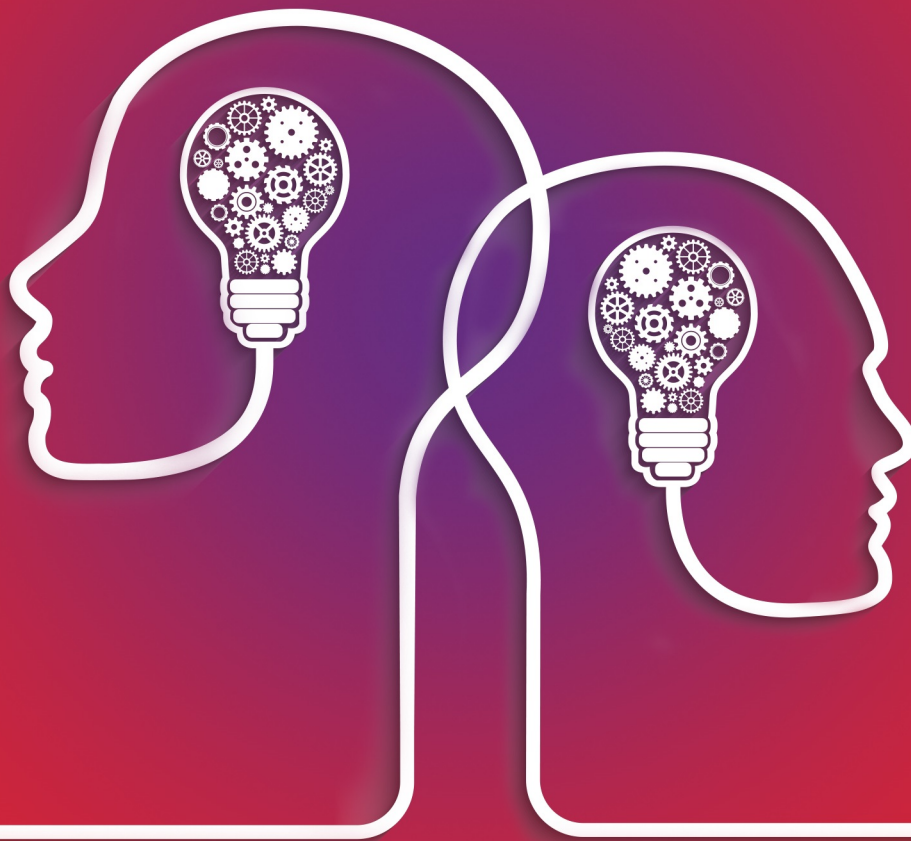
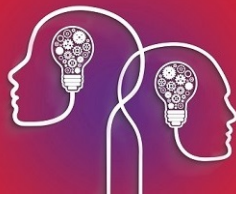


Bp VIP.net

My Health Record Setup Guide



VIP.net knowledge base 



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Last updated: 24 July 2019

This User Manual is sourced from the Best Practice Software Bp VIP.net Ruby [Knowledge Base](#).



Set up Bp VIP.net for My Health Record

To set up My Health Record access in Bp VIP.net, you need to:

1. Import the Medicare site certificates and NASH certificate into Windows on the Bp VIP.net server.
2. Record the site certificate details in Setup > Preferences and attach the practice as an organisation.
3. Record the HPI-I number for providers who need to connect to the HI service and My Health Record.
4. Record your HPI-O under your practice's Organisation Details (F3).

Before you begin

You will need the following:

- Your practice's HPI-O number
- At least one provider's HPI-I number
- Your practice's Medicare Location (site) certificates and the certificate passcode
- Your practice's NASH certificate obtained from Australian Digital Health Agency (ADHA), and the certificate passcode. The NASH certificate may be issued on a CD (prior to November 2018) or a digital certificate issued through HPOS (Healthcare Provider Online Services).

A patient will need an **IHI Number** recorded and validated in **Patient Details** (F3) to upload documents to My Health Record.

These instructions also assume:

- you have created a record in **Organisation Details** (F3) for your practice.
- your practice and all providers who need to access My Health Record have registered in HI Services. Review the [ADHA My Health Record registration](#) overview for more information.

