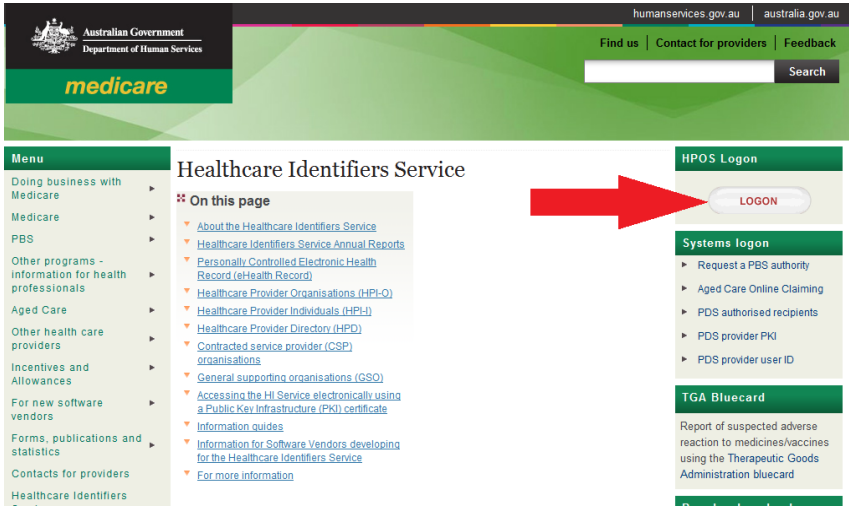
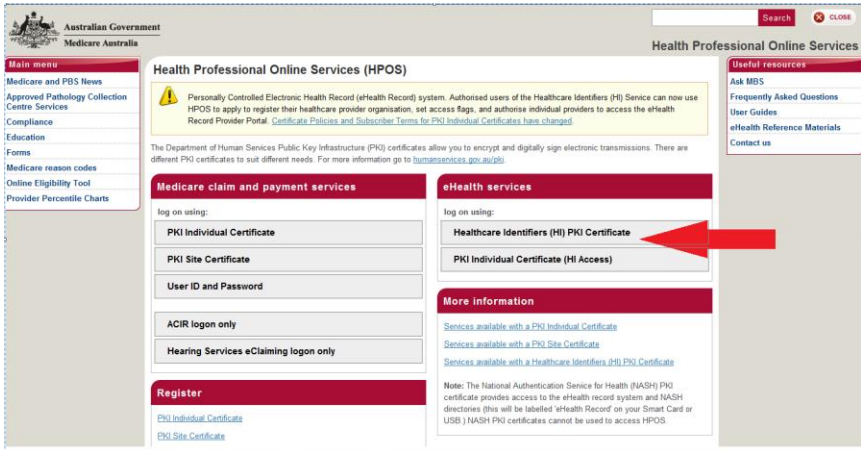




# Quick Reference Guide: Publish endpoint locator service (ELS) details via HPOS (HI Service)

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<br><b>humanservices.gov.au/healthprofessionals</b>  |
| 1a   | The OMO will log onto HPOS using their PKI Individual Certificate. Select 'LOGON'.<br>                                       |
| 1b   | Ensure your PKI Certificate is plugged in and select 'log on' option under 'eHealth services' for your PKI certificate.<br> |



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'.

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You are here: Home

**Home**

**Healthcare Identifiers**

- [Healthcare Identifiers](#)

**eHealth Record System - Organisation Registration**

- [Healthcare Organisation Registration](#)
- [Manage Authorisation Links](#)

**HPOS Delegation**

You have not yet been nominated to act on behalf of a provider. To access HPOS as a delegate user you must first be nominated by a provider.

A provider can nominate a delegate through the **My delegates** facility in HPOS.

**PIP and GP11**

If you are a practice owner or authorised contact person, you can access PIP and GP11 without being nominated by a provider.

You can select the **PIP and GP11** link on the left main menu to apply or update your practice information.

If you are a practice owner or authorised contact person for an existing PIP and GP11 practice and you have not been associated with your practice you can contact:

**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.

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**Where are you?**

To access the HI Service, we need to know which healthcare provider organisation you are currently working from.

Choose the healthcare provider organisation from the list displayed below.

Healthcare provider individuals may enter the HPI-O number of an existing organisation if it is not displayed on the list.

Input HPI-O number

HPI-O number

Select an organisation

| Organisation name                        | Address                             | Suburb   |
|--|-------------------------------------|----------|
| <a href="#">Organisation ELS example</a> | 18 PRETEND STREET GREENWAY 2900 ACT | GREENWAY |

Submit

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3

Select the 'My organisation details' link.

