Australian Government
Australian Digital Health Agency

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

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Approved for external use
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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

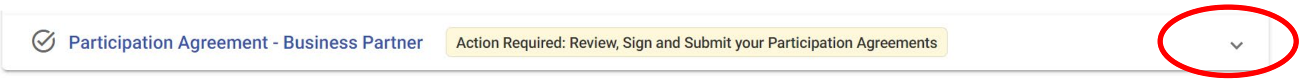
1. Log into the PCA Portal at https://pca.digitalhealth.gov.au. PRODA account is required.
2. On the User Profile screen, provide email address and contact number.
3. You will then receive an email to the above account containing a link. Click the link to validate your email address.
4. Close browser.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

Register business partner organisation

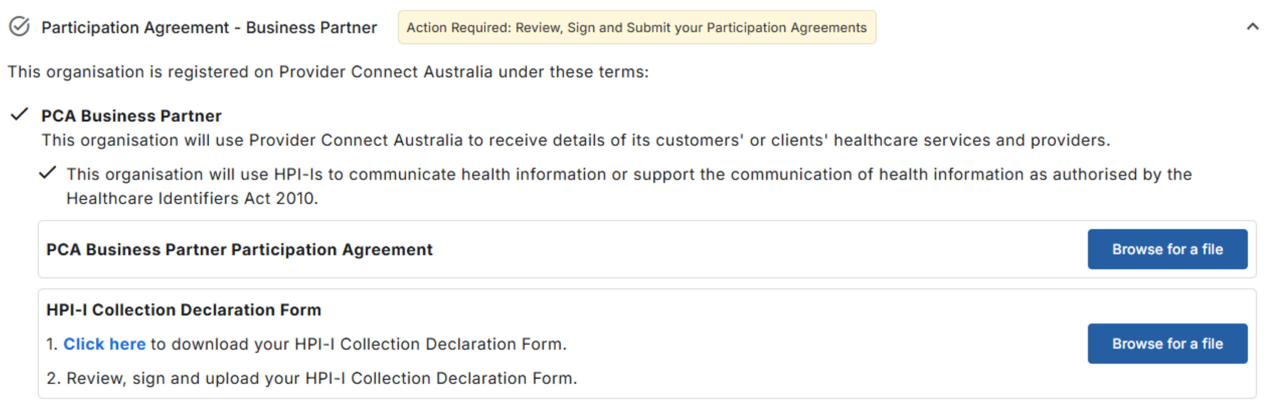
1. Browse to this URL: https://pca.digitalhealth.gov.au/PcaPortal/organisation/participating/add-edit?subscriber=true
2. Provide and validate ABN, click on the Lookup ABN button to validate.
3. Indicate if your organisation will use HPI-Is. Note: if you tick this checkbox then you will need a signed 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

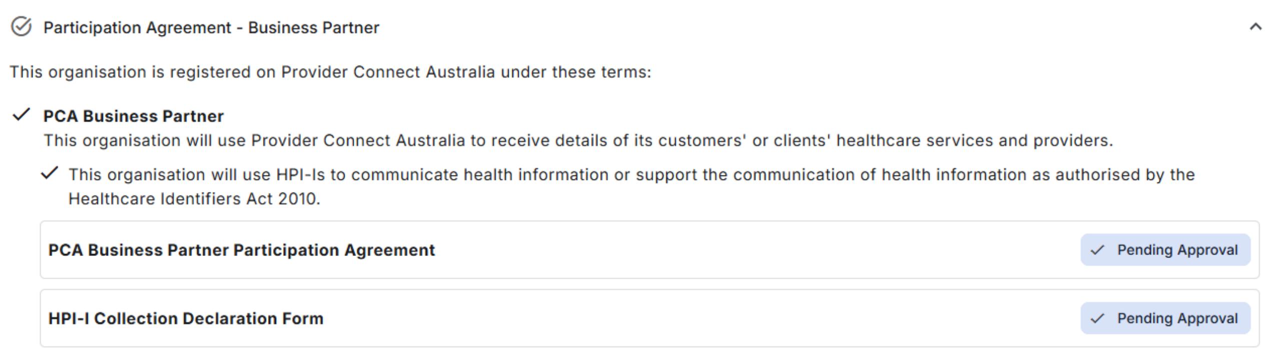
1. Select the Participation Agreement accordion to expand it.



