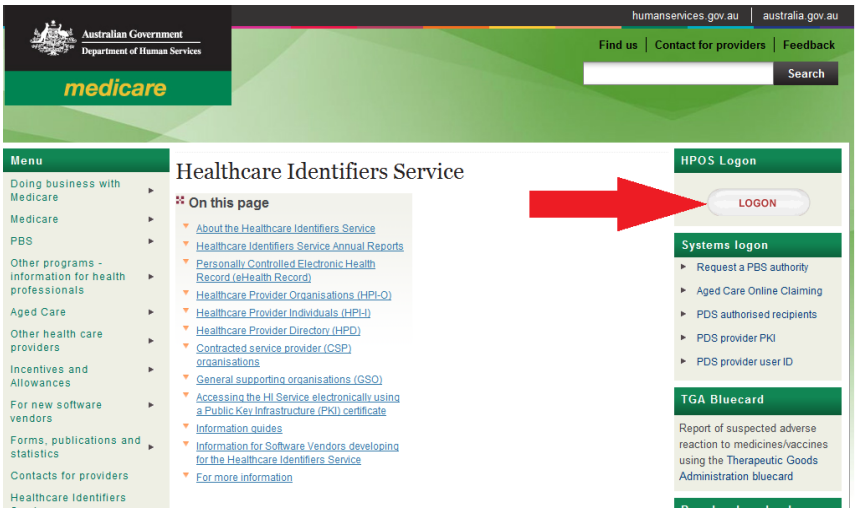
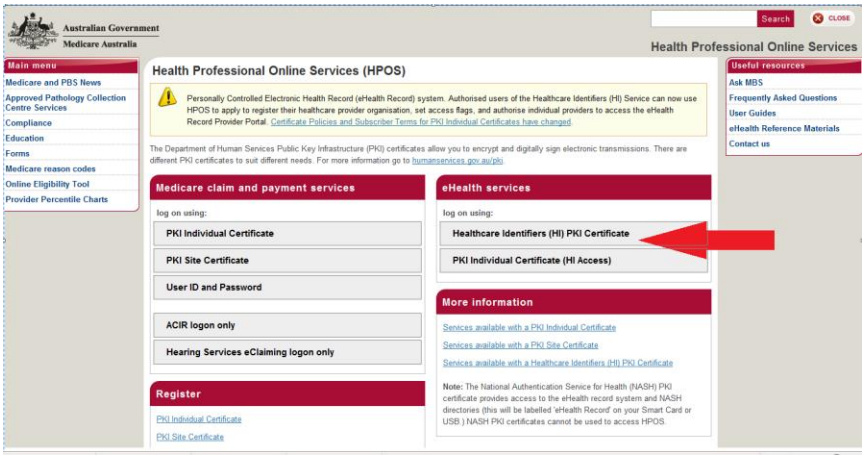
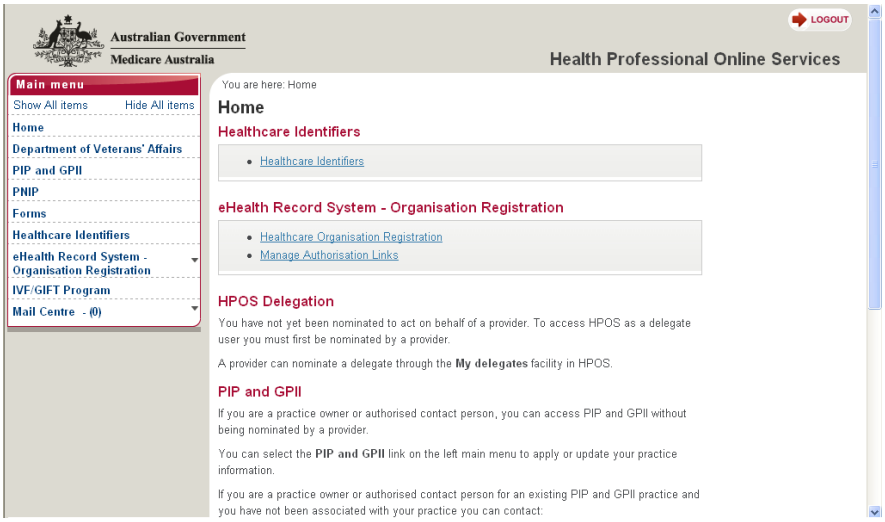
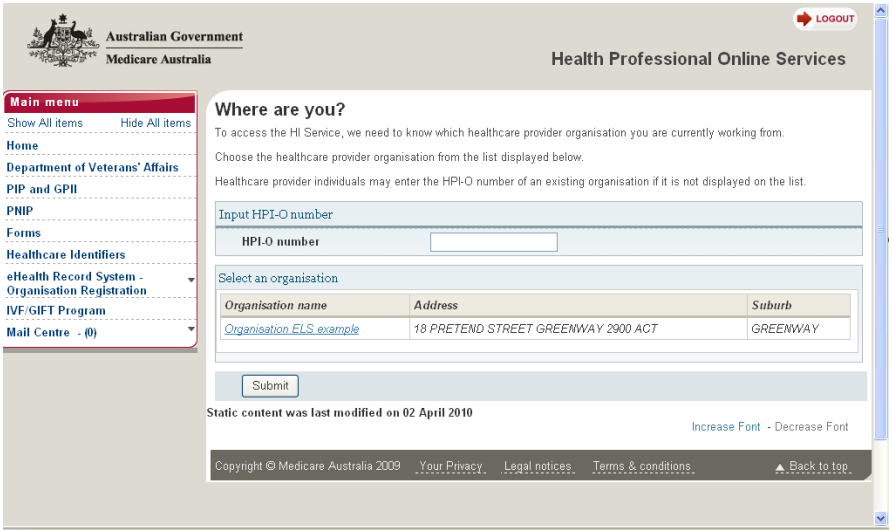
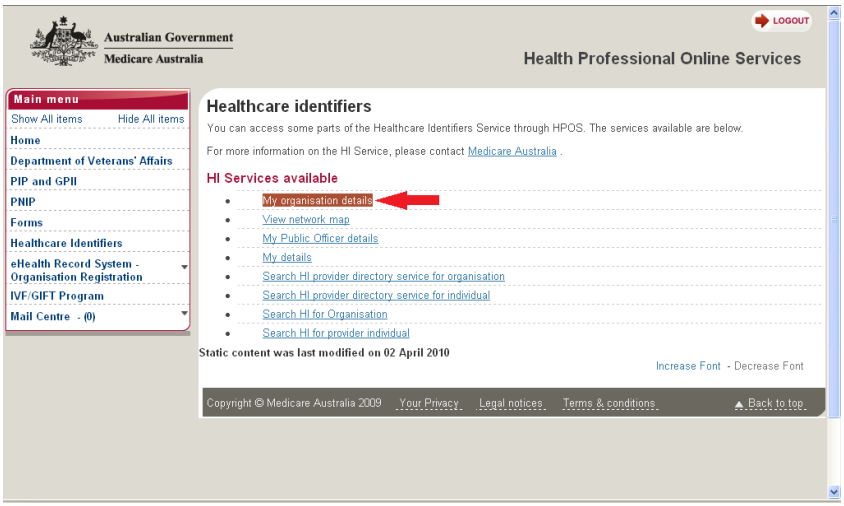
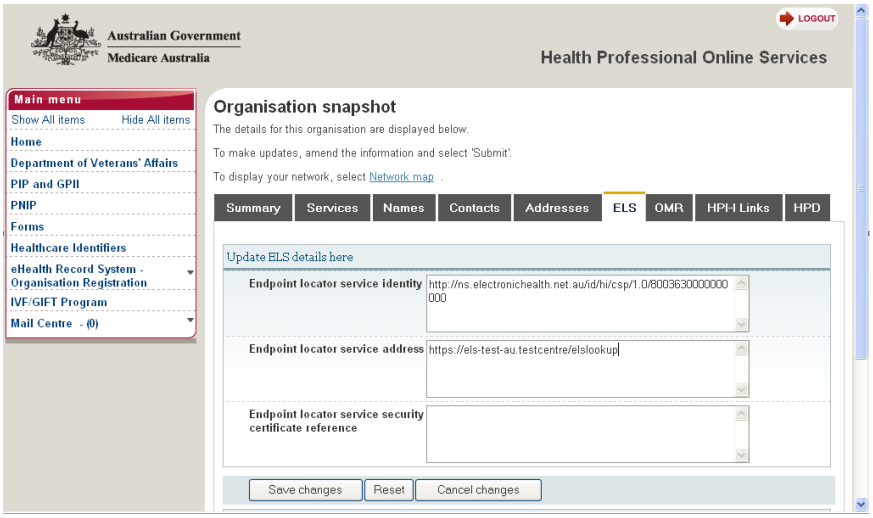
Australian Government
Department of Human Services

