



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

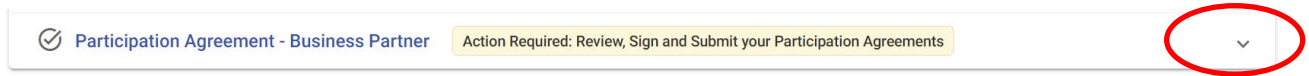
1. Log into the PCA Portal at <https://pca.digitalhealth.gov.au>. PRODA account is required.
2. On the User Profile screen, provide email address and contact number.
3. You will then receive an email to the above account containing a link. Click the link to validate your email address.
4. Close browser.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

✓ Participation Agreement - Business Partner Action Required: Review, Sign and Submit your Participation Agreements ^

This organisation is registered on Provider Connect Australia under these terms:

- ✓ **PCA Business Partner**
This organisation will use Provider Connect Australia to receive details of its customers' or clients' healthcare services and providers.
- ✓ This organisation will use HPI-Is to communicate health information or support the communication of health information as authorised by the Healthcare Identifiers Act 2010.

PCA Business Partner Participation Agreement Browse for a file

HPI-I Collection Declaration Form Browse for a file

1. [Click here](#) to download your HPI-I Collection Declaration Form.

2. Review, sign and upload your HPI-I Collection Declaration Form.

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

✓ Participation Agreement - Business Partner ^

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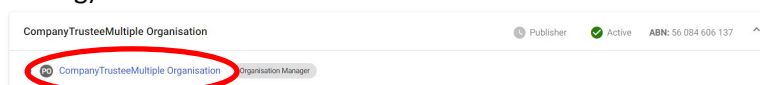
PCA Business Partner Participation Agreement ✓ Pending Approval

HPI-I Collection Declaration Form ✓ 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.

< Partner services Sub-organisations Locations Bank accounts **Your partner services** Partner identifier systems Users Authorised so >

Partner services are the services your organisation offers that are used by publishing organisations. Registering a partner service in PCA allows other publishing organisations to publish details of their service offerings to your partner service.

The organisation 'Australian Digital Health Agency' has registered the following partner services:

Is active
Active

Add partner service

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.

Partner service

Active

Please register your partner service to allow healthcare providers to publish details of their service offerings.

Name*

Category*

Enter your category here

Will this service store and use HPI-I's?

☒ Yes
☐ No

(2000 characters remaining)

Description*

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.

[Information Use Statement Guide](#)

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Consequences of not accepting

This statement should explain the consequences for a healthcare provider who doesn't accept future versions of your information use statement.

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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.