

Better connecting Queensland's GPs and public hospitals



Factsheet 2

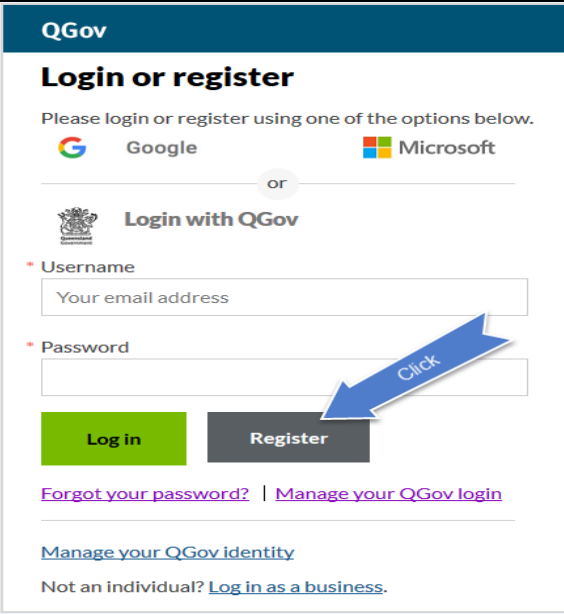
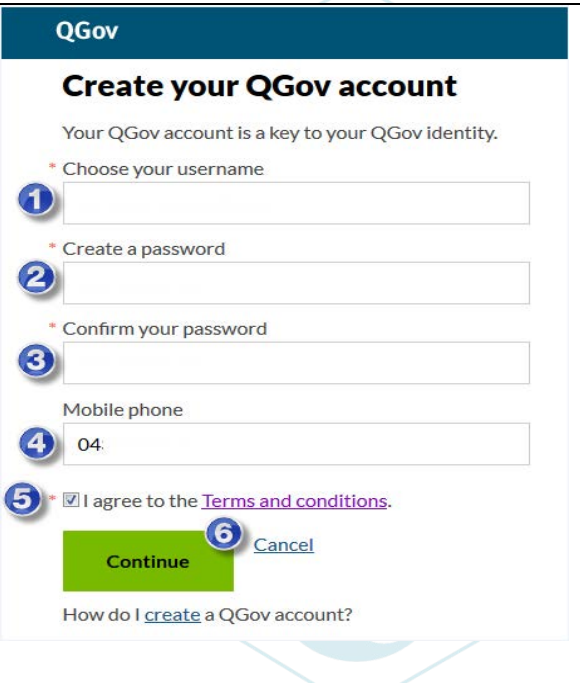
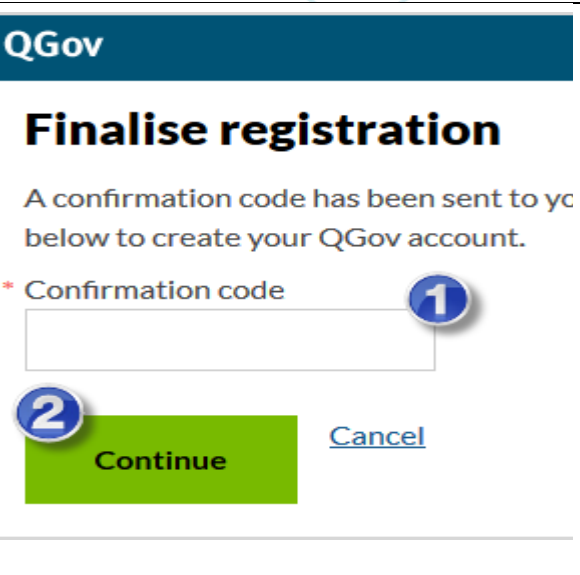
Creating a Health Provider Portal (HPP) account

Are you ready for registration?

