



Healthcare Identifiers Service

Application to register a Network Organisation

Important information

Complete this form to register a Network Organisation with the Healthcare Identifiers (HI) Service. An Organisation Maintenance Officer (OMO) may also be registered using this form.

Healthcare Identifiers Service

The HI Service is a system that provides a consistent set of identifiers for healthcare individuals and healthcare providers (organisations and individuals). The HI Service enables providers to associate health information about a healthcare individual in a secure, consistent and accurate manner. The association of identifiers can be used within electronic communications such as discharge summaries, prescriptions and referrals. The *Healthcare Identifiers Act 2010* is available at www.comlaw.gov.au

Registration

The person completing this form must be registered as an OMO linked at a higher level in the organisation hierarchy than the Network Organisation being registered on this form.

Network Organisation

A Network Organisation is an organisation subordinate to the Seed Organisation. Every Network Organisation must be associated with a Seed Organisation. Network Organisations can be used to represent different departments, sections or divisions within an organisation or separate legal entities from the Seed Organisation. A Seed Organisation is not required to have a Network Organisation.

Role of an Organisation Maintenance Officer

An OMO:

- may request to amend their own demographic details or details of the organisation(s) they represent
- will have administrative access to the organisation records they are linked to in the HI Service
- will have administrative access to the organisation records that are beneath them in the organisational hierarchy
- may add or remove links for other OMOs or linked healthcare providers within the organisational hierarchy that they are responsible for
- may update the Healthcare Provider Directory (HPD) for the organisation(s) they represent.

Healthcare Provider Directory

The HI Service HPD is a directory listing Healthcare Provider Individuals and Healthcare Provider Organisations registered in the HI Service. Displaying details in the HPD is optional and can be configured as part of the registration process.

Creating Links

Establishing a link creates an association between the OMO and the organisation that allows the OMO to perform administrative functions on behalf of the organisation (see role of an OMO). Without this link the OMO has no authority to perform these functions.

Public Key Infrastructure

Public Key Infrastructure (PKI) allows you to transfer information and images between computers safely and securely. With PKI you can securely send a file to someone, and know he or she is the only one who can open it. You can also receive a file, confident it has been sent to you securely. PKI certificates are issued for individuals and organisations to enable communication through secure electronic channels such as Business 2 Business and Healthcare Professional Online Services.

Documents required

No evidence of identity documentation is required with this form.

Assistance

If you need assistance completing this form call **1300 361 457** (call charges will apply) or email healthcareidentifiers@medicareaustralia.gov.au
For more information about the HI Service go to www.medicareaustralia.gov.au

Lodgement

Send the completed form to:

HI Service
GPO Box 2987
MELBOURNE VIC 3001
or fax to: **03 9605 7987**

Print in **BLOCK LETTERS**

Tick where applicable

Applicant's details

The person completing this form must be an OMO linked to an organisation at a higher level in the organisation hierarchy than the Network Organisation being registered.

1 OMO number (if known)

2 Dr Mr Mrs Miss Ms Other

Family name

Given name(s)

Suffix (e.g. Junior, Member of Parliament)

3 Date of birth

4 Address

State	Postcode
Country	

Organisation Maintenance Officer details

5 Is an OMO required to be registered for this Network Organisation?

No **Go to 20**

Yes **Go to 6**

6 Does the applicant wish to become the OMO for the Network Organisation being registered on this form?

No **Go to 7**

Yes **Go to 20**

7 Is the individual that is to become the new OMO for this Network Organisation already registered in the HI Service (e.g. already registered as a RO or OMO with another organisation)?