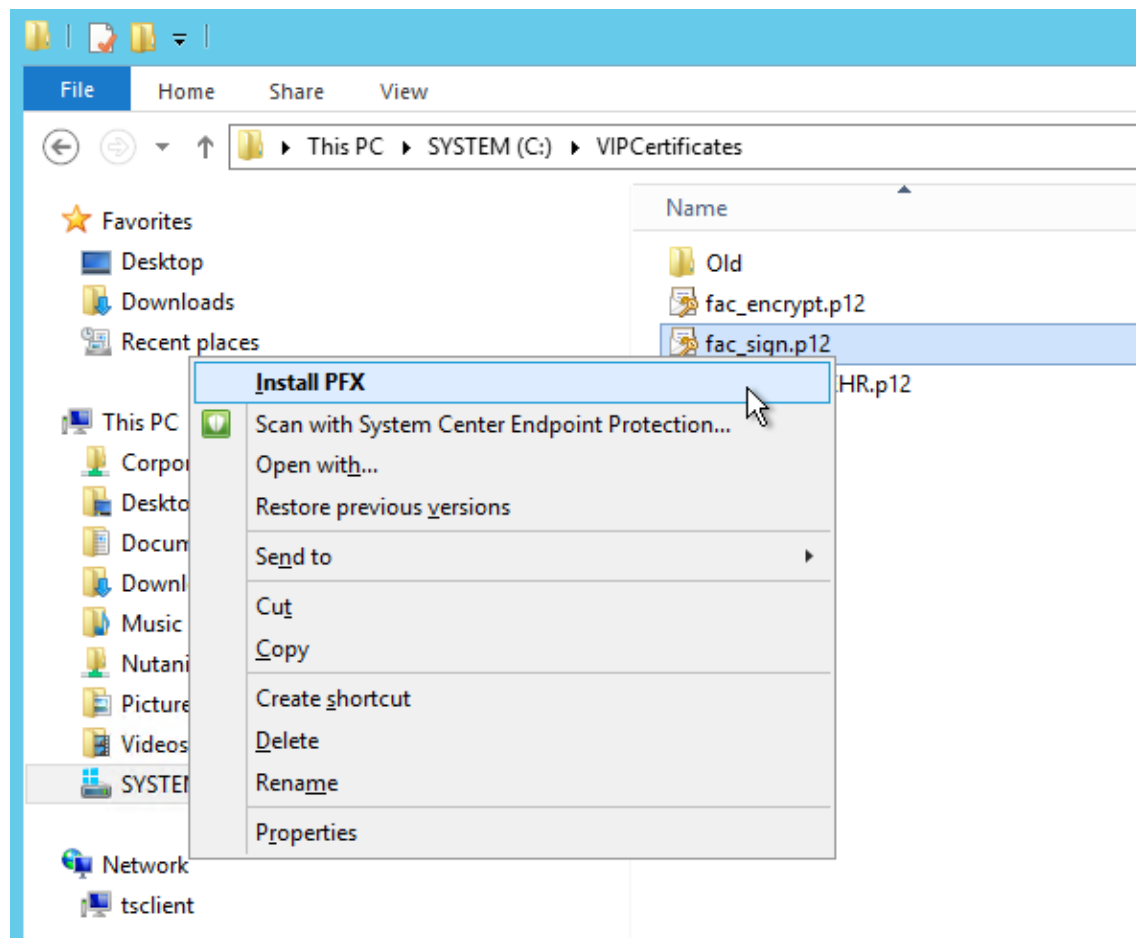
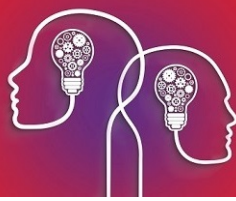
Install the certificates



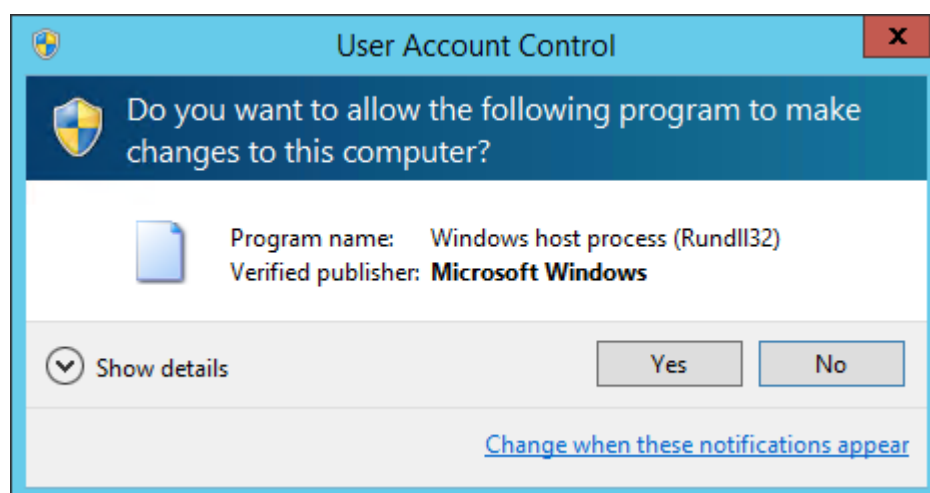
Important: Certificates *must* be installed by the Windows user account that will be logging into and using Bp VIP.net to access My Health Record. Make sure you import **all** of the certificates that have been issued to you by Medicare and ADHA.

1. Log in to Windows on the Bp VIP.net server computer as a Windows administrator. The account will require access to the Windows certificate store.
2. Copy the Medicare site and NASH certificate files to the Bp VIP.net server computer.
3. Open a Windows File Explorer and browse to the location of the certificate files.
4. Right-click a certificate file and select **Install PFX**.

