

# MY HEALTH RECORD CONFIGURATION



The following checklist is designed to step you through the process of enabling your clinics access to My Health Record through Bp VIP.net.

Register with PRODA to receive your PRODA login username and password.  
Obtain your [HPI-O](#) number through HPOS.

Have your Providers individually register for their [HPI-I](#) number. Each Provider contacts Services Australia – Healthcare Identifiers Service Enquiry line on 1300 361 457 to register their record as searchable on the Health Provider Directory.

Have an Authorised Associate with an PRODA account, from your site, obtain a NASH certificate through HPOS (the NASH passcode will be sent via SMS).

Download Sha1/Sha2 Root CA and OCA certificates from [Verizon Certificates Australia](#).

Install the [NASH certificate, the Root CA and OCA](#) certificates.

Engage with your IT to create a [group policy](#) for all above certificates, so that all users within your domain can access the certificates.

[Configure Bp VIP.net](#) with the NASH certificate.

[Record and verify HPI-O and HPI-I](#) numbers in Bp VIP.net.

Notify your patients that you are using My Health Record.

[Add the IHI field](#) to the Patient Details UDF and verify patients IHI numbers.

[Configure your letters](#) for the upload of the Specialist Letter to My Health Record.



## Setup eRx for the upload of Prescription Episodes to My Health Record

Once you have installed the eRx configuration utility provided by eRx, and set it up to work with your providers, Bp VIP.net and eRx allow you to send an electronic copy of the prescription to eRx to be verified by the prescribing pharmacist.

[Register](#) your site for eRx.

[Register each Provider](#) for eRx.

Have your Medicare PKI Certificate Passphrase for the installation of eRx.

Record each Providers [Prescriber Number, EntityID and AHPRA](#) number in Bp VIP.net.

[Import the latest MIMS](#) dictionary into Bp VIP.net.

Engage with eRx to [Install eRx](#).

[Enable eRx in Bp VIP.net](#).

Add the [Barcode and SKID](#) Key to your Prescription autotemplates in Bp VIP.net.

Refer to the following articles and video for guidelines on accessing My Health Record, [uploading prescriptions](#) through the eRx gateway and [uploading the Specialist Letter](#).

### Bp VIP.net Knowledgebase



Need more information?  
Check out the My Health Record  
and other education material on  
the Bp VIP.net Knowledgebase.  
Select Help > Online in the software

