

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 [X]

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: 800362156666692

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

Options

Lists Investigations Network Links Prompts Clinical History

General Prescribing Progress notes Practice

Examination Drug Support Devices PKI RSD Recall

PKI Store

Location: ...

Password:

IHI and PCEHR Certificates

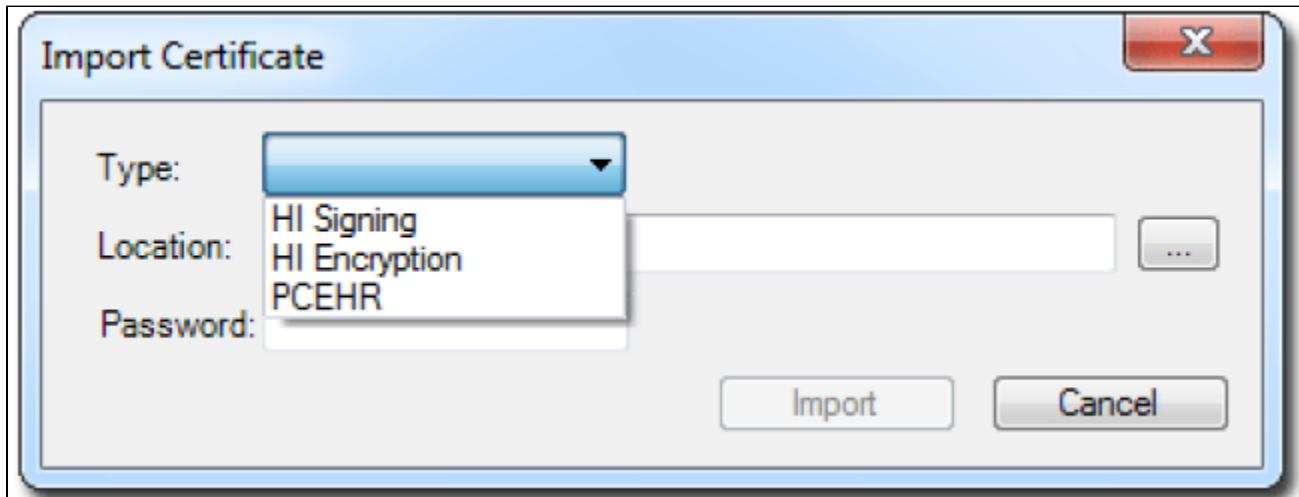
Certificate Type	Issued To	Issued By	Expiration Date
Signing	Site 877 :532...	Medicare A...	21/06/2016
Encryption	Site 877 :532...	Medicare A...	21/06/2016

IHI Search Configuration

When accessing PCEHR, and IHI is older than hours, check IHI.

☒ Auto-capitalise names

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

Options

Lists

Investigations

Network

Links

Prompts

Clinical

History

General

Prescribing

Progress notes

Practice

Examination

Drug Support

Devices

PKI

RSD

Recall

PKI Store

Location:

...

Password:

Clear

IHI and PCEHR Certificates

Certificate Type	Issued To	Issued By	Expiration Date
Signing	Site 877 :532...	Medicare A...	21/06/2016
Encryption	Site 877 :532...	Medicare A...	21/06/2016

Import Certificate

Remove Certificates

IHI Search Configuration

When accessing PCEHR, and IHI is older than

24

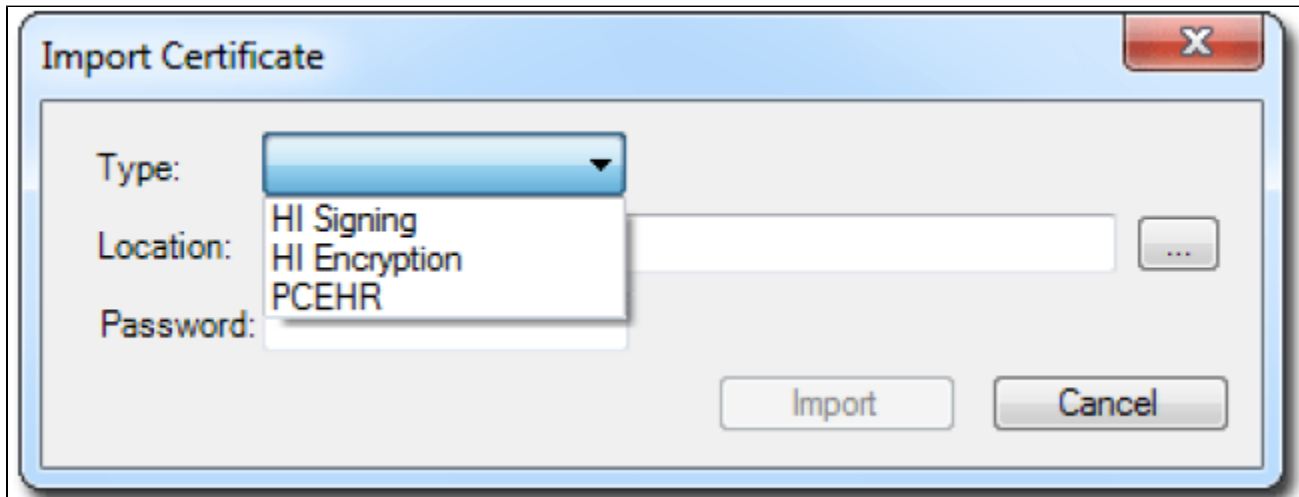
hours, check IHI.