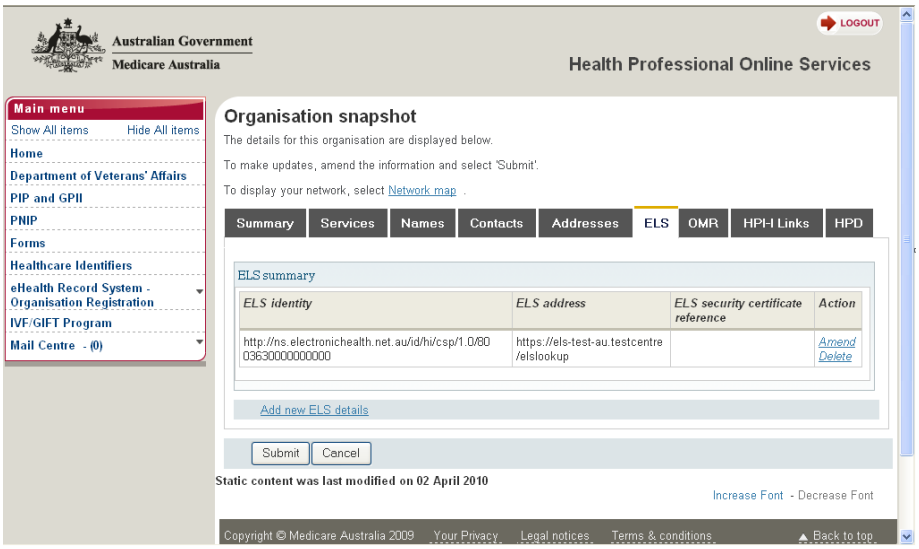
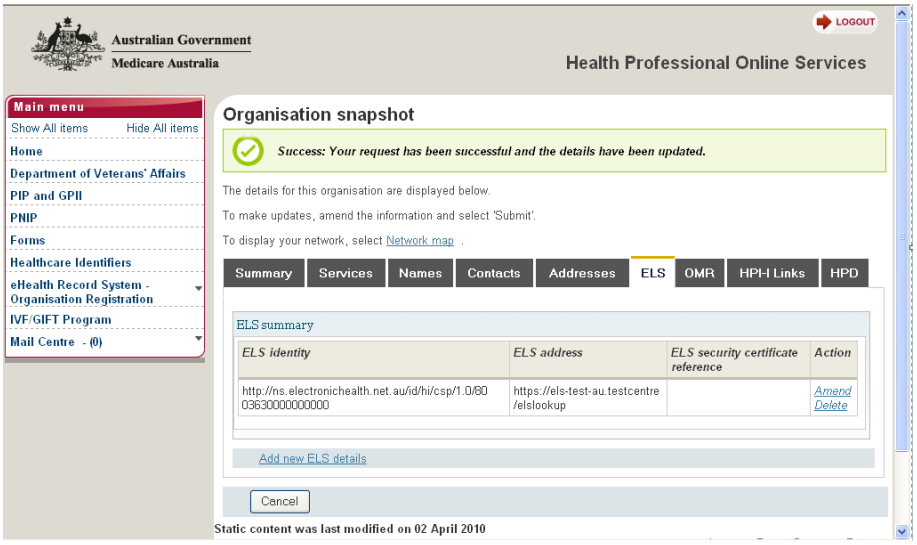
Quick Reference Guide: Publish endpoint locater service (ELS) details via HPOS (HI Service)

