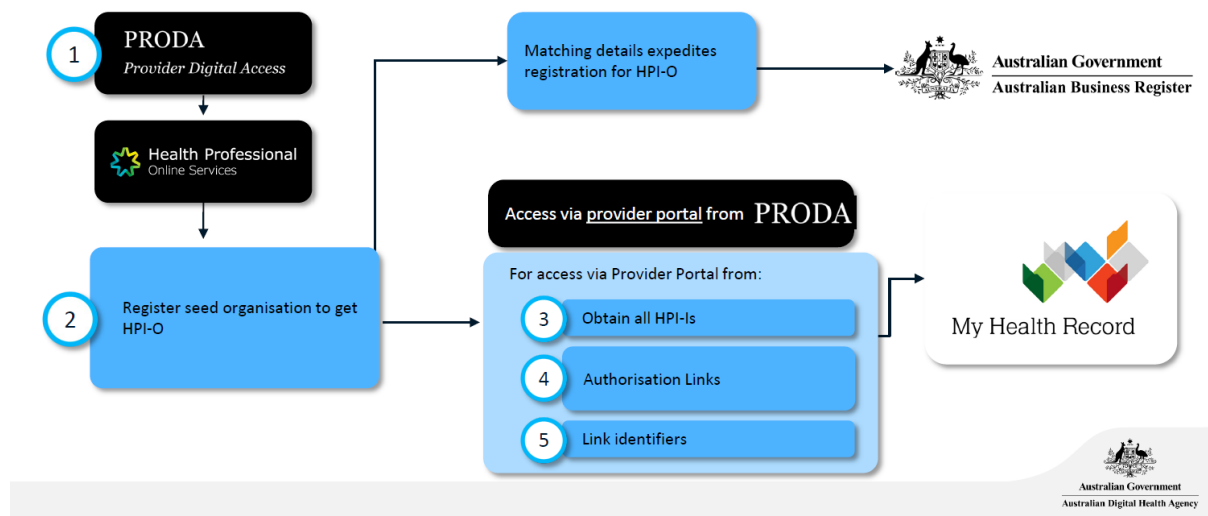
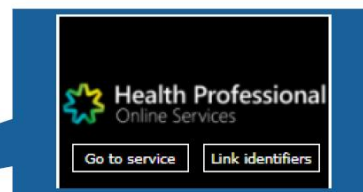
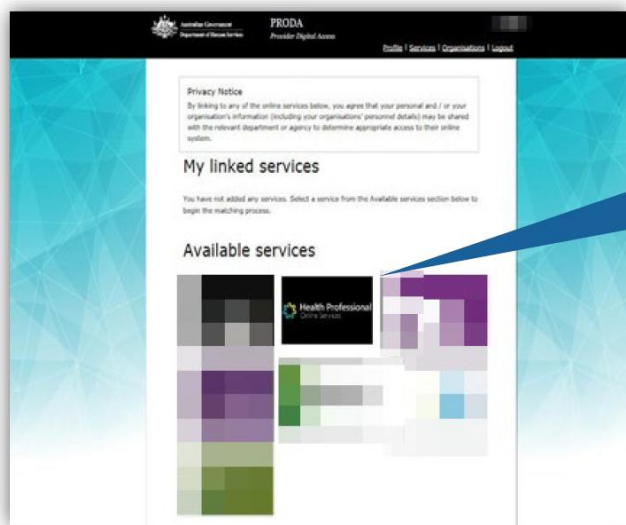


My Health Record organisation registration steps : For access via Provider Portal



Step 1 – register for a [PRODA account](https://proda.humanservices.gov.au/) (<https://proda.humanservices.gov.au/>)

- First time access to HPOS – link PRODA to HPOS by selecting ‘Link Identifiers’



Now that the user has successfully created a PRODA account, they can link HPOS. If the user has an identifier already (AHPRA number, or knows their HPI-I) they can link HPOS by selecting ‘Link Identifiers’.

** If the user does not have an identifier, select ‘Go to service’. An identifier will be created as part of the HPI-O registration process.

Step 2 – register a Seed Organisation in HPOS to get HPI-O

- Go to ‘My Programs’
- Then ‘Healthcare Identifiers and My Health Record’
- Then ‘Healthcare Identifiers – Register Seed Organisation’
- Enter your ABN (or ACN)
- Enter your ‘organisation’ details (these may be your details if you’re a sole trader)
- When the application goes to pending, check the HPOS mail centre as you may find you’ve already been approved. Or check your HPOS messages.

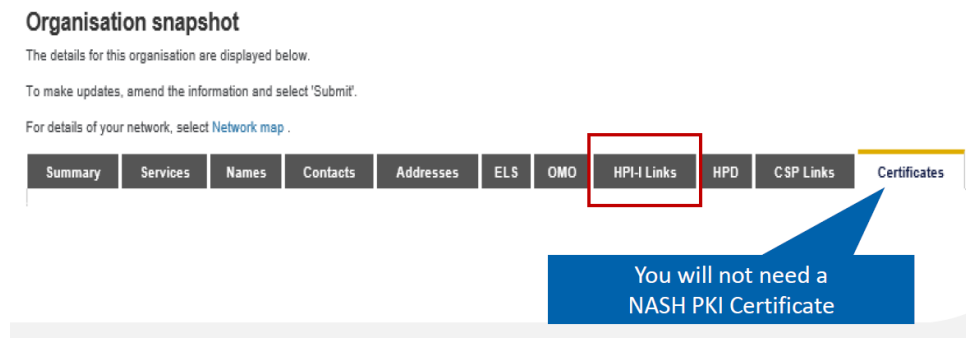
Accessing My Health Record via the Provider Portal

Step 3 – Obtain your HPI-I

- As you're already registered with AHPRA you already have an HPI-I
- tip – you can find your HPI-I by logging into your AHPRA portal or calling 1300419495

Step 4 – link your HPI-I to your Organisation in HPOS

- Go to 'My Programs'
- Then 'Healthcare Identifiers and My Health Record'
- Then 'Healthcare Identifiers – Manage Existing Records'
- Select 'My organisation details' from the 'HI Services available' list
- You need to link your HPI-I to your 'organisation'/HPI-O to tell them where you work (enter the HPI-O to find your 'organisation')
- Go to 'HPI-I Links'
- Enter your HPI-I and confirm you work for your organisation



Step 5 – Link Identifiers

- Go to 'My Programs'
- Then 'Healthcare Identifiers and My Health Record'
- Then 'My Health Record – Register Organisation'
- Then 'Manage Authorisation Links'
- Then 'Add/Update Links' next to your 'organisation'
- Check you are listed as a linked provider for your organisation (can add here using your HPI-I if previous steps didn't work)

Step 6 – Access My Health Record

- Once you have registered for PRODA and linked your HPI-O and HPI-I, My Health Record should be available on the landing page when you login to PRODA