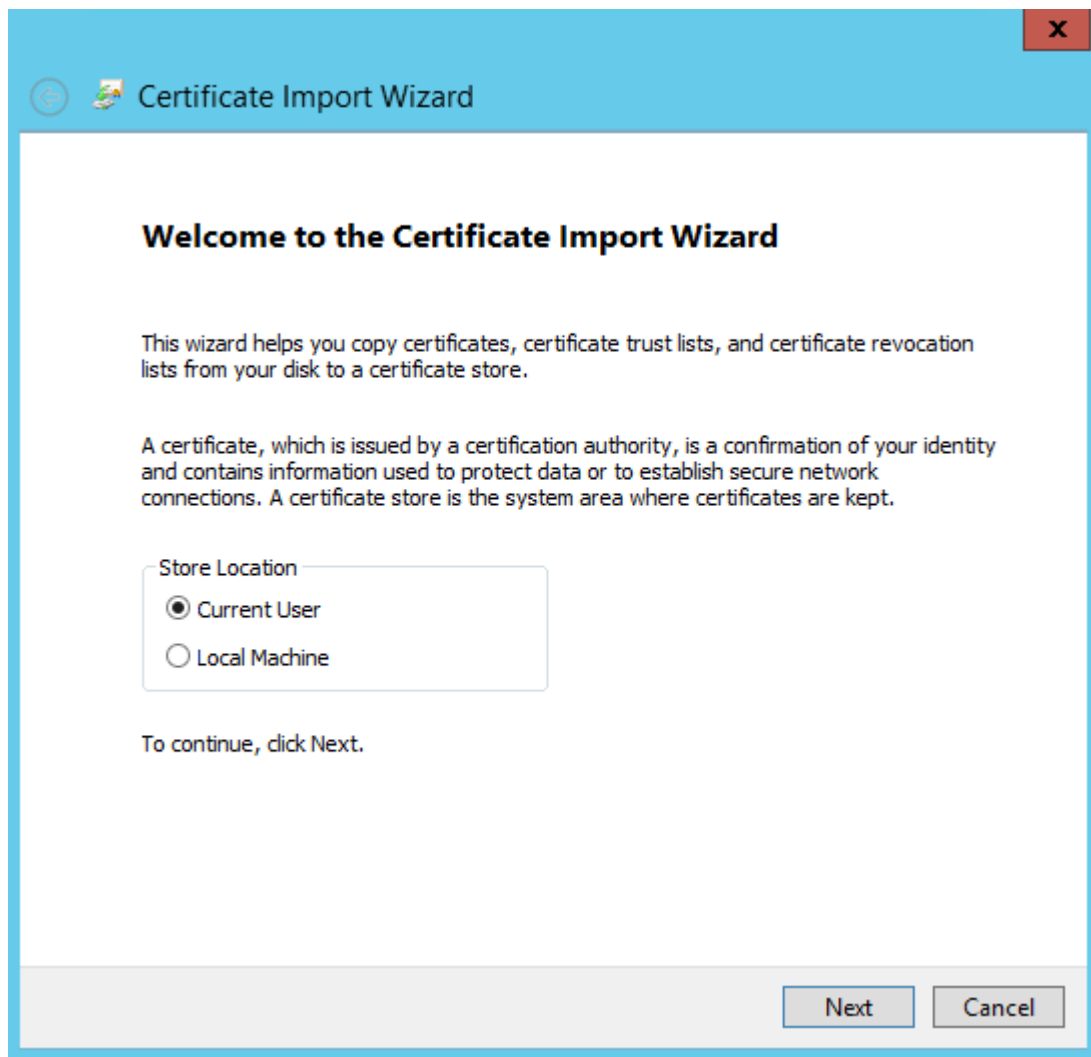
Note: Depending on the certificate file extension, the right-click option to install certificates might be **Install Certificate** and not **Install PFX**. The filenames for your certificates may not be the same filenames that appear in the following examples.



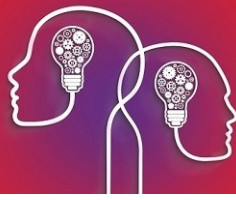
5. If Windows User Access Control is enabled, Windows will ask you to confirm running the certificate import. Click **Yes**.



6. Select **Current User** and click **Next**.



7. The certificate file will already be selected in the **File to Import** panel. Click **Next**.



File to Import

Specify the file you want to import.

File name:

Note: More than one certificate can be stored in a single file in the following formats:

- Personal Information Exchange- PKCS #12 (.PFX,.P12)
- Cryptographic Message Syntax Standard- PKCS #7 Certificates (.P7B)
- Microsoft Serialized Certificate Store (.SST)

8. The certificate import wizard will prompt for the certificate password, or passcode, supplied by Medicare or ADHA separately to the certificate. Enter the passcode and click **Next**.



Private key protection

To maintain security, the private key was protected with a password.

Type the password for the private key.

Password:

.....

☐ Display Password

Import options:

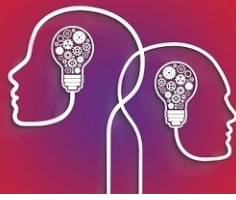
☐ Enable strong private key protection. You will be prompted every time the private key is used by an application if you enable this option.

☐ Mark this key as exportable. This will allow you to back up or transport your keys at a later time.

☒ Include all extended properties.

Next Cancel

9. Select **Automatically select the certificate store based on the type of certificate**. The certificate will be placed in the 'Personal' store. Click **Next**.



Certificate Store

Certificate stores are system areas where certificates are kept.

