Best Practice Configuration

In Order for Best Practice to integrate successfully with the PEN Topbar and LinkedEHR, there is a need to ensure some configuration is set within Best Practice. This configuration includes:
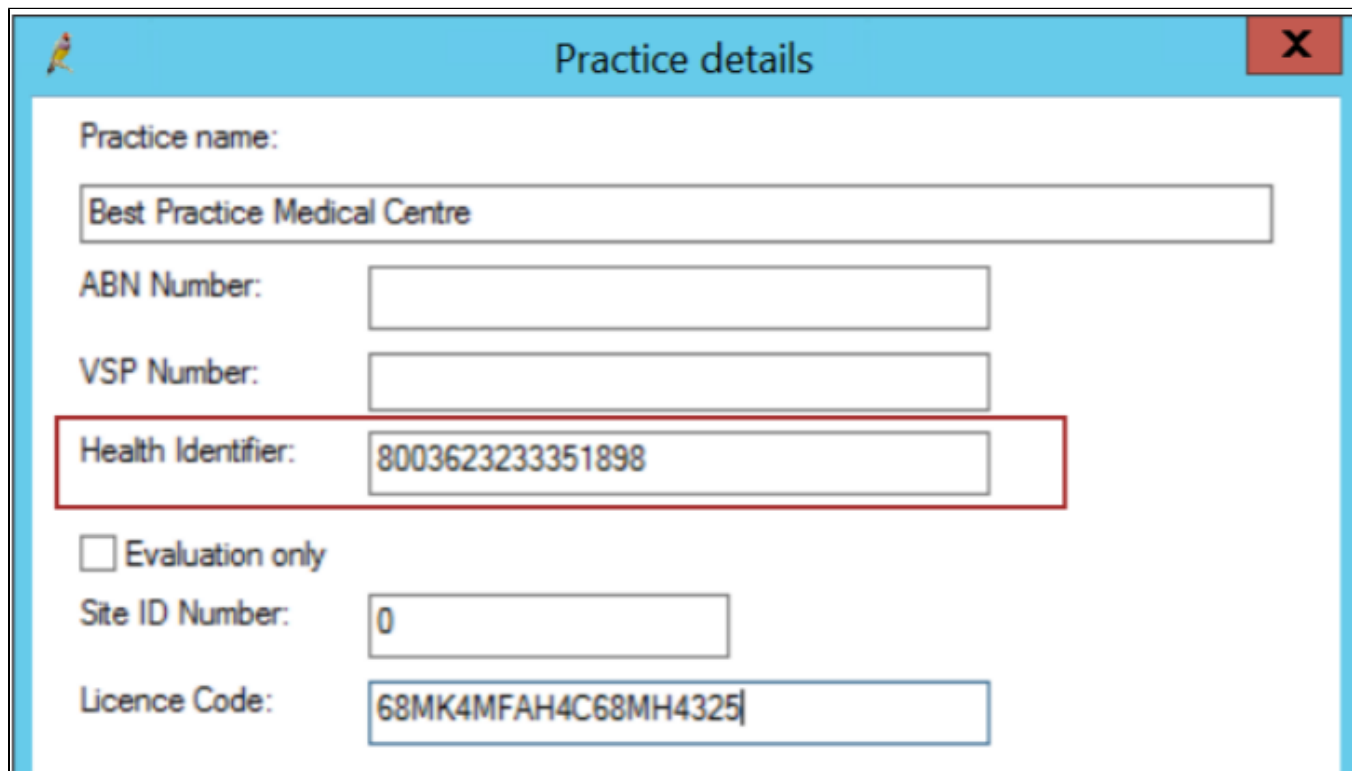
- Entering the Practice Name and HPIO into Best Practice
- Installing the HI Site Certificate to access the Health Identifier Service
- Installing the NASH Certificate in order to access My Health Record
- Adding users HPI-I's to their profiles within Best Practice

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

- **Ensure you are logged into the server as the Administrator**
- **Start Best Practice by right clicking on the Best Practice icon and selecting 'Run as Administrator'**
- **If you are prompted for the Administrator password, please speak to your IT Support**
- **Make sure you have obtained the HPI-O number for your practice and the HPI-I numbers for each provider you will you will allow to use eHealth Services**
- **You have the HI Site Certificate and NASH Certificate ready along with their corresponding PIC Codes / passwords**
- **Enable UAC (User Access Control) On the Server Best Practice Is Installed On if your version of Windows enables UAC.**

Entering the Practice Name and HPIO into Best Practice

1. Have a user with Administration rights login to Best Practice. This is usually the Practice Manager or a Doctor
2. Click on the menu item and select **Setup > Practice Details**. The Practice Details screen will appear.

1. Check that the correct practice name is displayed in the 'Practice Name' field. If not, correct the Practice Name.

1. Enter the HPI-O into Health Identifier field and click Save.

INSTALLING CERTIFICATES IN BEST PRACTICE
Installing HI Site Certificate Within Best Practice

1. Have a user with Administration rights to the Server login to the Server. This is usually the Practice IT or other appointed users
2. Have a user with Administration rights login to Best Practice. This is usually the Practice Manager or Doctor

3. Click on the menu item and select **Setup > Configuration**
4. Select the General tab and click on the button at the bottom of the screen named Import Certificates

1. The Certificate Import Tool will open. Select Browse
2. Find and select the Medicare PKI HI Site Certificate named FAC_Sign.p12
3. Enter the password known as the PIC code provided to the practice by Medicare
4. Select the option 'Heath Identifier' and click 'Import'
5. A message should appear saying the certificate has been successfully imported

Installing NASH Certificate Within Best Practice

1. Have a user with Administration rights to the Server login to the Server. This is usually the Practice IT or other appointed users
2. Have a user with Administration rights login to Best Practice. This is usually the Practice Manager or Doctor
3. Click on the menu item and select **Setup > Configuration**
4. Select the General tab and click on the button at the bottom of the screen named Import Certificates

1. The Certificate Import Tool will open. Select Browse
2. Find and select the Medicare PKI NASH Certificate named FAC_Sign.p12
3. Enter the password known as the PIC code provided to the practice by Medicare
4. Select the option 'My Health Record' and click 'Import'
5. A message should appear saying the certificate has been successfully imported

Adding the Users HPI-I in Best Practice

1. Have a user with rights to edit users' login to Best Practice. This is usually the Practice Manager or Doctor
2. Click on the menu item and select **Setup > Users**
3. A list of users will be shown
4. Highlight the user the HPI-I will be added to and click on Edit at the bottom of the dialogue box. The users profile will open
5. Go to the field named '**HEALTH IDENTIFIER'** and enter the users 16 digit HPI-I
6. Click Save at the bottom of the screen
7. Repeat these step for all users created in Best Practice