASH Certificate ready along with their corresponding PIC Codes / passwords

Entering the Practice Name and HPIO Within Medical Director

1. Have a user with Administration rights login to Medical Director. This is usually the Practice Manager or a Doctor
2. Click on the menu item and select **Tool > Options**. The Options screen will appear
3. Select the **Practice** tab

Options

Lists	Investigations	Network	Links	Prompts	Clinical	History
Examination	Drug Support	Devices	PKI	RSD	Recall	
General	Prescribing	Progress notes	Practice			

Practice name: HCN Samples Database

Address: 1 New Street

City/Suburb: Bowen Hills Postcode: 4006

Phone: 07 7878 7878 Fax: 07 1212 1212

Phone (A/H):

E-mail: testpractice@hotmail.com.au

Practice ID: 888888

VSP number:

HPI-O No: 8003621566666692

Organisation Type: General Practice

Service Type: General medical practitioner service

Use Suburb and Postcode as default for new patients

Government programs

PIP number: 9999

Participates in the CTG PBS Co-Payment measure

MASTA

Account No: Markup: 25 %

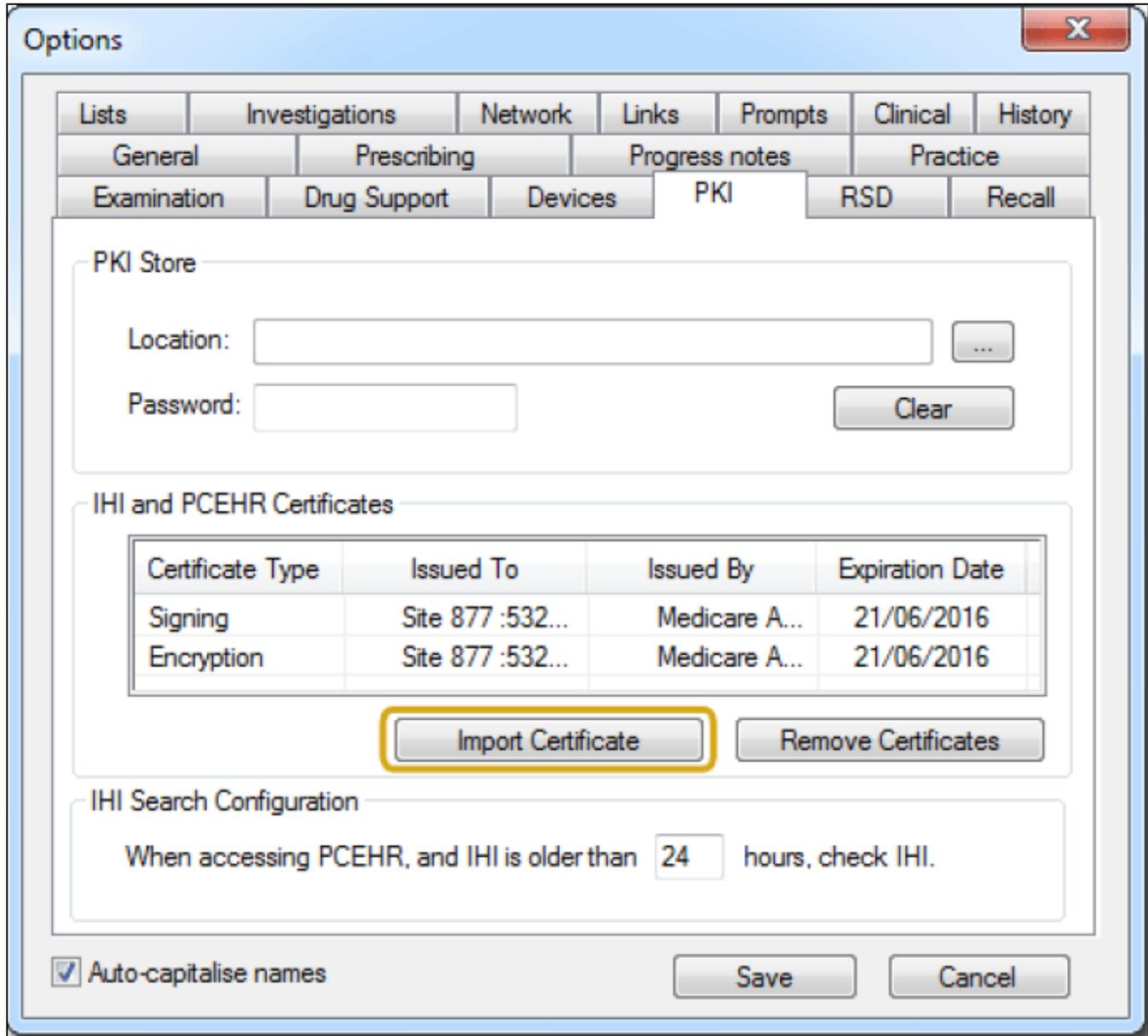
Auto-capitalise names

Save Cancel

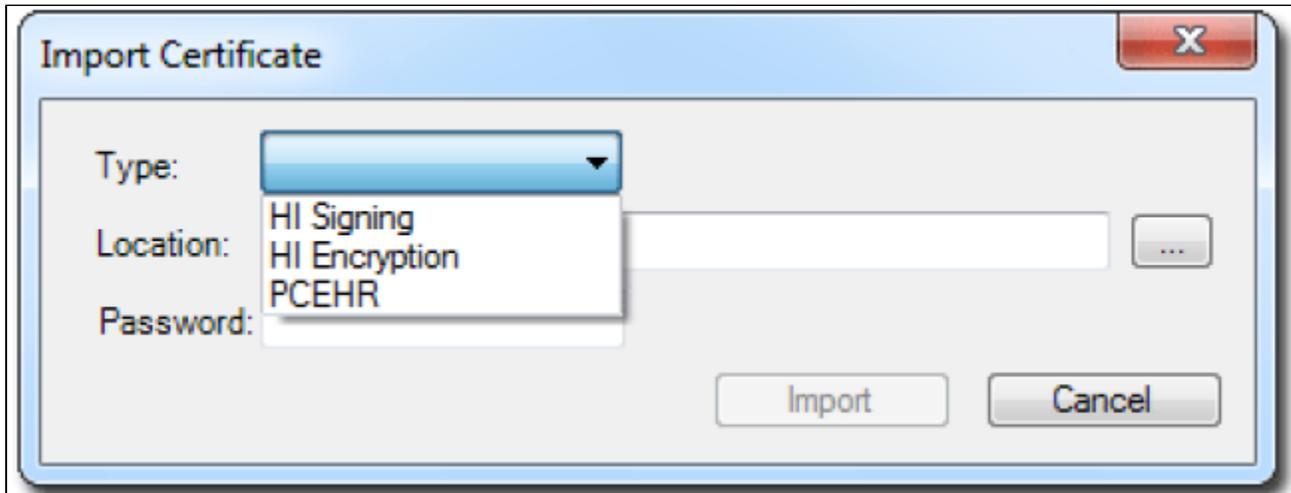
1. Check that the correct practice name is displayed in the 'Practice Name' field. If not, correct the Practice Name.
2. Enter the HPI-O into field named HPI-O No and click Save.

Installing HI Site Certificate Within Medical Director

1. Have a user with Administration rights login to Medical Director. This is usually the Practice Manager or a Doctor
2. Click on the menu item and select **Tool > Options**. The Options dialogue box will appear
3. Select the **PKI** tab