Do you have the necessary documents ready to register? Do you have your GP details updated in the Queensland Health STS Address Book? If not, please refer to Factsheet 1 – Preparing to register for the Health Provider Portal

Creating a HPP account

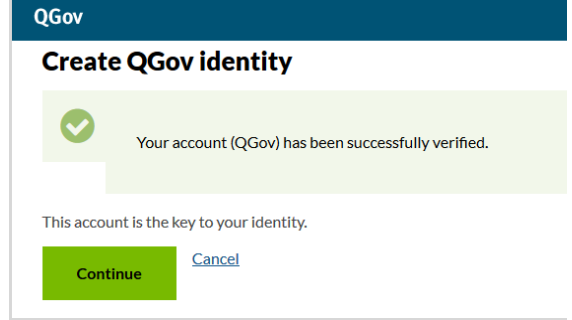
<p>Step 1</p>	<p>Launch the HPP</p> <p>Open a web browser and enter the URL https://www.health.qld.gov.au/hp-portal to launch the HPP.</p> <p>🔴* Refer to Fixing Browser Error section at the end of this Factsheet if you encounter a problem when trying to launch the HPP.</p>
<p>Step 2</p>	<p>Register your HPP account</p> <p>Click Register</p> <div data-bbox="300 1263 1465 1400"> </div> <p>Improving Queensland General Practitioner's (GPs) access to patient health information is a key investment initiative of the Specialist Outpatient Strategy - Improving the patient journey by 2020</p> <p>This Health Provider Portal service provides summary patient healthcare details to registered and authenticated health practitioners. All information on display is provided via secure tunnel access to Queensland Health's read-only clinical application (The Viewer). Patient history details span a person's individual treatment and care delivered at any statewide Queensland Health facility. An expected key benefit will see a reduction in the number of duplicate diagnostic tests and investigations being carried out allowing GP's to reach earlier and/or improved clinical outcomes for their patients as a direct. For more details visit the Frequently Asked Questions page.</p> <p>Use of the Health Provider Portal requires each user to have a QGov login account as well as having registered current and active professional practice details. More details on how to create a new QGOV and HPP account can be found on the Better connecting Queensland's General Practitioners (GP) and public hospitals page.</p> <p>You will be required to enter 100 points of digital identity with you when you register a QGov account.</p> <div data-bbox="807 1854 1129 1906"> </div>

<p>Step 3</p>	<p>Create a QGov account</p> <p>Click Register</p>	
<p>Step 4</p>	<p>Create your QGov account</p> <ol style="list-style-type: none"> 1 Enter your individual business email address as the Username 2 Create a Password 3 Confirm your Password 4 Enter a Mobile number (this is optional) 5 Check acknowledgement of terms and conditions, then 6 Click Continue <p>Note: An email will be sent with a confirmation code which will need to be entered to complete the creation of the QGov account.</p>	
<p>Step 5</p>	<p>Finalise registration</p> <ol style="list-style-type: none"> 1 Enter the Confirmation code received in the email 2 Click Continue <p>Note: It may take a few seconds before the next page is displayed confirming the QGov account has been successfully created.</p>	

Step 6


Create QGov identity

The QGov identity has been successfully verified, click [Continue](#).



QGov

Create QGov identity

 Your account (QGov) has been successfully verified.

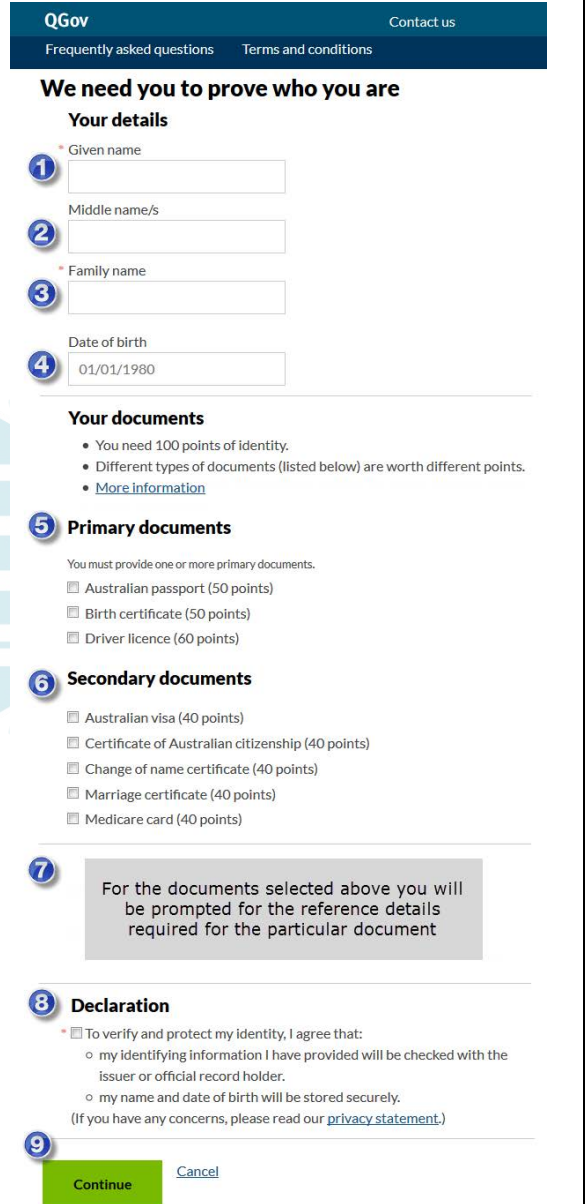
This account is the key to your identity.

