

Better connecting Queensland's GPs and public hospitals



Factsheet 1 - Preparing to register for the Health Provider Portal

From mid-2017, Queensland General Practitioners (GPs) will have secure online access to their patients' Queensland Health (QH) records. GPs should complete the following steps prior to registering for the Health Provider Portal (HPP).

1. Update Queensland Health records

If not completed recently, submit either the [Medical Practice STS Form](#) or [Individual GP STS Form](#) to ensure your Medicare Provider Number (MPN) and Healthcare Provider Identifier – Individual (HPI-I) are up-to-date in Queensland Health (QH) Secure Transfer Service (STS). Having these details up-to-date will allow you to register for the HPP and allow QH to communicate with you electronically.

2. Check your IT

To ensure the best possible browsing experience within the HPP, you will require:

- a personal computer
- internet access
- **Mozilla Firefox version 38+**(preferred), or Internet Explorer version 10+.

3. Confirm your email address

You will require an individual email address to register for the HPP.

e.g. john.smith@gmail.com.au

4. Prepare your personal ID records

To prove your digital identity, you will need to submit details through:

- one or more primary document/s with your full date of birth
- enough Australian or state-issued documents to reach 100 points of ID
- at least one document that shows your middle name (if entered)

Primary Documents

You must include at least one primary document as part of your 100 points of ID.

- Australian driver's licence (60 points)
- Australian passport (50 points)
- Australian birth certificate (50 points)

Secondary Documents (40 points)

- Certificate of Australian citizenship
- Change of name certificate
- Australian visa
- Marriage certificate
- Medicare card

5. Prepare your professional ID records

- Australian Health Practitioner Regulation Agency (AHPRA) registration number for Medical Practitioner
- Medicare Provider Number
Note: You only need to supply one Medicare Provider Number and ONLY provider numbers assigned in Queensland will be accepted
- Healthcare Provider Identifier – Individual (HPI-I) which can be found by logging into your AHPRA account <https://www.ahpra.gov.au/>

6. You're ready to register

If you've completed steps 1-5, you're ready to register for access to the HPP from mid-2017. Please email connectingqld@health.qld.gov.au if you require assistance prior to registration