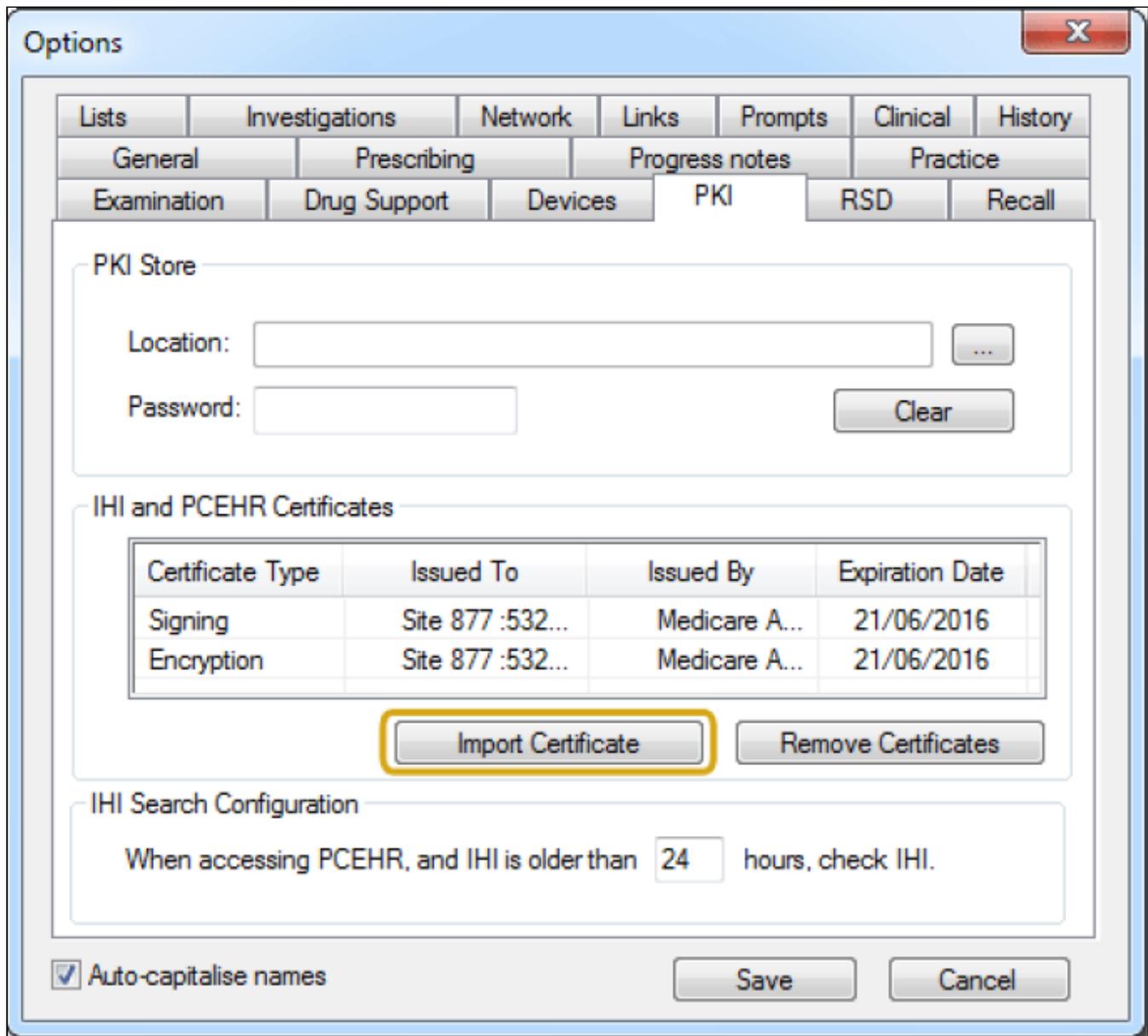
1. Click on **Import Certificate**. The Import Certificate dialogue box will appear
2. Select the option from the drop down menu named **HI Signing**
3. Click on the button with 3 dotted lines



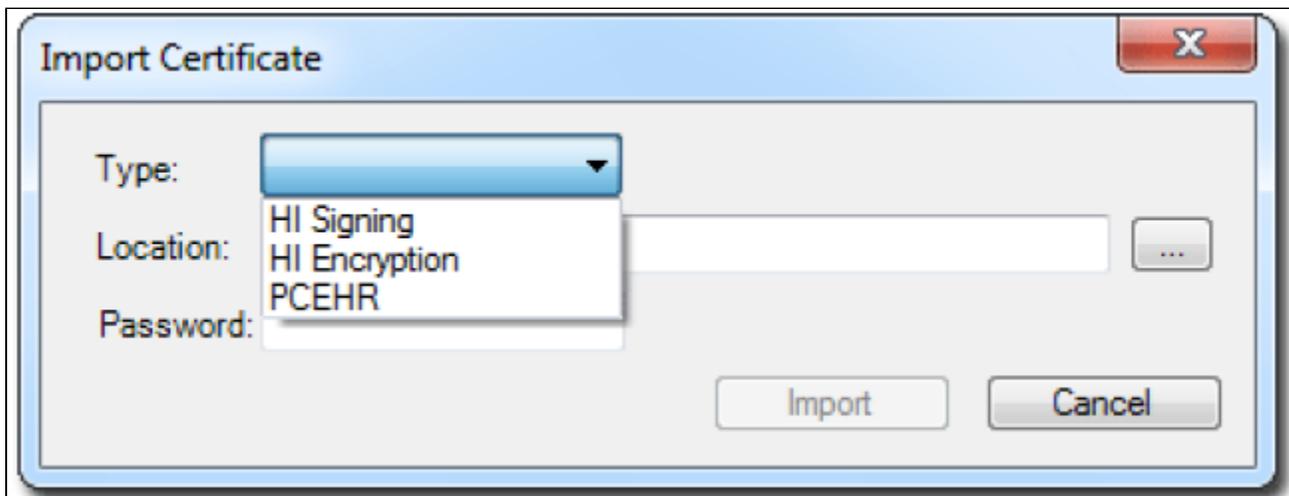
1. Find and select the Medicare PKI HI Site Certificate named FAC_Sign.p12
2. Enter the password known as the PIC code provided to the practice by Medicare
3. Click on **Import**
4. Click on **Import Certificate** again. The Import Certificate dialogue box will appear
5. Select the option from the drop down menu named **Hi Encryption**
6. Click on the button with 3 dotted lines
7. Find and select the Medicare PKI HI Site Certificate named FAC_Encrypt.p12
8. Enter the password known as the PIC code provided to the practice by Medicare
9. Click on **Import**
10. Click on Save at the bottom of the Options dialogue box