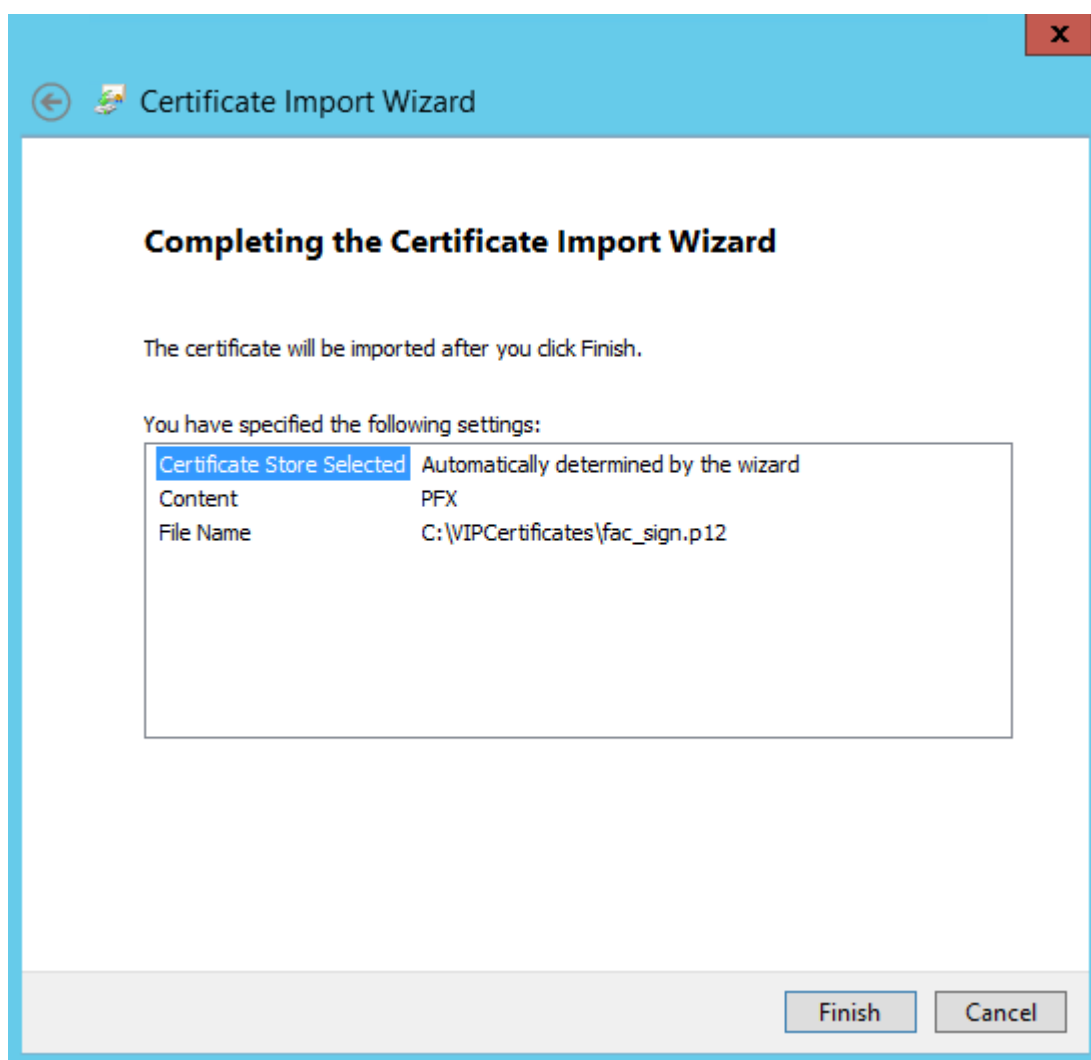
Windows can automatically select a certificate store, or you can specify a location for the certificate.

☒ Automatically select the certificate store based on the type of certificate

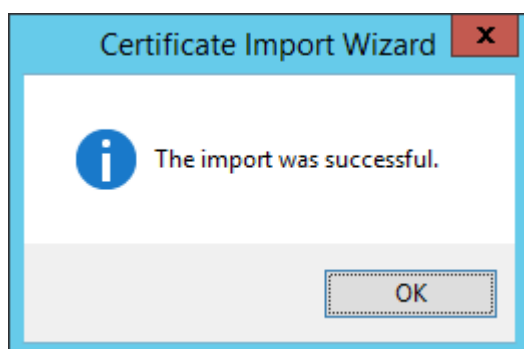
☐ Place all certificates in the following store

Certificate store:

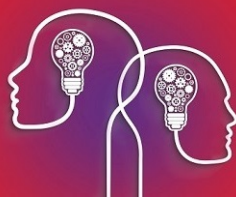
10. Confirm the details are correct and click **Finish**.



