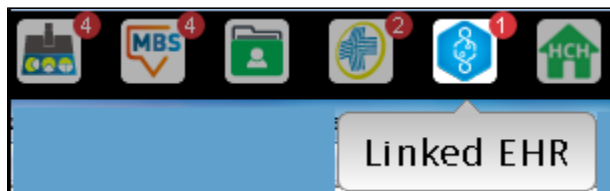


# Topbar Settings

To configure the LinkedEHR settings log on to Topbar and click on the LinkedEHR app



Once the app is displayed full screen you need to click on the 'SETTINGS' tab. On this screen all missing fields need to be populated. Please follow the instructions below to add your details.

LinkedEHR

PATIENT HISTORY

PROVIDER HISTORY

SETTINGS

Organisation Identification

hide

Organisation Name: Pen Computer Systems

	CERTIFICATE	STATUS	ACTIONS	HPI-O	STATUS	
National PCEHR:		✗ Not set	ADD		✗ Not Set	UPDATE

Provider Identification

hide

Provider: Dr. A. Practitioner

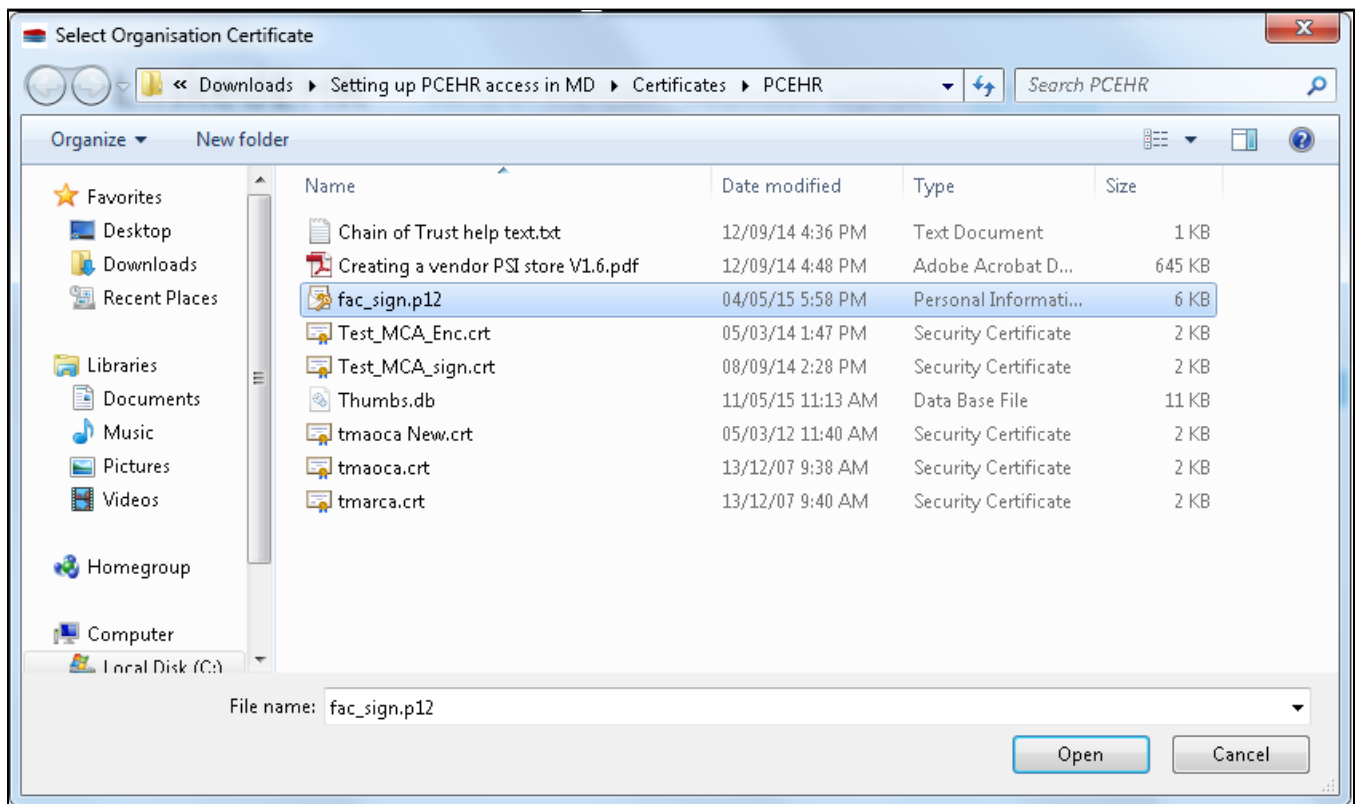
HPI-I	STATUS
	✗ Not set

## PCEHR Certificate

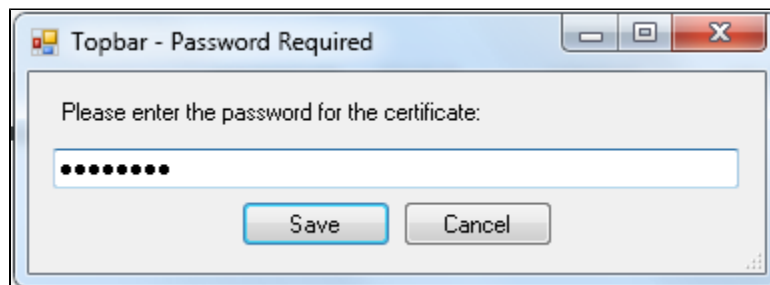
ADD

To add the PCEHR (NASH) certificate click on the **ADD** button and locate the certificate on your machine, select it and click on 'Open'. This certificate is not the Medicare signing or encrypting certificate, it is issued for connecting to the PCEHR. Please contact Medicare for assistance if you have not been issued with a PCEHR (NASH) certificate yet. See <http://www.humanservices.gov.au/health-professionals/services/national-authentication-service-for-health/> for more information and to download the application.

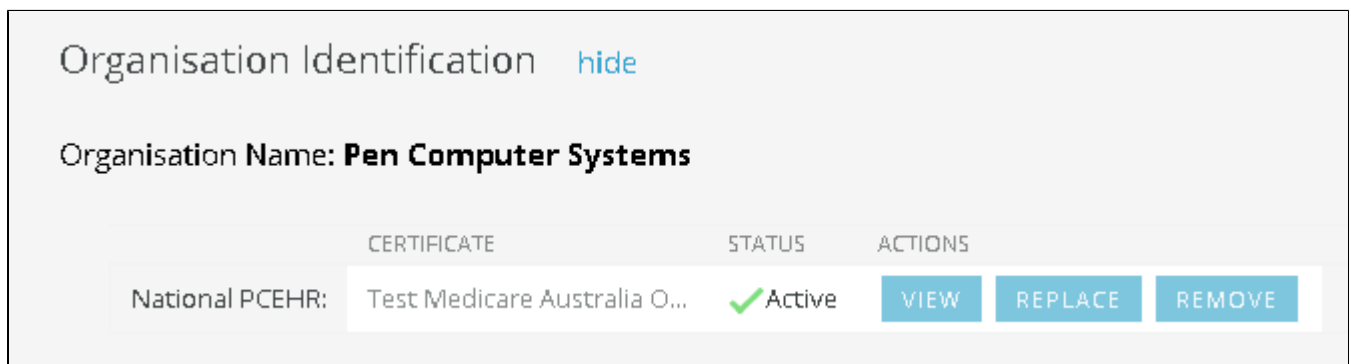
The file is called Fac\_Sign.p12 and should be located on your network or a CD.



You will be prompted for the password that was provided with the certificate:



Enter the password and click on 'Save' – this will add the certificate to Topbar:



### HPI-O

To update your organisations Healthcare Provider Identifier–Organisation (HPI-O) you need to enter the provided number in the HPI-O field in Topbar and