Installing NASH Certificate Within Medical Director

1. Have a user with Administration rights login to Medical Director. This is usually the Practice Manager or a Doctor
2. Click on the menu item and select **Tool > Options**. The Options dialogue box will appear
3. Select the **PKI** tab



1. Click on **Import Certificate**. The Import Certificate dialogue box will appear
2. Select the option from the drop down menu named **PCEHR**
3. Click on the button with 3 dotted lines



1. Find and select the Medicare PKI NASH Certificate named FAC_Sign.p12
2. Enter the password known as the PIC code provided to the practice by Medicare
3. Click on **Import**
4. Click on Save at the bottom of the Options dialogue box

If the practice is a new user of Pracsoft, the HI Signing Certificate and HI Encryption Certificate will need to be installed in Pracsoft.

Adding The Users HPI-I Within Medical Director

1. Have a user with rights to edit users' login to Medical Director. This is usually the Practice Manager or Doctor
2. Click on Setup from the menu then select **Setup > Users**
3. A list of users will be shown
4. Double click on the user the HPI-I will be added to. The users profile will open
5. Go to the field named 'HPI-I NO' and enter the users 16 digit HPI-I
6. Click OK at the bottom right of the screen
7. Repeat these step for all users created in Medical Director

Edit Doctor Details

User Details		PCEHR Details	
Name:	Dr. A. Practitioner	Title:	Dr
Address:	13 Best St.	First Name:	Anthony
City/Suburb:	Pill Land	Middle Name:	
Postcode:	5000	Last Name:	Practitioner
Phone:	02 9908 4888		
Fax:	02 9953 0276		
Prescriber No.:	2173711		
Provider No.:	2426621B		
HPI-I No.:	8003616566667013		
State Registration No.:	987654321		
Qualifications:	M.B.,B.S., Dip R.A.C.O.G.		
E-mail:	apractitioner@md.com.au		
		ePrescribing	
		Status Registered: entity ID = RY62R	
		<input checked="" type="radio"/> Enable ePrescribing	
		<input checked="" type="checkbox"/> Receive dispense notification - Ask Patient	
		<input type="checkbox"/> Receive dispense notification - Dont Ask Patient	
		<input type="radio"/> Disable ePrescribing	
		<input checked="" type="checkbox"/> Top Level Access?	
		<input checked="" type="checkbox"/> Data Export Privileges?	
		<input checked="" type="checkbox"/> PKI Encryption	
		<input checked="" type="checkbox"/> Auto-capitalise names	
		<input checked="" type="checkbox"/> Options Editing?	
Status		OK Cancel	
<input checked="" type="radio"/> Prescriber			
<input type="radio"/> Locum			

* = required fields

Note: If the practice is using, the user profile must also be updated Within Pracsoft.To do this, follow the instructions below.

