

National Healthcare Identifiers

Department of Health Policy

QH-POL-490:2021

1. Statement

The Department of Health will collect, use and disclose healthcare identifiers in accordance with the *Healthcare Identifiers Act 2010* and Healthcare Identifiers Regulations 2020.

2. Purpose

The intent of this policy and associated standard is to inform Department of Health staff of the requirements for accessing and using the Healthcare Identifiers Service according to the Healthcare Identifiers legislative instruments, including in relation to:

- collection, use and disclosure of healthcare identifiers of healthcare recipients
- collection, use and disclosure of healthcare identifiers of other healthcare providers
- unauthorised use and disclosure of healthcare identifiers
- protection of healthcare identifiers.

3. Scope

This policy applies to all employees, contractors and consultants within the Department of Health divisions and business units.

This policy may be adopted by Hospital and Health Services (HHS) and rebranded as a base for a local HHS specific policy. This policy will be reviewed from time to time to ensure relevance and accuracy, particularly where any new material or changed risks are identified and where changes in legislation or the structure of the organisation occur.

4. Principles

- **Accountability** – roles, responsibilities and accountabilities are clearly defined.
- **Compliance** – comply with all applicable legislative and other requirements.
- **Trustworthy** – information is accurate, relevant, timely, available and secure.
- **Privacy** – personal information is protected in accordance with legislative and regulatory requirements.
- **Managed** – collection and provision of information is actively planned and managed.
- **Unbiased** – The Department of Health staff must not discriminate against a healthcare recipient because they do not have an individual healthcare identifier.

5. Legislation

Relevant legislation and associated documentation include, but is not limited to, the following:

- *Healthcare Identifiers Act 2010 (Cth)*

- *Healthcare Identifiers Regulations 2020 (Cth)*
- *My Health Records Act 2012 (Cth)*
- *My Health Records Regulation 2012 (Cth)*
- *My Health Records Rule 2016 (Cth)*
- *Privacy Act 1988 (Cth)*
- *Hospital and Health Boards Act 2011*
- *Human Rights Act 2019*
- *Information Privacy Act 2009*
- *Public Records Act 2002*
- *Right to Information Act 2009*

6. Supporting documents

Supporting documents

- National Healthcare Identifiers Implementation Standard

Department of Health

- My Health Record system participation Policy
- My Health Record system participation Standard
- Clinical Records Management Policy
- Corporate Records Management Policy
- Corporate Records Roles and Responsibilities Standard
- Creation of Corporate Records Standard
- Data Management Policy
- Digitisation Disposal of Corporate Records Standard
- Legislation compliance internal breach reporting Guideline
- Managing general legislation compliance Standard
- Retention and Disposal of Clinical Records Standard
- Use of Corporate Records Standard

Queensland Health

- Data and application custodianship policy
- Data and application custodianship Standard
- Enterprise Architecture Health Service Directive
- Information Security Policy

- Use of ICT Services Policy

Queensland Government Customer and Digital Group

- Information Access and Use Policy (IS33)
- Information Security Policy (IS18:2018)
- Records Governance Policy

7. Definitions

Term	Definition
Healthcare identifier	A number assigned by an authorised service operator that is used to uniquely identify a healthcare provider or a healthcare recipient. Source: Adapted from Healthcare Identifiers Act 2010
Healthcare Identifiers Service	A national system that uses a unique number to match healthcare providers to individuals. Source: Services Australia
Healthcare Identifiers Service Operator	Chief Executive Medicare Source: Healthcare Identifiers Act 2010
Healthcare Provider Identifier – Organisation (HPI-O)	Identifies the healthcare provider organisation where healthcare is provided, such as hospitals, medical practices, pathology or radiology laboratories and pharmacies. Source: Services Australia Healthcare Identifier Service User Guide
Healthcare Provider Identifier – Individual (HPI-I)	Identifies an individual healthcare provider who provides healthcare, such as general practitioners, allied health professionals, specialists, nurses, dentists and pharmacists, among others. Source: Services Australia Healthcare Identifier Service User Guide
Individual Healthcare Identifier (IHI)	Identifies a patient (individual) receiving healthcare. IHI is for individuals getting healthcare services. The HI Service assigns IHIs to every person enrolled in Medicare or registered with the Department of Veterans' Affairs. Source: Services Australia Healthcare Identifier Service User Guide

Version Control

Version	Date	Comments
1.0	30 November 2021	Approved by Information Management Strategic Governance Committee