11. Windows will confirm that the certificate has been imported.



12. Click **OK**.
13. Repeat steps 4—12 for the other site certificate and the NASH certificate.

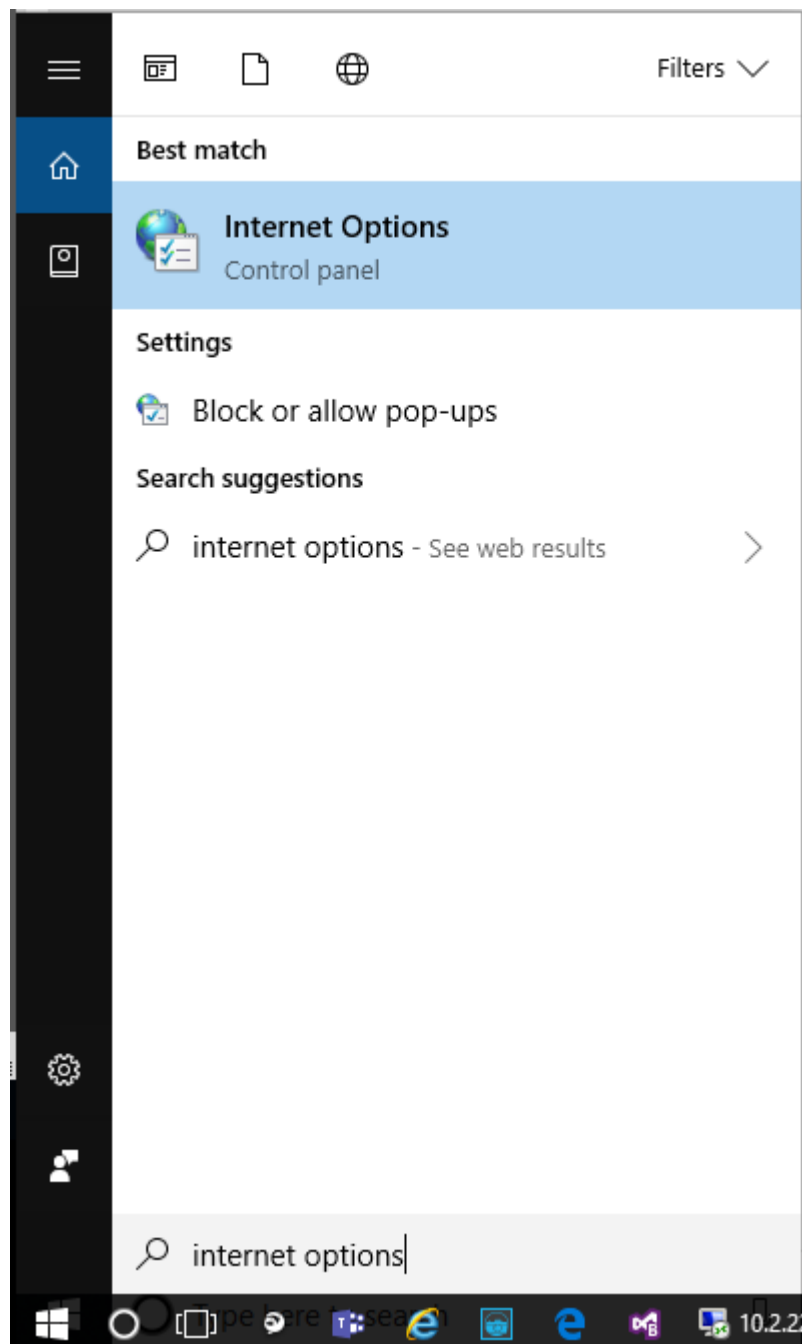


Record certificate details in Bp VIP.net

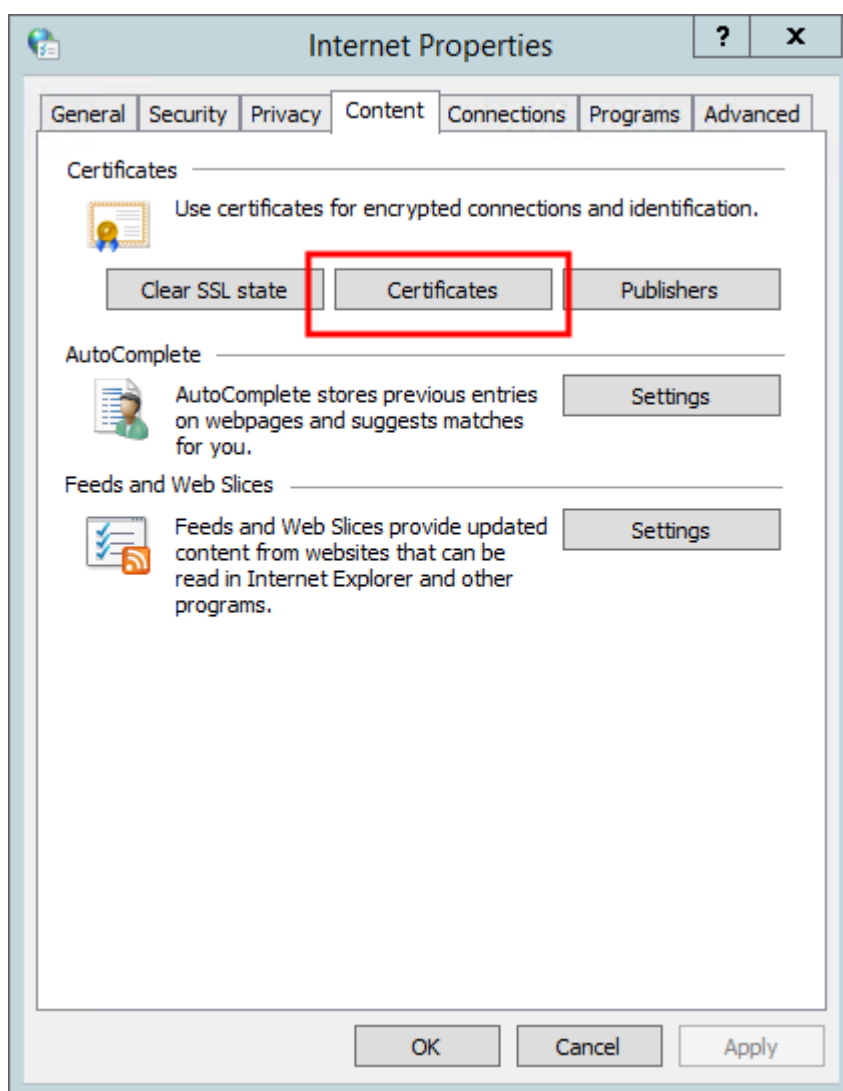
Obtain certificate serial number

1. From the Windows desktop, search for 'Internet options', and click the matching search result. The following example shows searching from Windows 10 desktop.

You can also select **Settings** > **Internet options** from an Internet Explorer browser.



