Australian Government
Australian Digital Health Agency

My Health Record
Conformance Vendor Declaration Form Instructions

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Purpose

This document will aid vendors in completing the My Health Record Conformance Vendor Declaration Form. Submission of the Conformance Vendor Declaration Form is the last step towards having software authorised to connect to the My Health Record system. Refer to the Software vendors guide to My Health Record connection and testing for a summary of the complete process.

Instructions

Where applicable, please ensure you complete all questions by selecting either Yes and then marking the specific items below the question, No, or N/A if the question does not apply to your software product.

To allow for ease of completion, check boxes and free text fields have been enabled in the form. To select a check box, click on the box and an X will display. If you have incorrectly checked the box, click on it again to remove the X.

When using the form please ensure you identify the appropriate type of request: connecting for the first time, adding a new software product, adding a new function, or changing a function or conformance level. When using these request types, you must specify in the form all the access you currently have, as well as any additional access being applied for.

Please ensure that once you complete the relevant sections you complete the Vendor Deed Poll and email the completed form to: myhealthrecord.operations@digitalhealth.gov.au

Section 1 - Vendor, contact and software details

1.1 Vendor details

The vendor details captured in this area include the vendor name, general phone number (e.g. organisation's helpline) and address. Use of these items not only identifies you as a candidate for My Health Record access; it will also allow future correspondence to be sent to you. When completing the form please complete all these fields.

1.2 Contact details

When completing the form, please ensure you provide details for both the primary and secondary contacts, as well as direct contact numbers for these contacts. It is important that the System Operator can contact you as part of quality assurance or for incident management.

Please advise if you want published contact details to differ from those used by the My Health Record System Operator for incident management.

1.3 Software product details

This section of the form requests the following information:

Type of software product

Software products may be used directly by a healthcare provider as a clinical information system (CIS) or by a contracted service provider (CSP). You may select either a CIS or a CSP or both. For more information on the differences in the NOC (Notice of Connection) tests for a CIS and a CSP, please consult the *Software vendor guide to the connection process*.

Description of software product

Please provide a summary of your software product, including information such as the healthcare environment setting where the software will be used. Please limit your response to 60 words.

Types of request

There are three types of access request in this form. See table below for general examples of these types of access.

Access type	Definition
New software product	A software product that has never connected to the My Health Record system before.
Add new function	This software product has previously accessed the My Health Record system and is adding a function, such as a new clinical document type or My Health Record view.
Update to function or conformance level	This software product has previously accessed the My Health Record system and has a relevant My Health Record function that is changing. For example, your software product already produces Discharge Summaries and has previously been approved for a 1A conformance level, and you are upgrading this to conformance level 3A.

List of software components

Several rows have been provided to allow you to enter all applicable software components, the related version number and the function that component performs. For further details on the types of software component functions please see the table below.

Function	Description
Manage healthcare identifiers	System functions to manage local copies of an individual's IHI and/or manage local copies of identifiers for healthcare provider individuals and organisations.
Create clinical documents	System functions to create clinical documents containing personal health information.
Transform to CDA format	System functions to convert clinical documents into CDA (Clinical Document Architecture) format.

Function	Description
Create clinical packages	System functions to create a clinical package out of a clinical document in CDA format and eSignature
Upload and remove clinical documents in a digital health record.	For system functions to be able to access a digital health record, they must be able to upload and remove clinical documents. Uploading systems must also be able to remove clinical documents
Gain access and download information in a digital health record.	System functions to gain access to a digital health record and download information
Render information from a digital health record.	System functions to either display or print information downloaded from a digital health record. Downloaded information may be clinical documents or My Health Record views
Assist with registration	System functions in the healthcare provider's local system to assist a healthcare provider to register an individual for a digital health record within the My Health Record system.

Is the software product approved for connection to the Healthcare Identifiers (HI Service)?

The Healthcare Identifiers Service (HI Service) is a national system for uniquely identifying healthcare providers and individuals. It is a requirement for connection to the

My Health Record system that your software product has approval for connection to the HI Service. If it has not been approved for the HI Service please contact devsupport@servicesaustralia.gov.au to arrange access.

1.4 Terminology in clinical documents

Does the software product include clinical terminology in clinical documents?
Using clinical terminology within clinical documents ensures that the correct wording is included and displayed. The recommended clinical terminology code sets are AMT or SNOMED CT-AU. If you are using either of these, please select the clinical terminology guide applicable to your software product and enter the version number. If you are using terminology codes other than the above, please use the text field box to describe the clinical terminology you are using.

1.5 Special conditions

Are there any special conditions that your organisation would like considered when applying for production access to the My Health Record system? (Include exemptions from mandatory requirements here: title, date approved and date of exemption expiry)
If your organisation has special conditions relating to production access to the My Health Record system, please provide the information in the text field. This information will be assessed on a case-by-case basis. This will add to the time it takes to process your form so please give advanced warning by contacting myhealthrecord.operations@digitalhealth.gov.au

Section 2 - Software compliance areas

2.1 Software compliance – My Health Record National Repository

The table aligns the uses cases listed in section 2.1.1 with the web services listed in section 2.1.2. When completing section 2.1.1 and section 2.1.2 please ensure that you select all relevant web services for the use cases that your software product supports.

