



SA Divisions
of General
Practice Inc



Health Provider REGISTRY (HPRy)

South Australia, Northern Territory, Broken Hill and the western
regions of Victoria

PRACTICE USER GUIDE

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Provided by your local Division of General Practice

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Department of Health

1 Introduction

The Health Provider Registry (“HPRy”) is the authoritative source of doctor contact details. It can only be accessed for direct patient care.


The HPRy may only be used to;

- **transfer patient clinical information eg referrals and discharge summaries to Health Providers; and**
- **communicate health alerts to Health Providers eg food poisoning or epidemics**

Medical practices must apply to gain access to the HPRy. The application form can be downloaded from www.sadi.org.au/hpry. One or more doctors within a practice must have consented to be in the HPRy in order to allow access to a practice.

2 Accessing the HPRy website

Open your web browser and enter www.healthproviders.com.au into the address bar: You must first select ‘I agree’ prior to logging on. Your username is your practice email (as supplied on the application form). Refer to confirmation fax for your password. Your username and password can be shared within your practice as the HPRy supports concurrent logons. If you have lost or forgotten your password contact the HPRy on hpry@sadi.org.au or (08) 8271 8988.



www.healthproviders.com.au

Health Provider Registry

LOG ON

Service Directory Log On

WARNING - the doctor's contact details on this registry are only to be used for direct patient care.

I agree:

Username:

Password:

LOG ON



Tip For easy access add this website address to your favourites and place a shortcut to this favourite on your desktop.

3 How do I add a doctor to my practice?

Directory | Download Page | **Edit your practice's details**

Click Here

- a.) Select the doctor from the pop down list. If the doctor is **not** listed they will need to fill in a HPRy consent form, which can be downloaded by clicking on the 'Doctor Application Form' hyperlink found directly below. Once the form is faxed back the HPRy office will automatically attach the doctor on your behalf i.e. you don't have to do anything more
- b.) If your doctor is listed, select the doctor's name and enter the 8 digit provider number. This must be valid as the HPRy conducts a HIC check digit test.
- c.) Enter the doctor's preferred mode of contact e.g. to receive discharge summaries. The method preferred by the HPRy is Fax.
- d.) Scroll to the bottom of the screen and choose 'Save'

Edit Practice

ID: 444

Name: HAMPSTEAD MEDICAL CLINIC

Practitioner(s):

name	Provider Number	Date Left (dd/mm/yy)	Communication Pref
AGZARIAN, JOHN (6) Edit	0302523B		Fax
FRANK, OLIVER R (285) Edit	0131325K		Personal Email
BARNARD, ANTHONY J (1235) Edit	203721EL	11/06/04	Fax
GUPTA, RUCHI (2453) Edit	2447357H	28/11/05	Practice Email
WILLIAMS, LAWRENCE J (2467) Edit	0160506Y		Fax
			Personal Email

(a)
 ELIAS, TONY J (3752)
 POPE, RICHARD O (3305)
 ABA, TYRONE (1)
 ABBOT, BEN A (2438)
 ABBOTT, MICHAEL A (3417)
 ABD AZIS, RAMZAN (2212)
 ABDUL KARIM, INAS (2132)
ABDUL WAHAB, ARIEF (2152)
 ABEGUNAWARDENE, THUSITHA (2450)
 ABEYRATNE, ARUNA S (2396)
 ABEYRATNE, MANIQUE E (2395)
 ABRAHAMS, JOCELYN E (2498)
 ADAMS, DAVID W (1549)
 ADAMS, MICHAEL B (2)
 ADAMS, NICHOLAS HS (3431)
 ADAMS, PHILIP (3566)
 ADEYEMI, OLUROTIMI A (2113)
 ADIE, JOHN (1627)
 ADZANKU, HUMPHREY K (2443)

Street Address:
 Street Suburb: HAMPSTEAD GARDENS - 5086 SA
 Postal Address: 255 NORTH EAST ROAD
 Postal Suburb: HAMPSTEAD GARDENS - 5086 SA
 Status: Active