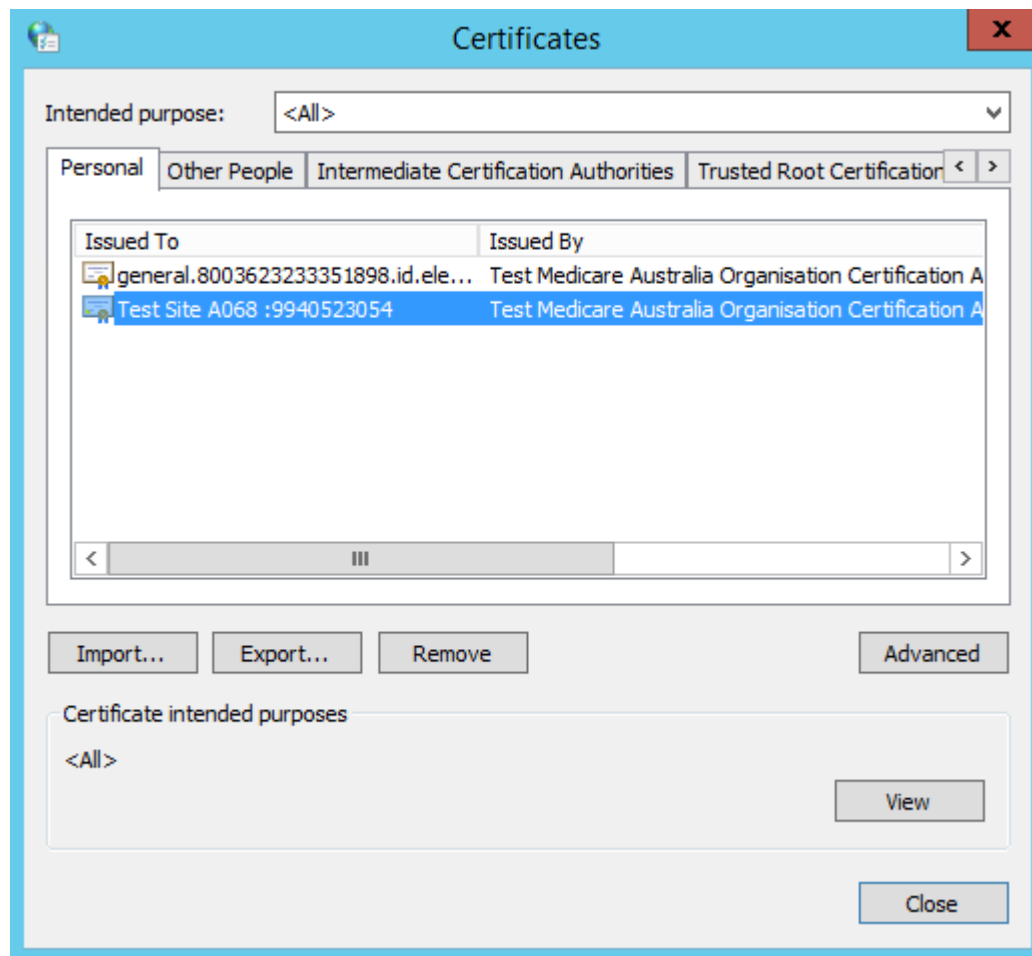
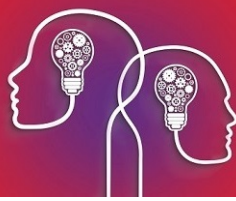
2. The **Internet Properties** window will open. Select the **Content** tab.



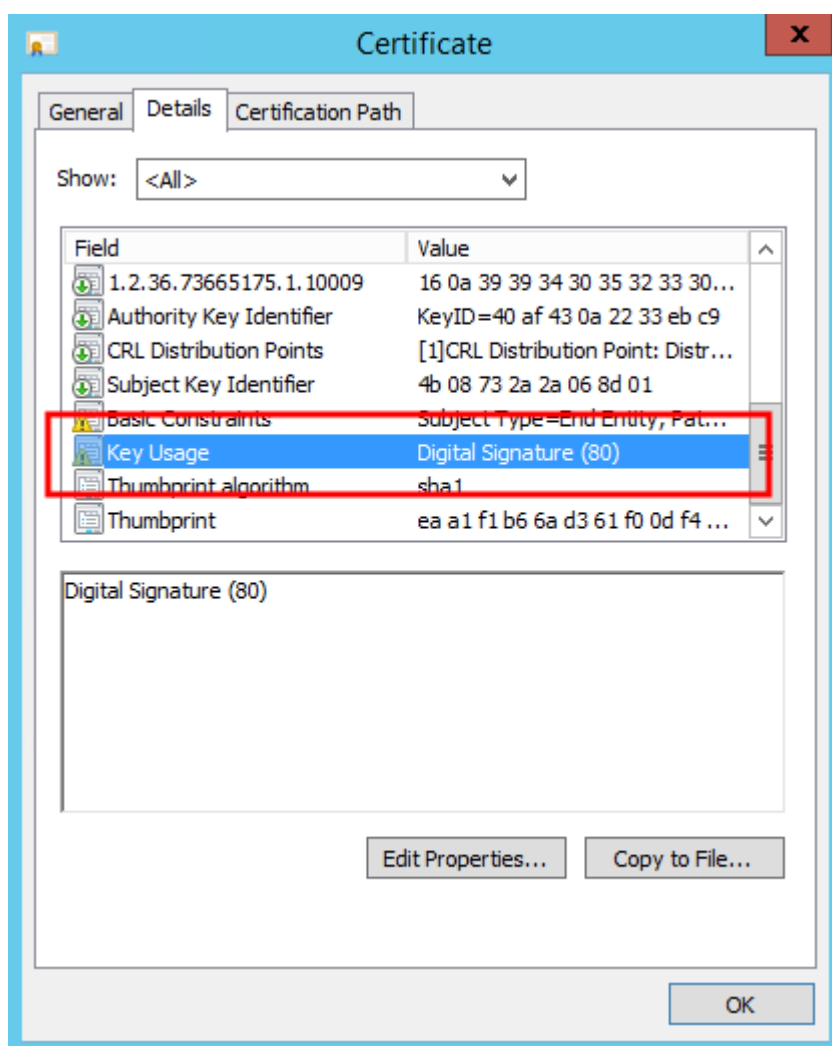
3. Click **Certificates**. The **Certificates** window will open. Leave the **Personal** tab selected.

The names of your certificates will be different to the test certificates shown in the example below, but will read 'Medicare Australia Organisation Certification Authority' in the **Issued by** column.