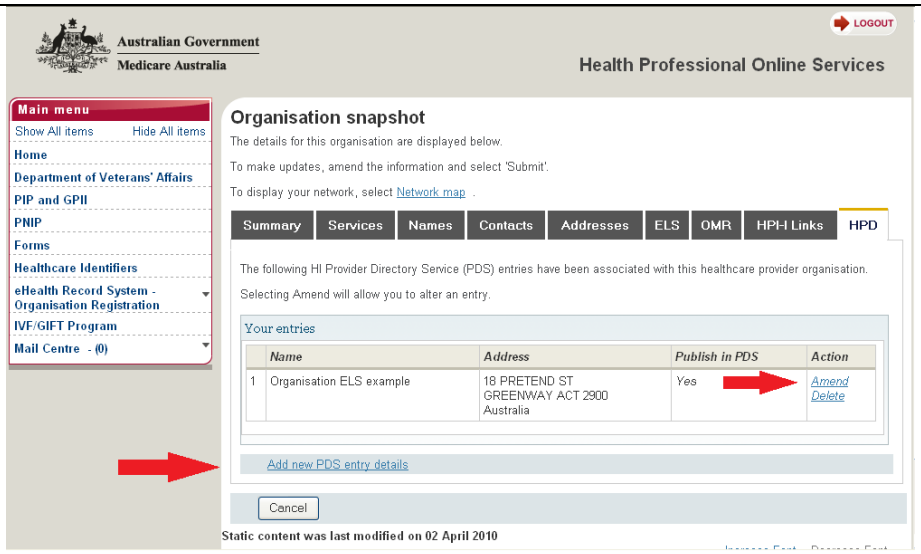
THE ORGANISATION MAINTENANCE OFFICER (OMO) SHOULD FOLLOW EACH OF THE FOLLOWING FOUR STEPS TO PUBLISH ELS DETAILS FOR THEIR HEALTHCARE PROVIDER IDENTIFIER ORGANISATION (HPI-O).

