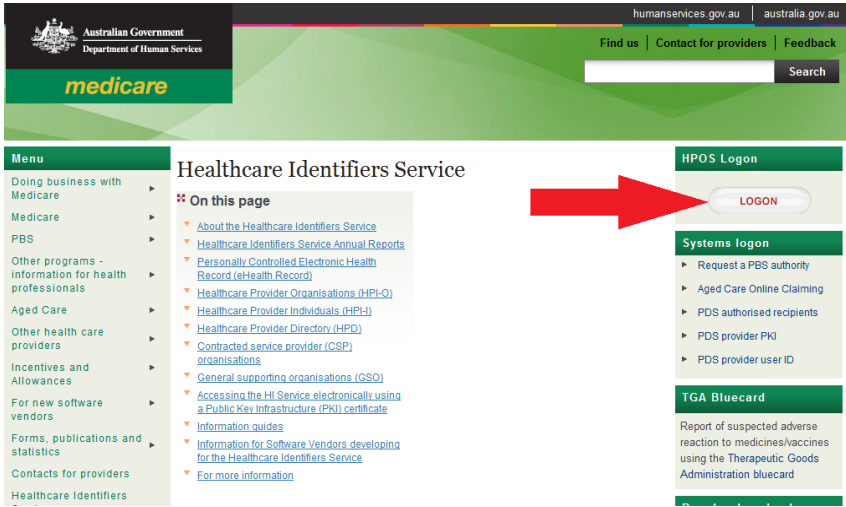
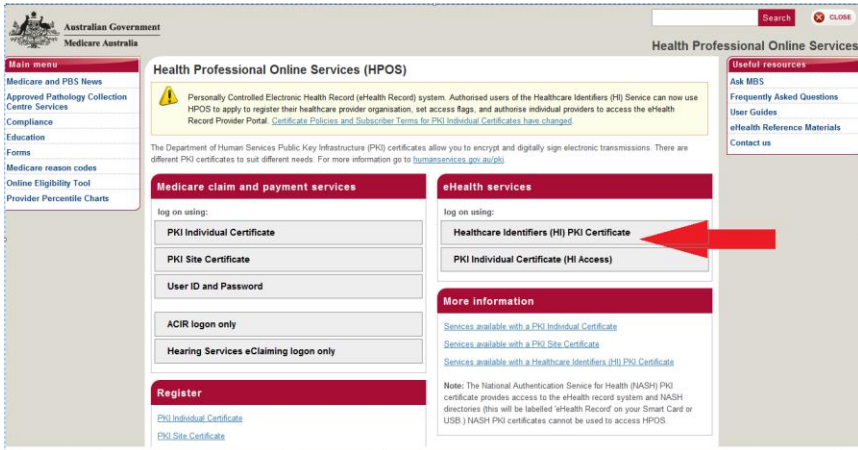




# Quick Reference Guide: Publish endpoint locator service (ELS) details via HPOS (HI Service)

THE ORGANISATION MAINTENANCE OFFICER (OMO) SHOULD FOLLOW EACH OF THE FOLLOWING FOUR STEPS TO PUBLISH ELS DETAILS FOR THEIR HEALTHCARE PROVIDER IDENTIFIER ORGANISATION (HPI-O).

Step	Action
1	Logon to HPOS <b>humanservices.gov.au/healthprofessionals</b>
1a	<p>The OMO will log onto HPOS using their PKI Individual Certificate. Select 'LOGON'.</p>  <p>The screenshot shows the 'Healthcare Identifiers Service' page. A red arrow points to the 'LOGON' button in the 'HPOS Logon' section. Other sections visible include 'On this page' with links to various service pages, 'Systems logon' with options like 'Request a PBS authority', and 'TGA Bluecard' information.</p>
1b	<p>Ensure your PKI Certificate is plugged in and select 'log on' option under 'eHealth services' for your PKI certificate.</p>  <p>The screenshot shows the 'Health Professional Online Services (HPOS)' page. A red arrow points to the 'Healthcare Identifiers (HI) PKI Certificate' option under the 'eHealth services' section. Other sections include 'Medicare claim and payment services', 'User ID and Password', and 'ACIR logon only'.</p>



1c

You will be prompted to:

- select your PKI
- add your PKI password, and
- agree to the Terms and conditions, click 'I agree'.

2

Select 'Healthcare Identifiers'.

The screenshot shows the Medicare Australia Health Professional Online Services interface. The left-hand navigation menu is expanded to show 'Healthcare Identifiers'. The main content area is titled 'Home' and features a 'Healthcare Identifiers' link. Below this, there are sections for 'eHealth Record System - Organisation Registration', 'HPOS Delegation', and 'PIP and GPPI'.

**Note:** prior to 3b—if you are a RO of many organisations you may need to select your organisation first. If you are an RO of just one organisation you will be taken to the following screen directly.

To select your healthcare organisation:

The 'Where are you?' page will be displayed.

Choose which healthcare provider organisation you are currently accessing the HI Service on behalf of.

The screenshot shows the 'Where are you?' page in the Medicare Australia Health Professional Online Services interface. The page prompts the user to select a healthcare provider organisation. It includes a form with an 'Input HPI-O number' field and a table of organisations with columns for 'Organisation name', 'Address', and 'Suburb'. A 'Submit' button is at the bottom.