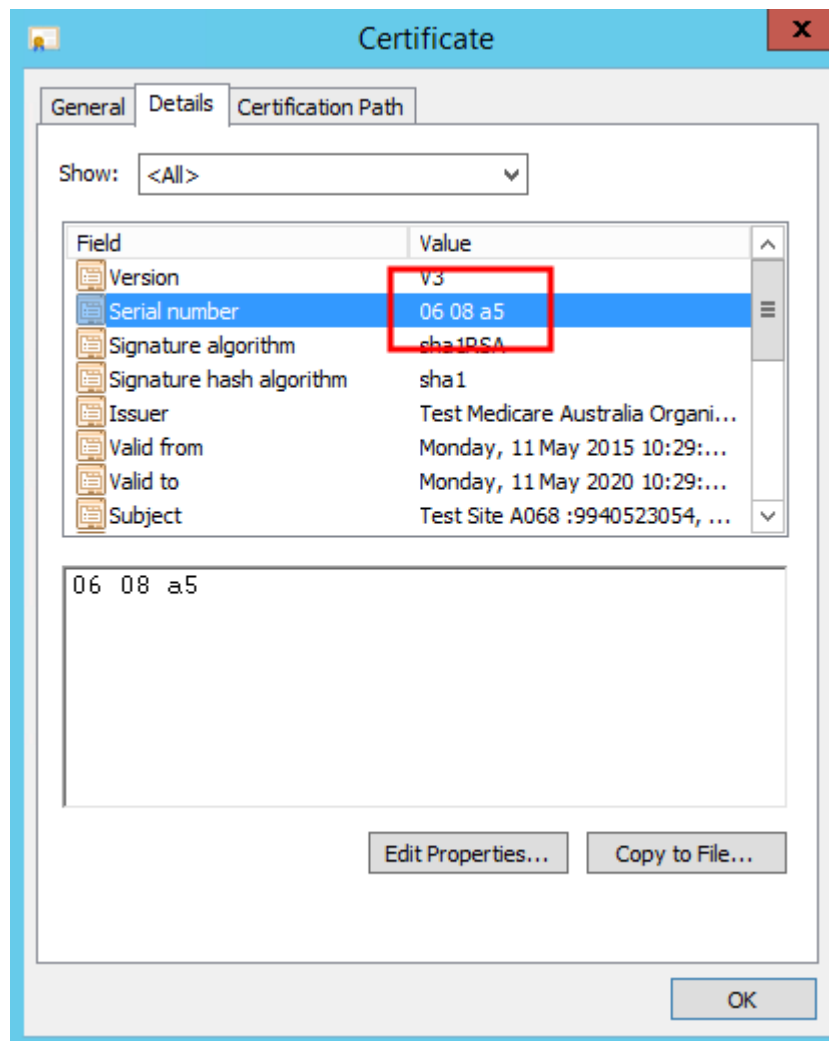
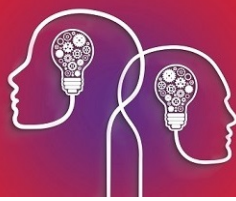
4. There will be two Medicare site certificates listed with the same identifier: one for signing and one for encryption.



5. Select a certificate, click **View**, and select the **Details** tab. Scroll down the list and verify that the certificate has 'Digital Signature' **only** in the **Value** column for 'Key Usage', as shown in the example below.



6. If the **Value** column also contains 'Key Encipherment' and 'Data Encipherment', choose the other certificate.
7. In the **Details** tab, scroll up and write down the **Serial number** for the certificate. You will record this number in preferences in Bp VIP.net.



8. Repeat steps 5-7 to obtain the serial number for the NASH certificate.
9. Click **OK** and close down all **Internet Properties** windows.

Record certificate details

1. In Bp VIP.net, select **Setup > Facility Preferences > General Preferences**. Select the **Communications** tab.



Facility Preferences

Facility Snapshot Provider Options Appointment Book 1 Appointment Book 2 Patients Medical Desktop My Comms Communications Login/Tasks

Batching

Set options for Argus Communication

Argus Communication User ID/ Mailbox

Password

Program FileName

Log File

URL

Details

HI Service Details

HI Service Start Date 01/12/2015

Location Certificate Best Practice - HI

Details

SMS Configuration

☒ Memo TXT ☐ BP SMS

Memo TXT

Sender ID Houston Aus Activation Code *****

To receive TXT replies by email, rather than in VIP enter a reply email address.

BP SMS

User Name

☐ Check BP SMS for replies to appointment reminders

☐ Warn when less than 0 credits remaining.

☐ Display credit warning when opening appointment book

Remaining Credit: 0 Top up BP SMS credit

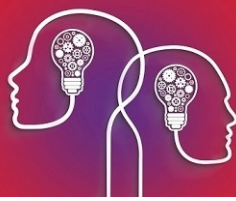
Default autotext entry for Appointment Reminders

SMSReminder Remind patient about appointment

Default autotext entry for Appointment Delay Notifications

OK Cancel

2. In the **HI Service Details** section, update the **HI Service Start** date if necessary.
3. Select the 'HI' option from the **Location Certificate** dropdown.
4. Click **Details** to open the **HI Service Location Certificates Form**.



Patients Medical Desktop My Comms Communications Login/Tasks

HIService Location Certificates Form

Browse Details

Certification Type	☒ HIService ☐ My Health Record
Location Name	Best Practice - HI
Location ID	HOU00001
Password (Passphrase)	*****
Attached Organisation	BP1, Best Practice - HI Services Use
HPI-O Number	800362083333854
Certificate Serial No	06b35e
Contact Person Name	
Contact Phone	
Contact Email	
Endpoint	 https://www3.medicareaustralia.gov.au/pcert/soap/services/

OK Cancel

5. Leave **HIService** selected.
6. Enter the Site Certificate passcode into the **Password** field.
7. In the **Attached Organisation** field, search for the organisation for your practice.
8. The **HPI-O Number** field will be automatically populated based on the organisation you selected. You cannot edit this field here.
9. Enter the Site certificate **Serial No** you recorded in [Obtain certificate serial number on page 10](#).
10. Enter the **Endpoint** URL.