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

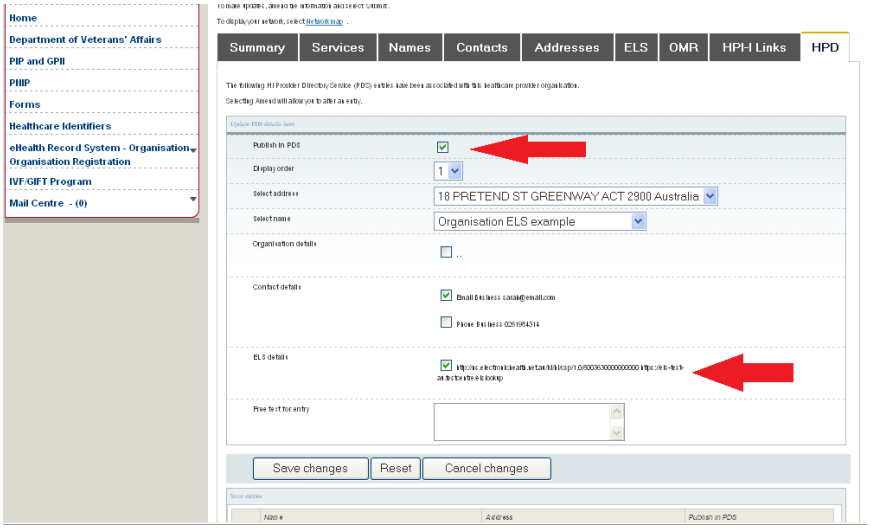
1c	You will be prompted to: • select your PKI • add your PKI password, and • agree to the Terms and conditions, click 'I agree'.
2	Select 'Healthcare Identifiers'.  **Note:** prior to 3b—if you are a RO of many organisations you may need to select your organisation first. If you are an RO of just one organisation you will be taken to the following screen directly. <u>To select your healthcare organisation:</u> The 'Where are you?' page will be displayed. Choose which healthcare provider organisation you are currently accessing the HI Service on behalf of. 

3	Select the 'My organisation details' link. 
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'.  <u>Endpoint Locator Service Identity</u> = Identification details of the Endpoint Locator Service (ELS). This field distinguishes ELS URLs for versioning and other purposes. <u>Endpoint Locator Service Address</u> = 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. <u>Endpoint Locator Service Security Certificate Reference</u> = A qualified certificate reference of an organisation, which identifies a certificate reference for communications with the Endpoint Locator Service.

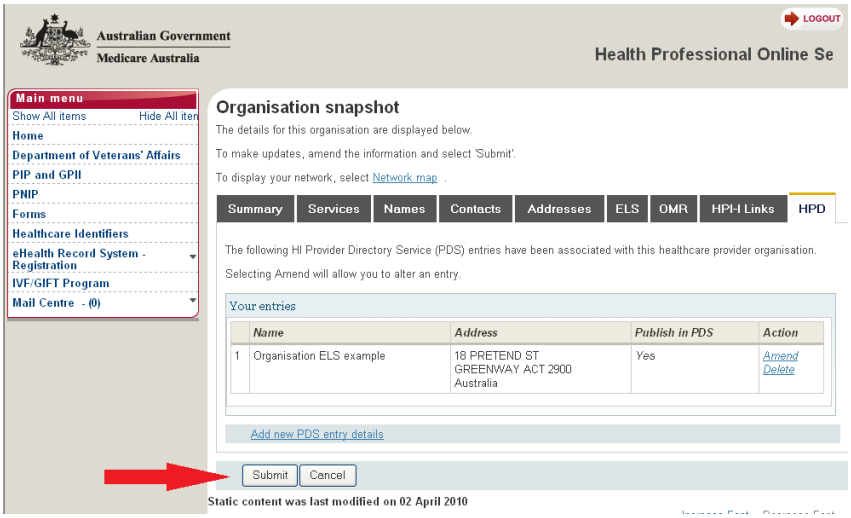
5	Select ‘Submit’.  This completes the ELS registration.  The next step is to publish the ELS details within your Healthcare Provider Directory (HPD) and Provider Directory Service (PDS) entry.
6	**6a.** Select the ‘HPD’ tab. **6b.** The OMO can choose to add a new PDS entry by selecting ‘Add new PDS entry details’, or amend an existing HPD entry by selecting ‘Amend’.



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



8 Select 'Submit'.



The process to publish ELS details is now complete.