2. In the expanded section, upload your documents by clicking on the **Browse for file** buttons.



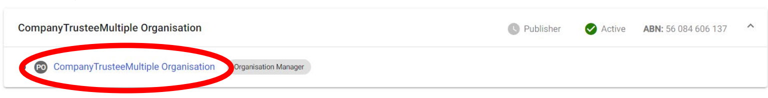
3. Once the documents have been uploaded, registration status will progress to Pending Approval.



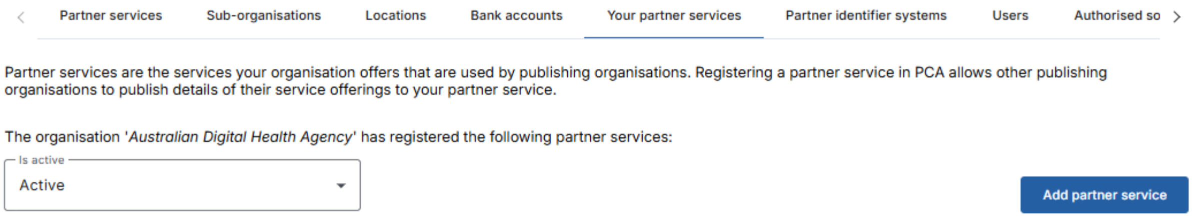
4. Your registration will be assessed by the Agency's Help Centre. You will receive an email once you have been approved.
5. Close your browser

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).

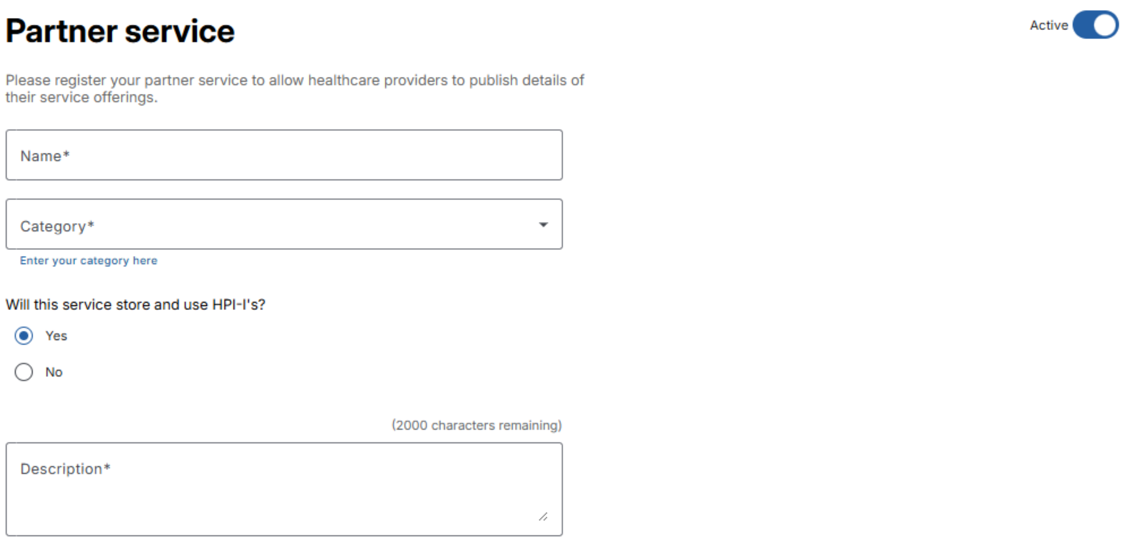
   c. Optional: De-select the **Active** checkbox if this service is inactive.

      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.