[Continue](#) [Cancel](#)

Step 7

Enter your personal identity details

- 1 Enter [given name](#)
 - 2 Enter [middle name](#) (this is optional)
 - 3 Enter [family name](#)
 - 4 Enter [date of birth](#)
- [You need 100 points of identity]
- 5 Select [primary documents](#) preferences (one or more can be selected)
 - 6 Select [secondary documents](#) preferences
 - 7 Read [Note](#)
 - 8 Read [Declaration](#)
 - 9 Click [Continue](#)



QGov [Contact us](#)

[Frequently asked questions](#) [Terms and conditions](#)

We need you to prove who you are

Your details

- 1 Given name
- 2 Middle name/s
- 3 Family name
- 4 Date of birth
01/01/1980

Your documents

- You need 100 points of identity.
- Different types of documents (listed below) are worth different points.
- [More information](#)

- 5 **Primary documents**
You must provide one or more primary documents.
 - Australian passport (50 points)
 - Birth certificate (50 points)
 - Driver licence (60 points)
- 6 **Secondary documents**
 - Australian visa (40 points)
 - Certificate of Australian citizenship (40 points)
 - Change of name certificate (40 points)
 - Marriage certificate (40 points)
 - Medicare card (40 points)

- 7

For the documents selected above you will be prompted for the reference details required for the particular document
- 8 **Declaration**
 - To verify and protect my identity, I agree that:
 - my identifying information I have provided will be checked with the issuer or official record holder.
 - my name and date of birth will be stored securely.

(If you have any concerns, please read our [privacy statement](#).)
- 9 [Continue](#) [Cancel](#)

<p>Step 8</p>	<p>Share your personal identity with the HPP</p> <p>From the QGov Share your details page -</p> <p>Select either:</p> <ol style="list-style-type: none"> 1 Always share ... or 2 Share these personal details with the HPP this time only 3 Click Continue. <p>TIP</p> <p>If you select 'Always share.....' You will not need to share your details every time you sign into the HPP. If you select 'Don't share...' You will progress to the HPP to view patient records.</p>	
<p>Step 9</p>	<p>Accept the HPP Terms and Conditions</p> <ol style="list-style-type: none"> 1 Check acknowledgement of the terms and conditions, then 2 Click Acknowledge to proceed. 	
<p>Step 10</p>	<p>Reminder to enter Professional details</p> <p>When the Register button is clicked, you will proceed to Step 11 to enter your professional details.</p>	

Step 11

Enter your Professional identity details

- 1 Enter [AHPRA Registration number](#)
- 2 Enter [Medicare Provider Number](#)
- 3 Enter [HPI-I Number](#)
- 4 When the [Register](#) button is clicked, your details will be verified.

If any details cannot be verified an explanatory message will be displayed. Further information on how your details are verified can be found in Factsheet 6.

The screenshot shows a web form titled "Professional Registration Information". At the top, there are links for "Frequently asked questions", "Terms and conditions", "Welcome Elders, Mary", and "Logout". Below the title, it says "Please enter your Registration Information below". There are three input fields: "AHPRA Registration Number" with the value "MED0001843316", "Medicare Provider Number" with the value "22222LL", and "Healthcare Provider Identifier (HPI-Individual)" with the value "806361111100008". A green "Register" button is at the bottom right. At the bottom of the page, there is a footer with "Copyright Disclaimer Privacy Right to information Accessibility Jobs in Queensland Government Other languages" and "© The State of Queensland (Queensland Health) 1996-2017".

Additional Information

For additional support information, please refer to **Factsheet 6**.

Contact

For technical support please call 1300 478 439, available 24 hours a day.