1. Have a user with rights to edit users' login to Pracsoft. This is usually the Practice Manager or Doctor
2. Select **Setup > Global Settings**
3. Select the tab named **IHI Search**

Global Settings

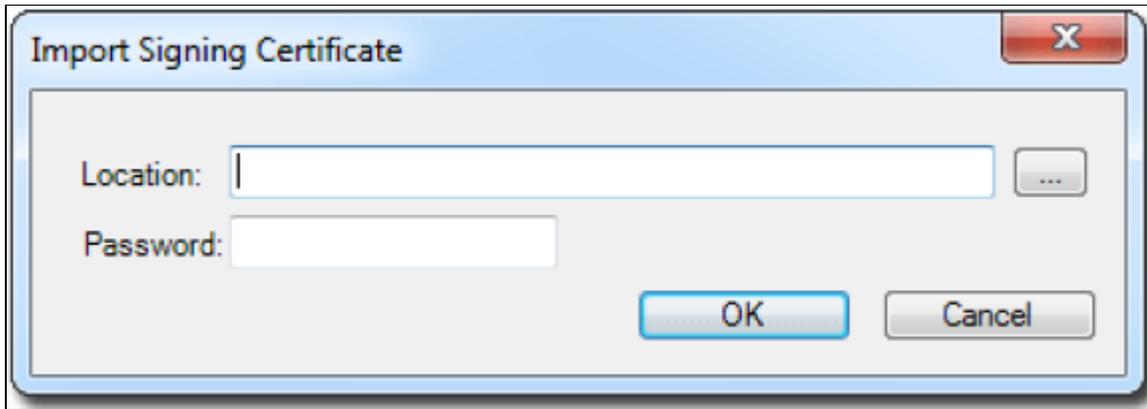
Patient Account Chart No Bulk Billing Online Claiming EFTPOS/Medicare Easyclaim **IHI Search**

Certificate Type	Issued To	Issued By	Expiration Date

Import Signing Certificate Import Encryption Certificate Remove Certificates

Save Cancel

1. Click on **Import Signing Certificate**. The import Signing Certificate dialogue box appears



1. Click on the button with 3 dotted lines
2. Find and select the Medicare HI Site Certificate named FAC_Sign.p12
3. Enter the password known as the PIC code provided to the practice by Medicare
4. Click on **OK**. The Global Settings Window will now appear
5. Click on **Import Encryption Certificate**. The import Encryption Certificate dialogue box appears



1. Click on the button with 3 dotted lines
2. Find and select the Medicare HI Site Certificate named FAC_Encrypt.p12
3. Enter the password known as the PIC code provided to the practice by Medicare
4. Click on **OK**. The Global Settings Window will now appear
5. Click on Save

Adding The Users HPI-I Within Pracsoft

1. Have a user with rights to edit users' login to Pracsoft. This is usually the Practice Manager or Doctor
2. Select **Admin > Practitioners**. The Registered Practitioners window appears

Registered Practitioners

Show all practitioners Current: Licence:

User ID	Location	Full Name	Show	Provider No	Payee Provider No	Status	Referral Required	Practitioner Type
IF	Surgery	DR. I. FEELGOOD	<input checked="" type="checkbox"/>	011111L	011111L	Active	No	
AP	Surgery	Dr. I. Feelgood	<input checked="" type="checkbox"/>	2426621B	2426621B	Active	No	
SP	Room1	Dr. Di Agnosis	<input checked="" type="checkbox"/>			Active	No	

Print Add Edit Inactive Close

1. Double click on the user the HPI-I will be added to. The users profile will open

Practitioner Details

User ID: Location:

Full name: LSPN:

Provider No: Validate provider No

Payee provider No: HPI-I No:

Practitioner type: Referral required

Letterhead: Bank account:

Practitioner status: Locum for:

Options

Practice group:

Online claiming agreement signed:

- Individual signing
- Patient claims
- Allied Health
- Added to location certificate

Send scheduled SMS reminders

Mark inactive

Auto capitalise

Default billing item No and fees

Item No:

No concessions: Bulk Bill

Discount concession: Bulk Bill

Health Care Card: Bulk Bill

Pensioner: Bulk Bill

Veterans Affairs:

GST: %

Incentive payments

Medicare plus:

Apply VAP incentive

Save Cancel

1. Enter the 16 digit Healthcare Provider Identifier- Individual (HPI-I) number into the HPI-I No field provided.
2. Click Save at the bottom right of the screen