3

Select the 'My organisation details' link.

The screenshot shows the 'Healthcare identifiers' page in the HPOS system. The 'HI Services available' list includes: My organisation details (highlighted with a red arrow), View network map, My Public Officer details, My details, Search HI provider directory service for organisation, Search HI provider directory service for individual, Search HI for Organisation, and Search HI for provider individual. The page also includes a 'Main menu' on the left and a 'LOGOUT' button in the top right corner.

4

4a. Select the 'ELS' tab.

4b. Select 'Create New ELS' and enter the details as required.

If you are unsure what your ELS address is, please contact your software vendor for advice on what information they require to be published.

4c. Select 'Save changes'.

The screenshot shows the 'Organisation snapshot' page with the 'ELS' tab selected. The 'Update ELS details here' form contains the following fields: 'Endpoint locator service identity' (http://ns.electronichealth.net.au/d/hi/csp/1.0/800363000000000), 'Endpoint locator service address' (https://els-test-au.testcentre/elslookup), and 'Endpoint locator service security certificate reference'. The 'Save changes' button is highlighted in blue.

Endpoint Locator Service Identity = Identification details of the Endpoint Locator Service (ELS). This field distinguishes ELS URLs for versioning and other purposes.

Endpoint Locator Service Address = Web services address of the Endpoint Locator Service (ELS) for electronic clinical information exchange. This field is the web service URL for the ELS identified by the identity field above.

Endpoint Locator Service Security Certificate Reference = A qualified certificate reference of an organisation, which identifies a certificate reference for communications with the Endpoint Locator Service.



5

Select 'Submit'.

Australian Government  
Medicare Australia

Health Professional Online Services

**Organisation snapshot**

The details for this organisation are displayed below.  
To make updates, amend the information and select 'Submit'.  
To display your network, select [Network map](#).

Summary Services Names Contacts Addresses **ELS** OMR HPH Links HPD

ELS summary

ELS identity	ELS address	ELS security certificate reference	Action
http://ns.electronichealth.net.au/id/hic/sp/1.0/6003630000000000	https://els-test-au.testcentre/elslookup		<a href="#">Amend</a> <a href="#">Delete</a>

[Add new ELS details](#)

Submit Cancel

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This completes the ELS registration.

Australian Government  
Medicare Australia

Health Professional Online Services

**Organisation snapshot**

**Success: Your request has been successful and the details have been updated.**

The details for this organisation are displayed below.  
To make updates, amend the information and select 'Submit'.  
To display your network, select [Network map](#).

Summary Services Names Contacts Addresses **ELS** OMR HPH Links HPD

ELS summary

ELS identity	ELS address	ELS security certificate reference	Action
http://ns.electronichealth.net.au/id/hic/sp/1.0/6003630000000000	https://els-test-au.testcentre/elslookup		<a href="#">Amend</a> <a href="#">Delete</a>

[Add new ELS details](#)

Cancel

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The next step is to publish the ELS details within your Healthcare Provider Directory (HPD) and Provider Directory Service (PDS) entry.

6

6a. Select the 'HPD' tab.

6b. The OMO can choose to add a new PDS entry by selecting 'Add new PDS entry details', or amend an existing HPD entry by selecting 'Amend'.



**Organisation snapshot**

The details for this organisation are displayed below.

To make updates, amend the information and select 'Submit'.

To display your network, select [Network map](#).

Summary Services Names Contacts Addresses ELS OMR HPH-Links HPD

The following HI Provider Directory Service (PDS) entries have been associated with this healthcare provider organisation.

Selecting Amend will allow you to alter an entry.

Name	Address	Publish in PDS	Action
1 Organisation ELS example	18 PRETEND ST GREENWAY ACT 2900 Australia	Yes	<a href="#">Amend</a> <a href="#">Delete</a>

[Add new PDS entry details](#)

Cancel

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7 Tick the 'Publish in PDS details' selection box. Additionally, tick the 'ELS details' selection box, then select 'Save changes'.

**Update PDS details form**

Summary Services Names Contacts Addresses ELS OMR HPH-Links HPD

The following HI Provider Directory Service (PDS) entries have been associated with this healthcare provider organisation.

Selecting Amend will allow you to alter an entry.

Update PDS details form

Publish in PDS

Display order 1

Select address 18 PRETEND ST GREENWAY ACT 2900 Australia

Select name Organisation ELS example

Organisation details

Contact details  Email Business contact@email.com  
 Fax: Business 025 0264314

ELS details  [https://www.health.gov.au/health-professionals/health-professionals-els](#)

Pin text for entry

Save changes Reset Cancel changes

8 Select 'Submit'.

**Organisation snapshot**

The details for this organisation are displayed below.

To make updates, amend the information and select 'Submit'.

To display your network, select [Network map](#).

Summary Services Names Contacts Addresses ELS OMR HPH-Links HPD

The following HI Provider Directory Service (PDS) entries have been associated with this healthcare provider organisation.

Selecting Amend will allow you to alter an entry.

Name	Address	Publish in PDS	Action
1 Organisation ELS example	18 PRETEND ST GREENWAY ACT 2900 Australia	Yes	<a href="#">Amend</a> <a href="#">Delete</a>

[Add new PDS entry details](#)

Submit Cancel

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The process to publish ELS details is now complete.