No **Go to 12**

Yes **Go to 8**

Existing OMO registration details

8 OMO number

Dr Mr Mrs Miss Ms Other

Family name

Given name(s)

Suffix (e.g. Junior, Member of Parliament)

9 Date of Birth

10 Sex

Male

Female

11 Business address

State	Postcode
Country	

Postal address (if different to above)

State	Postcode
Country	

Go to 18

New OMO registration details

12 Dr Mr Mrs Miss Ms Other

Family name

Given name(s)

Suffix (e.g. Junior, Member of Parliament)

13 Date of birth

14 Sex

Male

Female

15 Business address

Tick your preferred address

State	Postcode
Country	<input type="checkbox"/>

Postal address (if different to above)

State	Postcode
Country	<input type="checkbox"/>

16 Daytime phone number

Tick **one** preferred method of communication

Mobile phone number

Fax number

Pager number

Email

Go to 17

OMO PKI details

17 Does the OMO have a PKI Individual Certificate with Medicare Australia?

No, please register the OMO for a PKI Individual Certificate for HI access **Go to 19**

No, one is not required at this time **Go to 20**

Yes **Complete 18**

If you are requesting a PKI certificate you must supply a business address, a fax number and a personal email address used for business purposes.

Web based email such as hotmail, yahoo, gmail are not supported for PKI usage.

18 PKI registration number

Go to 20

Access to the HI Service will be linked to your existing certificate.

19 Indicate the type of operating system being used:

Windows

Macintosh (Apple)

Other (please specify)

Go to 20

Network Organisation details

20 Organisation name

21 The organisation name is a (tick all that apply):

Organisational unit/section/division name

Business name

Abbreviated name

Service location name

Locally used name

Enterprise name

22 Trading name (if different to above)

23 Organisation's Australian Business Number (ABN)/Australian Company Number (ACN)/Other

ABN ---

or

ACN --

or

Other

Organisation service details

24 We need to know what kind of organisation you are creating to assist us in identifying you in the future. Refer to the Organisation Types Reference Guide available at www.medicareaustralia.gov.au

Organisation type

Organisation service type

Organisation service unit

Organisation service type start date

Enter the date when the organisation service started.

25 Business address

Tick your preferred address

State Postcode

Country

Postal address (if different to above)

State Postcode

Country

26 Daytime phone number

Tick **one** preferred method of communication

Mobile phone number

Fax number

()

Pager number

Email

@

Go to 27

Network Organisation link details

Identify the Healthcare Provider Identifier Organisation (HPI-O) number and business name of the organisation you want this new Network organisation linked to.

27 Existing HPI-O number

28 Organisation name

Go to 29

Network Organisation PKI details

29 Does the organisation have a PKI Individual Certificate with Medicare Australia?

No, please register the organisation for a PKI site certificate for HI Service access **Go to 31**

No, one is not required at this time **Go to 32**

Yes **Complete 30**

If you are requesting a PKI certificate you must supply a business address, a fax number and a personal email address used for business purposes.

Web based email such as hotmail, yahoo, gmail are not supported for PKI usage.

30 PKI registration number

Go to 32

Access to the HI Service will be linked to your existing certificate.

31 Indicate the type of operating system being used:

Windows

Macintosh (Apple)

Other (please specify)

Go to 32

Healthcare Provider Directory

32 Do you want the Network Organisation displayed in the HPD?

No, I would not like to create a HPD record at this time

Yes, I would like to create a HPD record and would like to publish all of the details I have provided in this application

Yes, I would like to create a HPD record

I would like the following details to be published:

Organisation name (mandatory)

Preferred address (mandatory)

Organisation service details

Daytime phone number

Mobile phone number

Fax number

Pager number

E-mail address

Declaration

33 I declare that:

- the information on this form is correct
- I will only access and use Healthcare Identifiers for the purposes defined in the *Healthcare Identifiers Act 2010*, and acknowledge penalties for unauthorised access and misuse apply under the *Healthcare Identifiers Act 2010*
- the organisation that I am registering is eligible for provision of a HPI-O number under the *Healthcare Identifiers Act 2010*.

Applicant's signature

Date

Privacy note

The information on this form will be used to register an Organisation Maintenance Officer for a Network Organisation and/or register a Network Organisation with the Healthcare Identifiers Service. The collection of this information is authorised by the *Healthcare Identifiers Act 2010*. This information may be disclosed as authorised or required by law.

If you request a PKI certificate, this information will be used to register and store your details for the issuance of a Public Key Infrastructure PKI certificate and to list your details in the PKI Healthcare Public Directory. This information will be disclosed to a certificate issuance authority for issuing PKI keys and certificates, or as authorised or required by law.