Australian Government

Australian Digital Health Agency

Provider Connect Australia (PCA)
Business Partner Organisation Registration Quick Reference Guide

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This document summarises the steps to register as a Business Partner organisation in the PCA Portal.

What should you have prepared?

1. A working PRODA account
2. Signed Participation Agreement scanned in PDF format (countersigned by the Agency)
3. A prepared Information Use Statement
4. Completed HPI-I Collection Declaration form scanned in PDF format (if required)

Log into PCA Portal

1. Log into the PCA Portal at https://pca.digitalhealth.gov.au. PRODA account is required.
2. On the User Profile screen, provide email address and contact number.
3. You will then receive an email to the above account containing a link. Click the link to validate your email address.
4. Close browser. This is an important step.

Register business partner organisation

1. Browse to this URL: https://pca.digitalhealth.gov.au/PcaPortal/organisation/participating/add-edit?subscriber=true
2. Provide and validate ABN, click on the Lookup ABN button to validate.
3. Indicate if your organisation will use HPI-Is. Note: if you tick this checkbox then you will need a signed HPI-I Collection Declaration form.
4. Provide the organisation's contact phone number, email address, and legal contact email address.
5. (optional) Provide the organisation's fax number and website address.
6. Provide the organisation's postal address.
7. Click the **Register Organisation** button.

Upload documents

1. Select the Participation Agreement accordion to expand it.

2. In the expanded section, upload your documents by clicking on the **Browse for file** buttons.
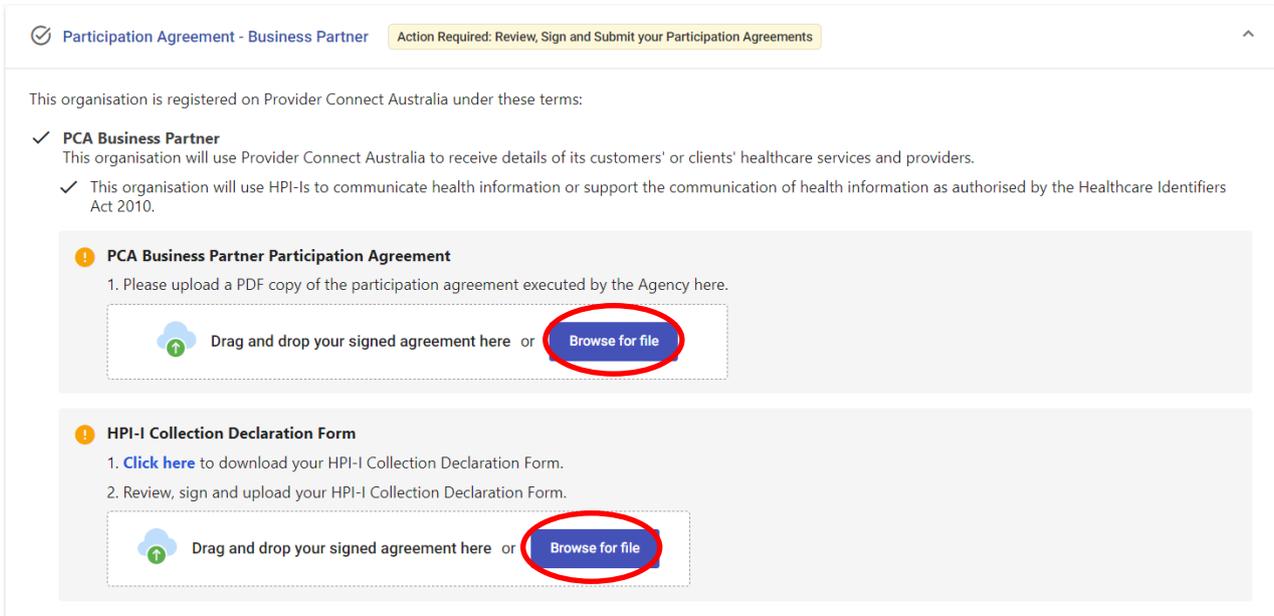
3. Once the documents have been uploaded make sure you have clicked the "Submit signed agreement" buttons. See below


4. At this point, your registration is being assessed by the Agency's Help Centre. You will receive an email once you have been approved.

5. Close your browser

Add Partner Services to your organisation

1. Log in to the PCA Portal, either using the URL provided in the approval email from the Agency or by using this link: https://pca.digitalhealth.gov.au

2. From the *Your Organisations* screen, click on the organisation name (next to the PO icon, in blue writing).

3. Click on the *Your partner services* tab and then the **Add partner service** button.
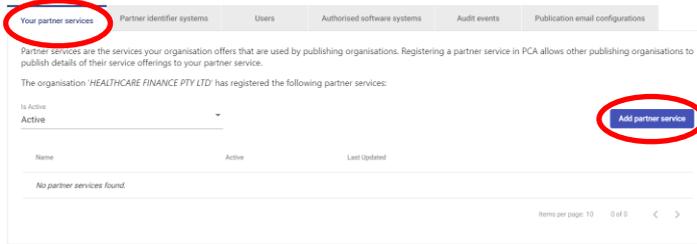
4. On the *Add Partner Service* screen:

   a. Enter the **Partner Service Name**.

   This is what your existing or potential clients (healthcare provider organisations) will provide to filter the partner services list when searching for your partner service. They will enter a name they are familiar with, so please provide a recognisable **Partner Service Name**.

   b. Select the **Partner Service Category**.

   Your existing or potential clients (healthcare provider organisations) will use this as a filter when searching for partner services offering a specific service type (e.g. healthcare directory, secure messaging services).

   c. Optional: De-select the **Active** checkbox if this service is inactive.

   Healthcare provider organisations can only see, and publish to, your partner service if it is **Active**.

   d. Optional: Select the **Will store and use HPI-I's** checkbox if you will store and use HPI-I's published to your partner service to communicate health information.

   e. Enter a **Description** for the partner service.

   Whilst describing your service, indicate why a healthcare provider organisation should publish to your service. Describe how it will help them. Note the green/red dot in the right corner of the field to indicate if you have exceeded the field length.

5. In the **Information Use Statement** (IUS) section:

   a. Enter your pre-prepared IUS. Note: it is safest to copy your IUS into a text editor (such as Notepad) then copy into PCA. You can then use the editor tools to do any formatting.

   b. Optional: Enter the **Consequences of not accepting** the IUS.

   It is only necessary to provide a statement in the **Consequence of not accepting** field each time you update your IUS, and healthcare provider organisations are publishing to your partner service. The statement should indicate to existing publishing organisations of what will happen if they don't accept your new IUS (e.g. we can't use your published information to……..).

6. In the **Service Coverage Area**, select either: **All postcodes**, or **Restricted by postcode**.

7. If you select **Restricted by postcode**, select the postcode areas that are covered by this partner service. Note: Healthcare provider organisations may use this to filter for partner services that only offer services in their location postcode areas.

8. In the **Partner Service Websites** section: Optional: Click on the **Add Link** button and enter the **Website Title** and **Website URL**. Multiple website URL's may be entered for the partner service.

Partner Service Websites

Add link

Website Title	Website URL	
Website Title *	Website URL *	Remove

9. Once complete: Click on the **Add partner service** button.　　Add partner service　　Cancel
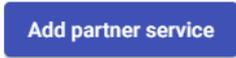
10. Repeat steps 3 to 9 to add another partner service against your organisation.