Note: Unless the message is encrypted do NOT use this email address to transmit confidential information

4 How do I remove a doctor from my practice?

Directory | Download Page | **Edit your practice's detail**

Click Here

- a.) Enter the date left in the 'Date Left' column as shown below
- b.) Click on the Save button at the bottom of the screen

(a)

Name: HAMPSTEAD MEDICAL CLINIC				
Practitioner(s):	name	Provider Number	Date Left (dd/mm/yy)	Communication Pref
	AGZARIAN, JOHN (5) Edit	0302523B		Fax
	FRANK, OLIVER R (285) Edit	0131325K		Personal Email
	BARNARD, ANTHONY J (1235) Edit	203721EL	11/06/04	Fax
	GUPTA, RUCHI (2453) Edit	2447357H	28/11/05	Practice Email
	WILLIAMS, LAWRENCE J (2467) Edit	0160506Y		Fax

5 How do I update my practice details?

Directory | Download Page | **Edit your practice's detail**

Click Here

You can update the following practice based fields. The highlighted fields are mandatory. The Type fields indicate the service types your practice provides. Once updated click on the 'Save button'.

Type 1:	<input type="text" value="GP"/>	<input type="button" value="v"/>	
Type 2:	<input type="text" value="N/A"/>	<input type="button" value="v"/>	
Type 3:	<input type="text" value="N/A"/>	<input type="button" value="v"/>	
Type 4:	<input type="text" value="N/A"/>	<input type="button" value="v"/>	
Type 5:	<input type="text" value="N/A"/>	<input type="button" value="v"/>	
Email:	<input type="text"/>		Note: Unless the message is encrypted do NOT use this email address to transmit confidential information
Phone:	<input type="text" value="08 8261 1355"/>	eg. nn nnnn nnnn	
Fax:	<input type="text" value="08 8266 5149"/>	eg. nn nnnn nnnn	
Street Address:	<input type="text" value="255 NORTH EAST ROAD"/>		
Street Suburb:	<input type="text" value="HAMPSTEAD GARDENS - 5086"/>	<input type="button" value="v"/>	<input type="text" value="SA"/> <input type="button" value="v"/>
Postal Address:	<input type="text" value="255 NORTH EAST ROAD"/>		
Postal Suburb:	<input type="text" value="HAMPSTEAD GARDENS - 5086"/>	<input type="button" value="v"/>	<input type="text" value="SA"/> <input type="button" value="v"/>
Status:	<input type="text" value="Active"/> <input type="button" value="v"/>		
	<input type="button" value="Save"/>		

6 How do I update individual doctor details?



Click Here

- a) Click on the red edit button next to the appropriate doctor.

Name:

Practitioner(s):

name	Provider Number	Date Left (dd/mm/yy)	Communication Pref
AGZARIAN, JOHN (5) Edit (a)	0302523B		Fax
FRANK, OLIVER R (285) Edit	0131325K		Personal Email
BARNARD, ANTHONY J (1235) Edit	203721EL	11/06/04	Fax
GUPTA, RUCHI (2453) Edit	2447357H	28/11/05	Practice Email
WILLIAMS, LAWRENCE J (2467) Edit	0160506Y		Fax

- b.) The following screen will be displayed. Fields that are pink (shaded) are mandatory fields.

Title:
 Gender:
 FirstName:
 MiddleInitial:
 LastName:
 Type:
 Consent Given:
 Date of Consent: eg. dd/mm/yy
 Division(s):

Division	Date Left (dd/mm/yy)	Member	Follow Up
Adelaide North East DGP		<input type="text" value="Yes"/>	<input type="text" value="No"/>
		<input type="text" value="No"/>	<input type="text" value="No"/>

 More Divisions can be added during subsequent edits of this GP.
 Practice(s):

Practice	Provider Number	Date Left (dd/mm/yy)	Communication Pref
HAMPSTEAD MEDICAL CLINIC 255 NORTH EAST ROAD HAMPSTEAD (d)	0131325K		Personal Email
			Personal Email