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**Main menu**  
Show All items Hide All items  
Home  
Department of Veterans' Affairs  
PIP and GPII  
PNIP  
Forms  
Healthcare Identifiers  
eHealth Record System - Organisation Registration  
IVF/GIFT Program  
Mail Centre - (0)

**Healthcare identifiers**  
You can access some parts of the Healthcare Identifiers Service through HPOS. The services available are below.  
For more information on the HI Service, please contact [Medicare Australia](#).

**HI Services available**

- My organisation details
- 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
- Search HI for provider individual

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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'.

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**Main menu**  
Show All items Hide All items  
Home  
Department of Veterans' Affairs  
PIP and GPII  
PNIP  
Forms  
Healthcare Identifiers  
eHealth Record System - Organisation Registration  
IVF/GIFT Program  
Mail Centre - (0)

**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

Update ELS details here

Endpoint locator service identity

Endpoint locator service address

Endpoint locator service security certificate reference

Save changes Reset Cancel changes

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'.

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**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 HPI-H Links HPD

**ELS summary**

| ELS identity  | ELS address   | ELS security certificate reference | Action  |
|---|---|------------------------------------|---|
| <a href="http://ns.electronichealth.net.au/id/hi/csp/1.0/8003630000000000">http://ns.electronichealth.net.au/id/hi/csp/1.0/8003630000000000</a> | <a href="https://els-test-au.testcentre/elslookup">https://els-test-au.testcentre/elslookup</a> |                                    | <a href="#">Amend</a><br><a href="#">Delete</a> |

[Add new ELS details](#)

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This completes the ELS registration.

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**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 HPI-H Links HPD

**ELS summary**

| ELS identity  | ELS address   | ELS security certificate reference | Action  |
|---|---|------------------------------------|---|
| <a href="http://ns.electronichealth.net.au/id/hi/csp/1.0/8003630000000000">http://ns.electronichealth.net.au/id/hi/csp/1.0/8003630000000000</a> | <a href="https://els-test-au.testcentre/elslookup">https://els-test-au.testcentre/elslookup</a> |                                    | <a href="#">Amend</a><br><a href="#">Delete</a> |

[Add new ELS details](#)


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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'.



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Main menu

Show All items

Hide All items

Home

Department of Veterans' Affairs

PIP and GPII

PNIP

Forms

Healthcare Identifiers

eHealth Record System - Organisation Registration

IVF/GIFT Program

Mail Centre - (0)

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.

Your entries

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

[Add new PDS entry details](#)

Cancel

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[Business East](#)
[Business East](#)

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

**Home**

---

**Department of Veterans' Affairs**

---

**PfP and GPfI**

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**PHIP**

---

**Forms**

---

**Healthcare Identifiers**

---

eHealth Record System - Organisation  
Organisation Registration

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IHF-GIFT Program

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Main Centre - (0)

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
To display your entries, click on the [test link here](#).

The following PHF Provider / Director / Service ID(s) entries have been associated with this healthcare provider organisation.  
Clicking around will allow you to edit or add.


| Update PHF details here |   |
|-------------------------|---|
| Publish to PDS          | <input checked="" type="checkbox"/>   |
| Display order           | 1 ▼   |
| Select address:         | 18 PRETEND ST GREENWAY ACT 2900 Australia ▼   |
| Select name:            | Organisation ELS example ▼  |
| Organisation details    | <input type="checkbox"/> ..   |
| Contact details         | <input checked="" type="checkbox"/> Email Address: cax@x@gmail.com<br><input type="checkbox"/> Phone Number: 0211964316             |
| ELS details             | <input checked="" type="checkbox"/> https://api.fhir.gov/v1/GPOD/XXXXXXXXXXXXX http://...<br><small>an active service today</small> |
| Please wait for entry   | <div style="background-color: #ccc; height: 30px;"></div>   |

Save changes    Reset    Cancel changes

|   |                  |
|---|------------------|
| 8 | Select 'Submit'. |
|---|------------------|



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 Logout

**Main menu**

[Show All items](#)
[Hide All items](#)

[Home](#)

[Department of Veterans' Affairs](#)

[PIP and GPII](#)

[PNIP](#)

[Forms](#)

[Healthcare Identifiers](#)

[eHealth Record System - Registration](#)

[IVF/GIFT Program](#)

[Mail Centre - \(0\)](#)

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### 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.

**Your entries**

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

[Add new PDS entry details](#)

Submit

Cancel

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The process to publish ELS details is now complete.