Click the information icon to see which endpoint value you should use. Cut and paste from the information popup. There are different URLs for production and testing environments, and different values for the HI Service and My Health Record. The default endpoint is the Production URL; you should change this to the Test URL if you are testing your integration of My Health Record.

11. Click **OK** to return to the **Communications** tab.
12. Click **Details** to open the **HIService Location Certificates Form** again.



Patients Medical Desktop My Comms Communications Login/Tasks

HIService Location Certificates Form

Browse Details

Certification Type ☐ HIService ☒ My Health Record

Location Name

Location ID

Password (Passphrase)

Attached Organisation

HPI-O Number

Certificate Serial No

Contact Person Name

Contact Phone

Contact Email

Endpoint

OK Cancel

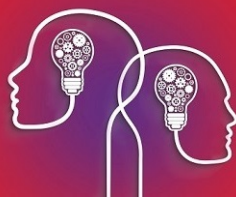
13. Select **My Health Record**. Enter the **password** for the NASH certificate.
14. Select the practice organisation in **Attached Organisation** and record the **Certificate Serial No** for the NASH certificate.
15. Enter the **Endpoint** URL.

Click the information icon to see which endpoint value you should use. Cut and paste from the information popup. There are different URLs for production and testing environments, and different values for the HI Service and My Health Record. The default endpoint is the Production URL; you should change this to the Test URL if you are testing your integration of My Health Record.

16. Click **OK** to return to the **Facility Preferences** window. Click **OK** to finish.

Set HPI-I number for a user

1. Log in to Bp VIP.net as an administrator user.
2. From Bp VIP.net, select **Setup > Security > Maintain Users**. The **Setup Users** window will appear.
3. Select the user that requires My Health Record access and click **Details**.
4. Record the provider's **HPI-I Number**.



Setup Users

Browse Details

Login ID: JSMITH Set Password... ☐ Inactive

Surname: Smith

First Names: John

Provider: ☐ Is Provider?

Security Group: Provider Access Rights

HPI-I Number: 8003610833335085

OK Cancel

5. Click **OK**.

Record your practice's HPI-O number

1. Log in to Bp VIP.net as an administrator user.
2. Press F2 to search for your practice as an organisation. Open the practice's **Organisation Details** window (F3).
3. On the **Details** tab, record the practice's HPI-O number in **HPI Facility Number**.



Organisation Details: Best Practice Specialist Centre

Details | Charging Details | Health Fund Contracts | Investigations Provider Details | Providers | More | Subsidiser Details

Name: Best Practice Specialist Centre

Role: Facility Code: BPSC

BrandID:

Allow debts to be redirected: ☒ Internal?: ☒

Contact Title:

Surname: Email: johanna.monson@bpsoftware.net

First Names: Website: http://www.bpsoftware.net

Address: Account Address Postal Address Copy Address

Building/Box: No/Street: 2/130 Grantham Street Suburb/City: Hamilton Postcode: 3204 Country: New Zealand

Warning:

Hold Statements Until: / /

Never Produce statements for this debtor: ☐

Never charge overdue/initial statement fees: ☐

Deactivate Organisation: ☐

Background Color: Text Color:

Phone: 64 07 55223366

Fax: 64 07 55223367

Mobile:

Preferred: ☒ Letter ☐ Email

HPI Facility Number: 8003628233358099

- Click **OK**. Bp VIP.net will automatically attempt to validate the supplied HPI-O number and alert the user of success or failure. A successful lookup will return the details of the organisation associated with the HPI-O.

VIP.net 2.0.503.6 - (StephenNew-pc - SydneyEye500) User - Houston Medical [DEVELOPMENT MODE]

File Edit Patient Medical Setup Reports Window Help Test Fastkeys UDF Fastkeys

DHS_ITESTORG5 Practice ORG5

HPI-O Search Results:

Organisation HPI-O Details

Organisation HPI-O Number: 8003629900017530

Organisation Name Details

L-Locally Used Name: DHS_ITESTORG5

Start Date: 02/02/2012

Australian Business Number (ABN): 81185158509;

Organisation Service Details

Organisation Type: 7561: General Health Administration

Organisation Service Type: 7561-1: General Health Administration

Service Start Date: 02/02/2012

Address Details

172 Doreen Cr, THORNLEIGH, NSW 2120

Address Purpose: B - Business; Start Date: 02/02/2012; Preferred: True

Electronic Communication Details

T: 0377261268; Usage: B - Business; Preferred: True

Endpoint Locator Service

Security Certificate Reference: 504786; Service Address: <https://smd-isoft.healthhost.net:8000/els-tl>

PriorityNumber: 1

My Health Record setup is complete. A logged-in user with a HPI-I recorded can submit documents to the My Health Record service from MyComms.

VIP.net 2.1.522.001 User - percy deal - Provider - Deal, Percy @CLINIC [DEVELOPMENT MODE]

File Edit Patient Medical Setup Reports Window Help Test Family Fastkeys UDF Fastkeys

LANCASTER, Karl Mr 24/05/1973 46y

MyComms

ViewWithHeader My Health Record MedSpeech Finalise Ext Viewer Copy External

Date	Patient Name	From	To/Requested By	Subject/Reason	Ref#	Modifier-Creator
10/12/2015	LANCASTER, Karl	Deal, Percy @CLINIC	Deal, Percy @CLINIC	END GP letter	0	AA - AA
11/12/2015	LANCASTER, Karl	Deal, Percy @CLINIC	Deal, Percy @CLINIC	t1	0	AA - AA
11/12/2015	LANCASTER, Karl	Deal, Percy @CLINIC	Deal, Percy @CLINIC	t2	0	AA - AA