 More Practices can be added during subsequent edits of this Doctor.
 Type 1:
 Type 2:
 Type 3: (c)
 Type 4:
 Type 5:
 Email: Note: Unless the message is encrypted do NOT use this email address to transmit confidential information
 Mobile: eg. nnnn nnn nnn
 Status:

- c.) The Type fields indicate the doctor's area of practice. Multiple types can be added e.g. GP and Anaesthetists. This will allow other doctors to search for doctors by type (see How to Print a Hard Copy of the Registry).
- d.) Practices and Divisions can also be added or removed from this screen using the pop down lists. If adding a new practice the provider number is mandatory.

7 How do I print a hard copy of the HPRy?

The HPRy appreciates that doctors and staff may wish to have a hard copy of the registry. This is not recommended as the contents of the registry are updated on a daily basis. If however you wish to print a hard copy click on the 'Printable List' option on the top menu bar (see below)

- a.) The list can be filtered by doctor type or speciality by changing the pop down list.
- b.) The list is **sorted** by doctor **type** e.g. speciality, **suburb** then **surname**.
- c.) If you wish to search by postcode or suburb enter the details into the 'Where' field. Multiple values can be entered by separating the postcodes or suburbs by commas. By default is set to Adelaide. The registry will search on part names e.g. Adelaide will include Adelaide CBD and North Adelaide.
- d.) To print the list, go to the file menu in the web browser and select Print.

 **Tip**: If you wish to search for a particular doctor use the search box (see How do I search the HPRy?)

8 How do I search for individual doctors and practices?

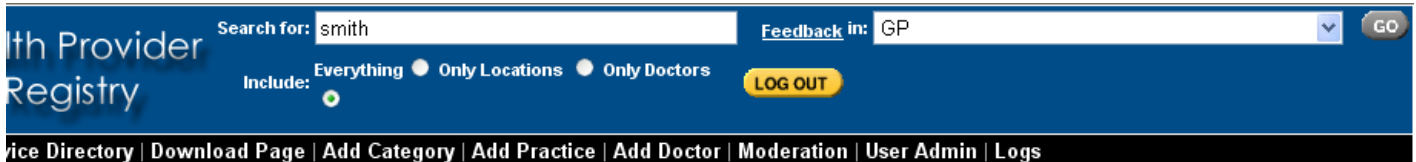
a.) Doctor Search

Type the doctor's name that you are looking for in the "Search for" window at the top of the screen.

Select the "Only Doctors" button under the window.

Select the type of doctor from the pop down list in the "Feedback in" window.

Click on the "GO" button.



The result of your search appears below.

For: "smith" Found: 13 GPs in All Categories.	
1.	ELLIOT-SMITH, ADRIAN (2247)
2.	LAWLOR-SMITH, CAROLYN (496)
3.	LAWLOR-SMITH, LAUREEN (497)
4.	LAWLOR-SMITH, LYNETTE (498)
5.	MURRAY-SMITH, SEAN (655)
6.	RUSHTON-SMITH, ROBERT (1718)
7.	SMITH, DONALD (857)
8.	SMITH, JOHN (2336)
9.	SMITH, MALENA (2214)
10.	SMITH, PAUL (2175)
11.	SMITH, PAULINE (859)

To view the details of a doctor click on the name and a pop-up screen will appear.

First Name: DONALD
Surname: SMITH
Middle Initial: S
Title: Dr
Gender: Male
Type: GP
Consent Given: Yes
Date of Consent: 01/20/05
Status: Active
Categories:
<ul style="list-style-type: none"> • General Practice
Practice(s):
<ul style="list-style-type: none"> • EASTWOOD MEDICAL CENTRE 49 GLEN OSMOND ROAD EASTWOOD 5063
Date left:
Provider Number: 0163592F
Communication Pref: Fax

To display the practice details of the selected doctor click on the desired practice name and the contact details of that practice will be displayed.

b.) Practice search

Type the Practice (Location) name that you are looking for in the “Search for” window at the top of the screen.

Select the “Only Locations” button under the window.