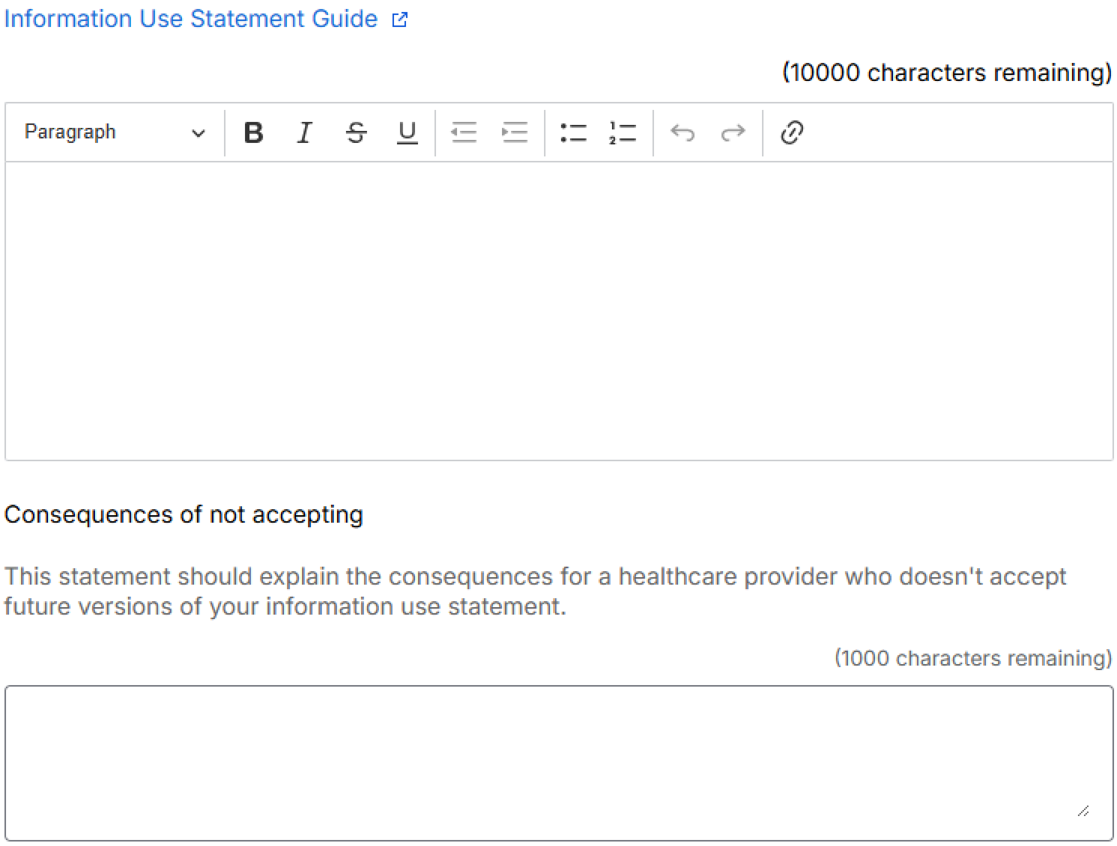


5. Upload an image or logo to easily identify your business
6. In the **Information Use Statement** (IUS) section:

    a. Enter your pre-prepared IUS. Note: If you wish to copy and paste your Information Use Statement from a MS Word document, website or a PDF document, first paste it into Notepad, and then copy your text from Notepad to remove formatting before pasting your text it into the PCA Portal.

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

    This field is used if you have edited your partner service’s IUS. When you are editing your IUS, you may check a box to “Ask managers of already-published healthcare services to accept the information use statement”, and if checked, you can then state what will happen when a healthcare provider organisation is currently publishing to you but has accepted your updated Information Use Statement.



7. In the **Publishing settings for healthcare services**, select if you would like to allow publications for.
    a. All service types
    b. Selected service types. One or more specific service types can be selected with this option.
8. In the **Publishing settings for practitioners**, select if you would like to allow publications for.
    a. All practitioner roles
    b. Selected practitioner roles. One or more specific practitioner role can be selected with this option.
9. In the **Bank Accounts** section, request bank account details for healthcare services or Practitioners or both.

10. In the **Practitioner publications,** you can request information from individual practitioners relating to their;
    a. Personal contact information
    b. Bank account details
    c. Credential documents
11. In the **Service Coverage Area**, select either:
    a. All postcodes
    b. Custom postcodes
12. If you select Custom postcodes, select the State/s or Territory that are covered by this partner service. When you select a State or Territory, the page will display postcode ranges. You can include and exclude specific postcodes.
13. In the Partner Service Links section: (Optional) Click on the Add Link button and enter the Website Title, Website URL and when the link should be displayed.
14. In the Public Register section: (Optional) Select the checkbox if you wish to provide the Agency with consent to list the partner service on the Agency's participating business partners register.
15. Once complete, Click on the Save button.