Queensland Health STS AddressBook Update Form

This document is used for General Practitioners and providers to update their information within the Queensland Health - STS (Secure Transfer Services) AddressBook for secure messaging and registration to the Health Provider Portal.

Please complete ALL relevant sections of the registration form. For assistance with completing this form, see page 6. There is also additional information for Health Provider Portal and delivery for messaging on page 7.

Before completing this form, please download and open the form with Adobe Reader. If you populate the form within your web browser, you will not be able to save the data entered.

Once completed, save the form locally with the completed information. This will allow you to open and modify for future updates, modifying the data where required, saving and resubmitting.

Completed forms can be emailed to STS_External-Alerts@health.qld.gov.au

For secure messaging, Queensland Health can transfer information electronically with messaging the vendor Medical Objects. The delivery method is up to the individual practice or provider.

To be able to receive electronically from Queensland Health, please ensure you have an active account with either messaging vendor.

Please regularly update Queensland Health and your messaging vendors with any changes to your practice, including adding and removing providers, to ensure ongoing smooth delivery of messaging to your practice.

If you have any further questions, please email STS_External-Alerts@health.qld.gov.au

The following are contact and update links for the messaging vendor Medical Objects.

Medical Objects: https://www.medicalobjects.com/

Contact: https://www.medicalobjects.com/contact-us/
Add Provider: https://www.medicalobjects.com/forms/online/?form=au_add_doctor
Remove Provider: https://www.medicalobjects.com/forms/online/?form=au_remove_doctor

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STS AddressBook Update Type:	

Section 1 - Organisation Details

* = mandatory fields

Organisation name*			
Organisation address*		**Postcode***	
Postal address (If different to organisation)		**Postcode**	
Health Services Offered *e.g. General Practice; Specialist; Aged Care; Community Health;* *as well a description of the Organisation Specialty e. g. Rheumatology; Neurology; Oncology etc*			
Phone*	eg 07xxxxxxxx	**Fax**	eg 07xxxxxxxx
Contact name*		**Position***	
Website			
Contact email*			

Section 2 - Delivery

Organisation Electronic Information	Preferred Delivery Method			
Electronic Messaging Provider	Medical Objects			
Other relevant information	In the event we cannot send you an electronic message, which method of delivery would you prefer?	Post	Fax	If you have 2 Message Providers, In the event we cannot contact you using your preferred Messaging Provider, can we use another?
Clinical software		Clinical Software Version		
Other software			CDA Ready	For information and requesting setup for CDA Delivery, see page 7
HPI-O Number (16 Numbers)				

Health Practitioner Details:

Please List **ALL** Practitioners in this section - Practitioners not listed will be removed from your Practice within the STS AddressBook.

Title If your Title does not appear in the drop-down box below, please type in your title	First Name	Middle Name	Last Name	Provider Number
		Name provided needs to be the same as your registered AHPRA number		
HPI-I Number (16 Numbers)			AHPRA Number (13 Characters)	
HPI-I Number (16 Numbers)			AHPRA Number (13 Characters)	
HPI-I Number (16 Numbers)			AHPRA Number (13 Characters)	

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HPI-I Number (16 Numbers)			AHPRA Number (13 Characters)	
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HPI-I Number (16 Numbers)			AHPRA Number (13 Characters)	
HPI-I Number (16 Numbers)			AHPRA Number (13 Characters)	

All Users

Once you have completed filling out this form please click on the **SUBMIT** button to send this electronically to Queensland Health. Or alternatively save the completed form and email to STS_External-Alerts@health.qld.gov.au

Note: Saving the form once completed will allow you to open and modify for future updates, modifying the data where required, saving and resubmitting.

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| Title

If your Title does not appear in the drop-down box below, please type in your title	First Name	Middle Name	Last Name	Provider Number
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Title If your Title does not appear in the drop-down box below, please type in your title	First Name	Middle Name	Last Name	Provider Number
HPI-I Number (16 Numbers)		AHPRA Number (13 Characters)		
HPI-I Number (16 Numbers)		AHPRA Number (13 Characters)		
HPI-I Number (16 Numbers)		AHPRA Number (13 Characters)		
HPI-I Number (16 Numbers)		AHPRA Number (13 Characters)		
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HPI-I Number (16 Numbers)		AHPRA Number (13 Characters)		
HPI-I Number (16 Numbers)		AHPRA Number (13 Characters)		

All Users
Once you have completed filling out this form please click on the **SUBMIT** button to send this electronically to Queensland Health. Or alternatively save the completed form and email to STS_External-Alerts@health.qld.gov.au

Note: Saving the form once completed will allow you to open and modify for future updates, modifying the data where required, saving and resubmitting.