Select the type of doctor from the pop down list in the “Feedback in” window.

Click on the “GO” button.



The result of your search appears below.

For: "hampstead" Found: 5 Practices in All Categories.

- [DR P.C. GOEL SURGERY 257 HAMPSTEAD ROAD NORTHFIELD SA 5085 \(123\)](#)
- [FRESH COSMETIC DESIGN 193 NORTH EAST ROAD HAMPSTEAD GARDENS SA 5086 \(1214\)](#)
- [HAMPSTEAD MEDICAL CLINIC 255 NORTH EAST ROAD HAMPSTEAD GARDENS SA 5086 \(444\)](#)
- [NORTHFIELD SURGERY 325 HAMPSTEAD ROAD NORTHFIELD SA 5085 \(445\)](#)
- [TUDOR MEDICAL CENTRE 193 NORTH EAST ROAD HAMPSTEAD GARDENS SA 5086 \(597\)](#)

To view the details of a Practice Click on the name and a pop-up screen will appear.

Service Directory - Microsoft Internet Explorer

Name:HAMPSTEAD MEDICAL CLINIC
Status:Active
Categories:

- General Practice

Phone: 08 8261 1355
Fax: 08 8266 5149
Street Address:
255 NORTH EAST ROAD
HAMPSTEAD GARDENS 5086 SA
Postal Address:
255 NORTH EAST ROAD
HAMPSTEAD GARDENS SA 5086

PKI Enabled:No

c.) To begin a new search

Scroll back to the top of the doctor/practice listings from your current search till you can see the Search for window again (or press ctrl-Home) and repeat the procedure.



Tips & Tricks

- When using the Search function we recommend that you leave the default 'Everything' radio button selected to ensure that your search will find all possibilities.

Include: Everything

- The first few letters of a name are sufficient, especially if you are not sure of spelling.
eg thom =Thompson or Thomson or Thomas
- First or surnames can be entered in the **Search for** window.
- All search results will be listed alphabetically
For doctors = surname, first name
Practices(Locations) = organisation name
- NB** Some practices have *The* as the first word in the name so are listed in the T's
- Where doctors and practices both contain the text entered in the **Search for** window, doctors are listed first, followed by practices.

For: "mitchell" Found: 3 GPs in All Categories.
1. MITCHELL, DAVID (625)
2. MITCHELL, NOEL (626)
3. MITCHELL, PETER (1685)
For: "mitchell" Found: 2 Practices in All Categories.
1. DR NOEL J. MITCHELL 11 HOGGS ROAD MITCHAM SA 5062 (249)
2. KING WILLIAM ROAD SURGERY 1 MITCHELL STREET HYDE PARK SA 5061 (96)

9 Troubleshooting

Problem?	Try this
Can't log onto the HPRy website	<ul style="list-style-type: none"> • Check your user name and password. • If you have lost or forgotten your username or password contact the HPRy. • There may be a problem with the website. Contact the HPRy.
Can't find a doctor	<ul style="list-style-type: none"> • Make sure you have scrolled down through the entire list of doctors which match your search (they are listed in alphabetical order of surname) • Try using just part of the doctor's name, for example if you are searching for <i>Dr Thompson</i> and nothing is returned try shortening it to just <i>Thom</i> • The doctor may not be on the HPRy. See 'Adding a Doctor to your Practice'.
Can't find a practice	<ul style="list-style-type: none"> • Make sure you have scrolled down through the entire list of practices which match your search. (they are listed in alphabetical order of practice name) • Some practice names begin with <i>The</i>, so make sure you have scrolled down to the T section of the list of practices which match your search • Try shortening the practice name, for example if you are searching for the <i>Smith Family Medical Clinic</i> and nothing is returned, try shortening it to just <i>Smith</i>
Doctor record has no current practice – all practices have a <i>Date left</i>	Doctor's current location is unknown.
Practice fax is 99 9999 9999	This practice has no fax

10 Contact the HPRy

Email hpry@sadi.org.au
Phone 8271 8988
Fax 8271 8344