Use case	Associated web service/s
UC.CIS.001 – Check if an advertised PCEHR exists	doesPCEHRExist
UC.CIS.002 – Gain access to a PCEHR	gainPCEHRAccess
UC.CIS.201 – Upload a clinical document	ITI – 41 Provide & Register Document Set - b
UC.CIS.202 – Supersede a clinical document	ITI – 41 Provide & Register Document Set – b ITI – 18 Registry Stored Query
UC.CIS.203 – Remove a clinical document	RemoveDocument/DeregisterDocument
UC.CIS.204 – Download a clinical document	ITI – 43 Retrieve Document Set ITI – 18 Registry Stored Query getChangeHistoryView
UC.CIS.301 – Access a view service	ITI – 18 Registry Stored Query getChangeHistoryView getAuditView getRepresentativeListView getIndividualDetailsView getView
UC.CIS.401 – Search for a template package	searchTemplate
UC.CIS.402 – Retrieve a template package	getTemplate
UC.CIS.403 – Store template metadata or a template package	N/A
UC.CIS.501 – Assisted PCEHR registration of an adult	RegisterPCEHR
UC.CIS.502 – Assisted PCEHR registration of a child	RegisterPCEHR
UC.CIStoNPP.001 – CIS to NPP direct access MHR from National Provider using web-browsers component	CIStoNPP
UC.CIStoNPP.002 – CIS to NPP direct access MHR from National Provider using system browsers	CIStoNPP
UC.CIStoNPP.003 – CIS to NPP user configuration of vendor's CIS	CIStoNPP

Note: Although the PCEHR has been renamed to My Health Record system, existing Use Case and Web Service names still reference PCEHR rather than My Health Record. The renaming of Use Cases and Web Services will occur over time.

2.1.1 Are the following use cases supported by the software product?

The uses cases listed in this section come from the technical specifications available from the Australian Digital Health website. We collect this information to ensure that your software product will interact correctly with the My Health Record system. For this item please specify all the use cases that apply to your software product.

2.1.2 Does the software product use the following web services to access the My Health Record National Repository?

Web services are used to communicate with the My Health Record System. From the list of My Health Record related web services on the form please specify all the web services your software product uses.

2.2 Software compliance – clinical documents created by software

Does the software product produce clinical documents in Clinical Document Architecture (CDA)® format?

CDA is an HL7 standard for the creation of electronic clinical documents and is the standard used by the My Health Record system. The conformance level of each type of clinical document indicates the strictness to which it complies with requirements. The combination of the document type and conformance level is represented by the associated template package ID (beginning with '1.2.36.1.2001.1006.1.'). Conformance levels range from the lowest at 1A to the highest at 3B. A current list of template packages can be found within the Digital Health Template package directory at the following link:
https://developer.digitalhealth.gov.au/specifications/clinical-documents/ep-2655-2018/dh-2660-2018

Please complete the template package IDs for the applicable clinical document types and conformance levels that your software product uses.

2.3 Software compliance – clinical document authoring

Does the software product conform to the mandatory and relevant conditional requirements for CDA® document producers listed in the following conformance profiles?

These profiles contain the requirements to develop functionality for producing My Health Record clinical documents. Please enter a relevant version number against each conformance profile for the clinical document types that your software product produces, ensuring the version number is in alignment with the appropriate template package IDs listed in the Digital Health Template package directory.

2.4 Software compliance – My Health Record views

Does the Software product present My Health Record views?

My Health Record Views enable a software product to display a summary of information from the My Health Record system based on the view that has been selected.

2.4.1 Does the software product access the following My Health Record views:

A particular My Health Record view displays consolidated information organised in a layout according to the design defined in the requirements. Please select all views used in your software product. Please refer to the My Health Record glossary for the definition of each My Health Record view:
https://www.myhealthrecord.gov.au/glossary

2.4.2 According to which version/s of Conformance Profile does this software product display information?

These profiles contain the requirements to develop functionality for displaying My Health Record views. Please enter a relevant version number against each conformance profile for the My Health Record views that your software product displays.

2.5 Software compliance – clinical document presentation

Does the software product conform to the specifications for downloading and rendering clinical documents?

Clinical document rendering refers to the display of document titles, time and formatting, banners and colour images within your software product. Please enter the relevant version number against the required conformance profile to show compliance with this item.

2.6 My Health Record usability recommendations

Is the software product compliant with the My Health Record usability recommendations?

The My Health Record usability recommendations were created to improve the usability of software products used by general practitioners. It is suggested that you apply these recommendations, when developing your software product, for the benefit of its users. Please select the relevant usability recommendations that have been applied and enter the version number. For further information about the recommendations, please visit the following link: https://www.digitalhealth.gov.au/implementation-resources/clinical-documents

2.7 Software Compliance – Assisted Registration

Does the software product conform to the specification for registering a digital health record for an adult or child?

These requirements documents specify the necessary functionality to allow the Assisted Registration of an adult or child with the My Health Record system. Please enter the relevant version number of the Assisted Registration requirements document used in developing your software product.

Section 3 – Promotion of product

3.1 My Health Record Register of Conformity

Would you like your software product to be listed in the My Health Record Register of Conformity?

The My Health Record Register of Conformity provides information on software products that meet national My Health Record standards and specifications. Listing on the register will provide positive exposure for your software product in the health industry. To be listed you must read and agree to the My Health Record Register of Conformity terms and conditions and acknowledge that your contact details will be displayed on the register. For further information, please visit https://www.myhealthrecord.gov.au/for-healthcare-professionals/conformant-clinical-software-products

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