



MedicalDirector[®]
CLINICAL

Practice Incentives Program (PIP) eHealth Incentive
Requirement 5a - Personally Controlled Electronic Health Record (PCEHR)

Personally Controlled Electronic Health Record (PCEHR)

The practice must:

- Use compliant software for accessing the personally controlled electronic health (eHealth) record system, and creating and posting Shared Health Summaries and when available, Event Summaries; and
- Apply to participate in the eHealth record system upon obtaining a HPI-O.

Obtaining Certificates

PKI Certificate	Where to obtain PKI Certificate	Supported in Clinical/PracSoft Version	PIP Incentive Requirement
<p>HI Service PKI Certificate</p> <ul style="list-style-type: none"> • HI Signing Certificate • HI Encryption Certificate <p>If you already have a PKI certificate for Online Claiming in MedicalDirector PracSoft, you can update by applying to include access to the HI Service.</p>	<p>For the latest web site link, visit http://medicaldirector.com/Gp+Clinical/Gp+Cl+Ehealth/Links</p>	Clinical/PracSoft 3.12.1a or later.	Requirement 1
<p>National Authentication Service for Health (NASH) PKI certificate</p> <ul style="list-style-type: none"> • Secure Messaging Delivery (SMD) • Personally Controlled Electronic Health Record (PCEHR) 	<p>For the latest web site link, visit http://medicaldirector.com/Gp+Clinical/Gp+Cl+Ehealth/Links</p>	Clinical 3.14d or later.	Requirement 2 Requirement 5

Installing the NASH PKI Certificate

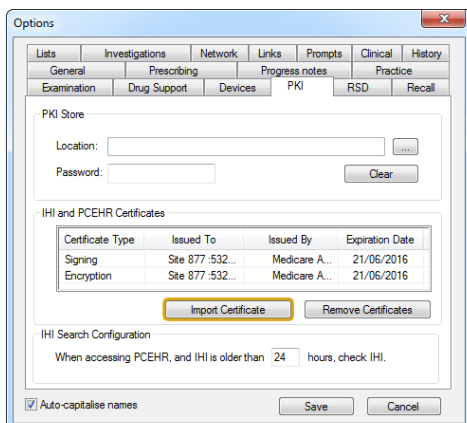
These instructions need only be performed on one computer, in MedicalDirector Clinical 3.14d (or later).

Before You Begin

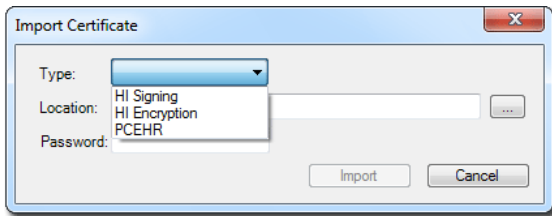
You will need your NASH PKI certificate. Save it to a location you will remember. You will need to access this location shortly.


Installing the NASH PKI Certificate

1. Within MedicalDirector Clinical select **Tools > Options**.
2. Within the Options window, select the **PKI** tab.



3. Click the **Import Certificate** button. The **Import Certificate** window appears.



4. Via the **Type** drop-down list, select the PCEHR certificate option.
5. Click the  button to locate the NASH PKI certificate (*fac_sign.p12*). You will be returned to the Import Certificate window.
6. Enter the password for the NASH PKI certificate.
7. Click the **Import** button, and then the **Save** button on the Options window.

Set Your Organisation and Service Type

1. Within MedicalDirector Clinical select **Tools > Options**.
2. Within the Options window, select the **Practice** tab.

3. Indicate your **Organisation Type** and **Service Type** via the associated drop-down lists provided.
4. Click the **Save** button to save your selections and close the Options window.

Record Your PCEHR Details

The PCEHR system requires that you record your user details, as you wish them to appear within the System.

1. Select **Users > Setup Users** to access the User Database.
2. Double-click on the record you wish to edit.

3. Tick the **Participate in PCEHR** check box.
4. Enter your PCEHR details into the section provided.
5. Click the **OK** button to confirm, and close the window.

Checklist

<input type="checkbox"/>	Practice had completed and submitted the PCEHR registration form http://www.ehealth.gov.au/
<input type="checkbox"/>	Practice has completed and submitted the PCEHR participation agreement http://www.ehealth.gov.au/
<input type="checkbox"/>	Practice has applied for an organisational NASH PKI certificate, if not already obtained for secure messaging capability as per Requirement 2.
<input type="checkbox"/>	Practice has imported the NASH PKI Certificate
<input type="checkbox"/>	Practice uses MedicalDirector Clinical to access, create and post to the Personally Controlled eHealth Record System (PCEHR)
<input type="checkbox"/>	Practice has written policy in place for the use of the eHealth Record system.

For links to further information, please visit: <http://medicaldirector.com/Gp+Clinical/Gp+CI+Ehealth/Links>

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