click on **UPDATE** . You can copy your HPI-O from the field in your clinical system:

**MD3:** 'Tools' > 'Options', 'Practice' tab

**BP:** 'Setup'; 'Practice details'

HPI-O	STATUS
<input type="text" value="XXXXXXXXXXXXXXXXXXXX"/>	<span>✓ Set</span> <span>UPDATE</span>

### HPI-I

To enter your Healthcare Provider Identifier–Individual (HPI-I) number you need to enter the provided number in the HPI-I field in Topbar and click on

**UPDATE** .

You can copy your HPI-I from the field in your clinical system for your user name:

**MD3:** 'Users' > 'Setup Users'

**BP:** 'Users' > 'Setup Users'

You will be asked to confirm your identity:

**Topbar**

Please confirm that you are the following user:

**Clinical System:** Dr. A. Practitioner  
**Topbar:** Matthias

If one or more of the above names are not correct, please log out of the appropriate system (Topbar or clinical system) and log back in as yourself before continuing.

Confirm Cancel

Once you have clicked on the 'Confirm' button your HPI-I will be updated:

Provider Identification

hide

Provider: Dr. A. Practitioner

HPI-I	STATUS	
<div></div>	<div>✓ Active</div>	<div>UPDATE</div>

You should now see three green ticks on the LinkedEHR settings page, one for the NASH certificate, one for the HPI-O and one for the HPI-I. This concludes the setup in Topbar – you can now use the LinkedEHR app.

Note: Topbar looks for the HPI-I in the Clinical Management System and the LinkedEHR Portal.

If an error message is shown, check the HPI-I is listed against the users profile in the Clinical Management System and the LinkedEHR Portal. The HPI-I must match in all three systems.