## **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.

Linke	dEHR	PATIENT H	ISTORY	PROVIDER H	IISTORY	SETTING	S	
Organisation Identification hide								
Org	Organisation Name: Pen Computer Systems							
		CERTIFICATE	STATUS	ACTIONS	HPI-O		STATUS	
	National PCEHR:		🗙 Not set	ADD			🗙 Not Set	UPDATE
Pro	Provider Identification hide							
Provider: Dr. A. Practitioner								
	HPI-I STATUS XNot set UPDATE							

## **PCEHR Certificate**

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To add the PCEHR (NASH) certificate click on the DDD 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.

Select Organisation Certificate							
OO~ 📕 « Dowr	nloads	▶ Setting up PCEHR access in MD ▶ Certifica	ates 🕨 PCEHR	👻 🍫 Search	PCEHR		٩
Organize 🔻 New f	older						0
🔆 Favorites	<u> </u>	Name	Date modified	Туре	Size		
🧮 Desktop		📄 Chain of Trust help text.txt	12/09/14 4:36 PM	Text Document	1 KB		
鷆 Downloads		🔁 Creating a vendor PSI store V1.6.pdf	12/09/14 4:48 PM	Adobe Acrobat D	645 KB		
📃 Recent Places		🦻 fac_sign.p12	04/05/15 5:58 PM	Personal Informati	6 KB		
		🔄 Test_MCA_Enc.crt	05/03/14 1:47 PM	Security Certificate	2 KB		
🥽 Libraries	=	🔄 Test_MCA_sign.crt	08/09/14 2:28 PM	Security Certificate	2 KB		
Documents 📔	_	🚳 Thumbs.db	11/05/15 11:13 AM	Data Base File	11 KB		
🌙 Music		🔄 tmaoca New.crt	05/03/12 11:40 AM	Security Certificate	2 KB		
📔 Pictures		🔄 tmaoca.crt	13/12/07 9:38 AM	Security Certificate	2 KB		
🛃 Videos		🔄 tmarca.crt	13/12/07 9:40 AM	Security Certificate	2 KB		
輚 Homegroup							
🜉 Computer							
👛 🚢 Local Disk (C:) —	-						
Fi	le nam	ne: fac_sign.p12					-
				Оре	n Ca	ancel	

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

💀 Top	oar - Password Required	
Plea	e enter the password for the certificate:	
••••	••••	
	Save Cancel	

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

Organisation Identification hide					
Organisation Name:	Pen Computer Syste	ms			
	CERTIFICATE	STATUS	ACTIONS		
National PCEHR:	Test Medicare Australia	O 🗸 Active	VIEW REPLACE	REMOVE	

## 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	OFDATE	. You can copy your HPI-O from the field in your clinical system:				
MD3: 'Tools' > 'Options', 'Practice' tab						
BP: 'Set	up'; 'Practice o	letails'				

UPDATE

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

-	_	_	-
			-
	~		

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:



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

Provider Identificatio	on hide
Provider: Dr. A. Practition	ner
HPI-I	STATUS
	✓Active UPDATE

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.