☒ Auto-capitalise names

Save

Cancel

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

Global Settings

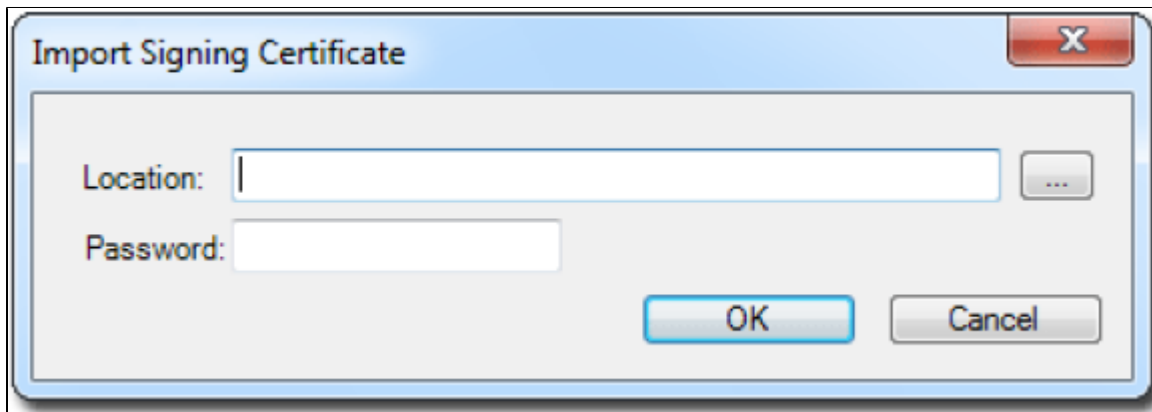
Patient Account Chart No Bulk Billing Online Claiming EFTPOS/Medicare Easyclaim **IHI Search**

Certificate Type	Issued To	Issued By	Expiration Date

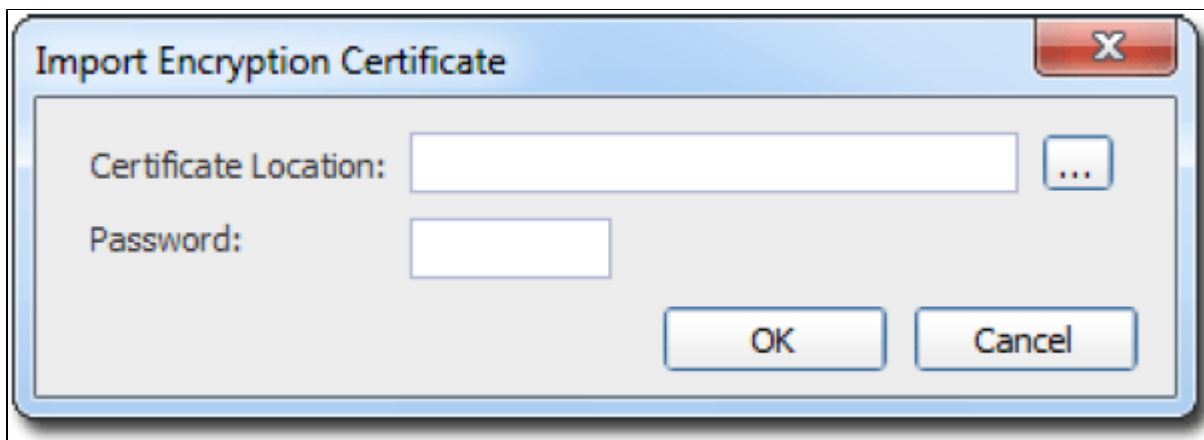
Import Signing Certificate Import Encryption Certificate Remove Certificates

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"/>	0111111L	0111111L	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