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Guide For Completing This Form

The following is a Reference Guide to assist with completing this application form.

The form can be saved on your computer and updated when required
To save select the "Save" button. If you need to update any information, all you need to do is make and save any changes and then hit the "SUBMIT by Email" or save and email through to STS_External-Alerts@health.qld.gov.au

"STS AddressBook Update Type" - Select the type of update from the drop-down menu tab.
"New" - Select to add a General Practice to the STS AddressBook.
"Update" - Update General Practice details and Practitioner details.
"Remove" - Select to remove a General Practice from the STS AddressBook. (General Practice is closing down).

Section 1 - Organisation Details
This section is used to confirm General Practice information and contact details.

Section 2 - Delivery
This section is used to confirm the delivery method for clinical correspondence.

CDA - Did you know that electronic Discharge Summaries (DS) are now available in Clinical Document Architecture (CDA) format? Additional Information can be found on page 7.

Preferred Delivery Method
From the dropdown menu select a preferred method to be able to receive clinical correspondence – **"Electronic", "Post"** or **"Fax".**

Electronic Messaging Provider
When selecting delivery method **"Electronic",** select your messaging provider from the drop-down menu.

Please indicate Medicare Provider Number for Medical Objects
Messages are routed via Medicare Provider number(s) so ensure all current providers are listed in the provider section.

In the event we cannot send you an electronic message, which method of delivery would you prefer
Select **"Post"** or **"Fax"**. Note: For fax, enter the fax number under **"Organisation Details" "fax"**.

Clinical Software
Select your clinical software from the drop-down menu. If selecting other please enter details under **"Other Software"**.

Section3 - Health Practitioner Details
This section is used for listing ALL current Practitioners working within a General Practice. Please ensure names are entered the same as they are registered with AHPRA - https://www.ahpra.gov.au/registration/registers-of-practitioners.aspx

Health Provider Identifier
Individual (HPI-I) is required as part of the authorisation process for accessing the provider portal. For information on the Health Provider Portal, see page 7.

Clinical Document Architecture Overview

Existing message exchange formats HL7 impose restrictions on clinical documents and the information that can be presented.

Discharge summaries can be presented in an easier to read and more structured format which includes Pathology and Radiology results, this format is called Clinical Document Architecture (CDA).

Queensland Health is successfully sending discharge summaries in CDA format to practices using the following practice management systems:

> Best Practice LAVA edition or higher (includes Indigo)
> Genie V8.8.6 or higher
> Medical Director v 3.16b or higher
> ZedMed all versions
> MMex V22.1.3.1

If you are not using the minimum version(s) mentioned above, please contact your practice management vendor to discuss updating your version.

What is required

If your practice management software and version is listed above and you are interested in receiving discharge summaries in CDA format, please email EDSTV-Corro@health.qld.gov.au to have your practice set up.

Note: You will need to allocate some time to assist with testing, verifying content and data validation.

Other Practice Management Software

If your practice management software is not listed above, and your practice is interested in receiving discharge summaries in CDA format, please email EDSTV-Corro@health.qld.gov.au to discuss options.

Health Provider Portal

The Health Provider Portal connects eligible health practitioners to public healthcare information, with secure read-only access to Queensland Health's web-based clinical application The Viewer.

Once registered, eligible health practitioners may access comprehensive, current, and accurate Queensland Health patient information to enhance clinical decision making and improve health outcomes for their patients.

To register:

For general practitioners and specialists, you or your practice manager will need to ensure that your Medicare Provider Number and Healthcare Provider Identifier - Individual (HPI-I) are up-to-date and registered with Queensland Health's Secure Transfer Service (STS) AddressBook.

For additional information please refer to the website - https://www.health.qld.gov.au/clinical-practice/database-tools/health-provider-portal/gps-resources