

SMD COMMISSIONING GUIDE

This document outlines the activities a practice will need to undertake in preparation for SMD commissioning. A number of pre-requisites must be completed in order to be successfully commissioned. We recommend that practices complete this template and refer to it during the commissioning process with your secure messaging provider.

Step 1 - Meet the pre-requisites

- a) Complete the following details:

Business (Legal Entity) Name:
HPI-O:
Responsible Officer (RO):
Organisational Maintenance Officer (OMO):

- b) The practice **MBS Claims (Billing) / HI Service Site Certificate CD** is available and current.

RA Number:
PIC / Password:

- c) The practice **NASH Certificate CD** is available and current.

RA Number:
PIC / Password:

- d) The practice Responsible Officer (RO) OR Organisational Maintenance Officer (OMO) has a current **Individual HI Service PKI USB** and is able to login to the Health Professional Online Services (HPOS). Refer to the IEMML 'Logging on & Getting started with HPOS' video in the useful links section of this document.
- e) The **practice details** have been **published** in Health Professional Online Services (HPOS). Refer to the IEMML HPOS 'Publishing Organisation & ELS Details' video in the useful links section of this document.
- f) Practice **providers** are **published and linked** to the organisation in Health Professional Online Services (HPOS). Refer to the IEMML 'Adding and removing healthcare providers in HPOS' video in the useful links section of this document.
- Note:** Providers that have not been published will need to complete the following form:
<http://www.medicareaustralia.gov.au/provider/health-identifier/files/2999-1304.pdf>

Additional Steps for practices using HealthLINK, ReferralNET or Medical Objects:

- g) The practice has completed and submitted a **Contracted Service Provider (CSP) Form**.
- h) The secure messaging provider's **Endpoint Location Service (ELS)** information has been **added and published** in the Healthcare Professional Online Services (HPOS). Refer to the IEMML 'Adding Endpoint Location Service (ELS)' **and** the 'Publishing Organisation & ELS Details' videos in the useful links section of this document.

HealthLINK

Endpoint Locator Service Identity: <http://ns.electronichealth.net.au/id/hi/csp/1.0/8003639166674205>

Endpoint Locator Service Address: <https://els-smd-au.healthlink.net:443/els-tls/lookup>

ReferralNET

Endpoint Locator Service Identity: <http://ns.electronichealth.net.au/id/hi/csp/1.0/8003637500008494>

Endpoint Locator Service Address: <https://services.referralnet.com.au:8443/services/LookupService/>

Medical Objects

Endpoint Locator Service Identity: <http://ns.electronichealth.net.au/id/hi/csp/1.0/8003637500010409>

Endpoint Locator Service Address: <https://els.medical-objects.com.au/els-tls/lookup>

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Step 2 – Book an appointment

- a) Contact your secure messaging provider to register for the commissioning process. The process varies between messaging providers and additional information is available on each provider's website.

Appointment Date & Time:

Note:

- In order to be eligible for the ePIP, you will need to ensure your practice is commissioned **before 1 August 2013**.
- It is recommended that practices utilise the services of its IT provider for the commissioning process.
- The practice Responsible Officer (RO) **OR** Organisational Maintenance Officer (OMO) identified in Step 1(d) will need to be available during the appointment.

Step 3 – Commission your practice

- a) Ensure that you have completed **Step 1** and have the relevant PKI CDs and USB noted in **Steps 1b-1d**, available during your appointment.
- b) **Complete the commissioning process** with your messaging provider over the phone and/or a remote session. The process varies between messaging providers and additional information is available on each provider's website.
- b) Your messaging provider will provide you with a '**SMD Commissioning Checklist**' upon completion of the commissioning process. This is to be stored on file as proof of commissioning.

Step 4 – Lodge your ePIP application for quarter 3

- a) This can be done by submitting the Medicare 'Practice Incentive Program eHealth Incentive application' form or using an electronic form via HPOS.
Refer to the IEMML HPOS Lodging ePIP application video in the useful links section of this document.

Useful Links

IEMML Healthcare Provider Online Services (HPOS) Videos

1. **Logging on & Getting started with HPOS:** <http://www.youtube.com/watch?v=MCGspn4yHKU>
2. **Individual Medicare PKI USB for HPOS:** <http://www.youtube.com/watch?v=tTjzgaMcb0I>
3. **Introducing HI options:** <http://www.youtube.com/watch?v=SUveN7zVD94>
4. **Adding Endpoint Location Service (ELS):** <http://www.youtube.com/watch?v=JMVUO5zLqQY>
5. **Publishing Organisation & ELS Details:** <http://www.youtube.com/watch?v=chkSnZd4GsU>
6. **Lodging ePIP claim online:** <http://www.youtube.com/watch?v=vIT02RQHv5E>
7. **Accessing Medicare forms via HPOS:** <http://www.youtube.com/watch?v=XMh9zQnlipg>
8. **Accessing user guides:** http://www.youtube.com/watch?v=kNw_7xOMzIM
9. **Adding and removing healthcare providers in HPOS:** <http://www.youtube.com/watch?v=qFjgbjcQ2Q0>
10. **Adding or removing OMO:** <http://www.youtube.com/watch?v=kxgqSH1sMig>