ePIP Checklist

1) Integrating Healthcare Identifiers into Electronic Practice Records

The intent of this Requirement is to make Healthcare Identifiers available for Secure Message Delivery and for use in the personally controlled electronic health (eHealth) record.

Full Overview

The Practice Must:	Yes	Steps to Achieve:	Supporting Notes / Documents / Links
Apply to Department of Human Services (DHS) to obtain a Healthcare Provider Identifier-Organisation (HPI-O) for the practice, and store the HPI-O in a compliant clinical software system.	A ☐	Determine organization structure (Seed/Network)	
	B ☐	Assign RO & OMO for Seed	RO Guide OMO Guide May require supporting documents if not a 'Known customer'
	C ☐	Read Healthcare Identifiers Act& Regulations	Healthcare Identifiers Act Pages 21-24 especially. Regulations
	D ☐	RO/OMO &Organisation PKI Details	PKI Finder
	E ☐	Apply to register a Seed Organisation – Receive HPI-O & store in compliant clinical software.	Application Form Check compliancy of software & update if necessary. (Product Register)
	F ☐	Once HPI-O received register network organisations if required.	Form Can also be registered through HPOS
Ensure that each general practitioner within the practice has a Healthcare Provider Identifier-Individual (HPI-I), stored in a compliant clinical software system.	G ☐	Ensure each GP has an HPI-I & obtain them	Contact HI Service Centre if unsure of HPI-I. 1300 361 457
	H ☐	Store in compliant clinical software.	Check compliancy of software with provider & update if necessary. (Product Register)
Use a compliant clinical software system to access, retrieve and store verified Individual Healthcare Identifiers (IHI) for presenting patients.	I ☐	Check software compatibility.	Check compliancy of software with provider & update if necessary. (Product Register)
	J ☐	Use software to access, retrieve and store IHIs for presenting patients.	

ePIP Checklist

2) Secure Messaging Capability

The intent of this requirement is to begin the process that will drive towards achieving a standards based and interoperable secure messaging environment within the health sector.

Full Overview

The Practice Must:	Yes	Steps to Achieve:	Supporting Notes / Documents / Links
Have a standards-compliant secure messaging capability to electronically transmit and receive clinical messages to and from other healthcare providers, use it where feasible.	A ☐ B ☐ C ☐	Standards compliant secure messaging software including PKI site certificate. Received / applied for HPI-O Used where there is a clinical need to convey information	Check compliancy of software with provider & update if necessary. (Product Register) See requirement 1.
Have a written policy to encourage its use in place.	D ☐ E ☐	Written policy with objective of increasing usage of secure messaging (sent and received) – communicated to GPs. Where possible activate software product to record messages to measure and assess progress.	

3) Data Records and Clinical Coding

There are no software conformance requirements for this Requirement. This requirement is a work process change associated with whichever medical vocabulary used by the vendor (such as SNOMED-CT, DOCLE, PYEFINCH and ICPC2+).

Full Overview

The Practice Must:	Yes	Steps to Achieve:	Supporting Notes / Documents / Links
Ensure that where clinically relevant, they are working towards recording the majority of diagnoses for active patients electronically using a medical vocabulary that can be mapped against a nationally recognised disease classification or terminology system.	A ☐	Where clinically relevant diagnoses are recorded using a medical vocabulary: • SNOMED-CT • DOCLE • PYEFINCH • ICPC2+	SNOMED-CT is the preferred clinical terminology. An active patient has attended the practice 3+ times in past 2 years. Data quality guidelines. RACGP guidelines on patient records.
Practices must provide a written policy to this effect to all GPs within the practice	B ☐	Written policy with objective of increasing usage of medical vocabularies in diagnoses – communicated to GPs.	

4) Electronic Transfer of Prescriptions **Full Overview**			
The Practice Must:	**Yes**	**Steps to Achieve:**	**Supporting Notes / Documents / Links**
The practice software system must be able to send an electronic prescription to a Prescription Exchange Service (PES) operator for later retrieval by a dispenser at the time of dispensing.	A ☐ B ☐ C ☐	Check software compatibility. Majority of prescriptions sent electronically to a PES Ensure practice software can generate report recording the transmission of prescriptions.	Check compliancy of software & update if necessary. (Product Register) Confirm compatibility / set-up with software provider. Transitional measure: Paper prescription (containing barcode) with handwritten signature must be provided and remains the legal document.

ePIP Checklist

<table>
<tr><td colspan="4">5) Personally Controlled Electronic Health (eHealth) Record System

<u>Full Overview</u></td></tr>
<tr><th>The Practice Must:</th><th>Yes</th><th>Steps to Achieve:</th><th>Supporting Notes / Documents / Links</th></tr>
<tr>
<td rowspan="3">Use compliant software for accessing the personally controlled electronic health (eHealth) record system, and creating and posting Shared Health Summaries and when available, Event Summaries;</td>
<td>A ☐</td>
<td>Check softwarecompatibility.</td>
<td>Check compliancy of software & update if necessary.
(Product Register)</td>
</tr>
<tr>
<td>B ☐</td>
<td>Obtained eHealth Record Site Certificate. (CD)</td>
<td>Form
Used to access/update PCEHR system through clinic software.</td>
</tr>
<tr>
<td>C ☐</td>
<td>Obtained eHealth Record Individual Certificate for each GP. (Smartcard)</td>
<td>Form
Used to access (read only) PCEHR system through Provider Portal.</td>
</tr>
<tr>
<td rowspan="4">Apply to participate in the eHealth record system upon obtaining a HPI-O.</td>
<td>D ☐</td>
<td>Apply to register as Healthcare Provider Organisation.</td>
<td>Form</td>
</tr>
<tr>
<td>E ☐</td>
<td>Read PCEHR Act.</td>
<td>PCEHR Act</td>
</tr>
<tr>
<td>F ☐</td>
<td>Download and complete appropriate Participation Agreement.</td>
<td>Participation Agreements</td>
</tr>
<tr>
<td>G ☐</td>
<td>Establish list of authorised individuals.</td>
<td>Form</td>
</tr>
</table>