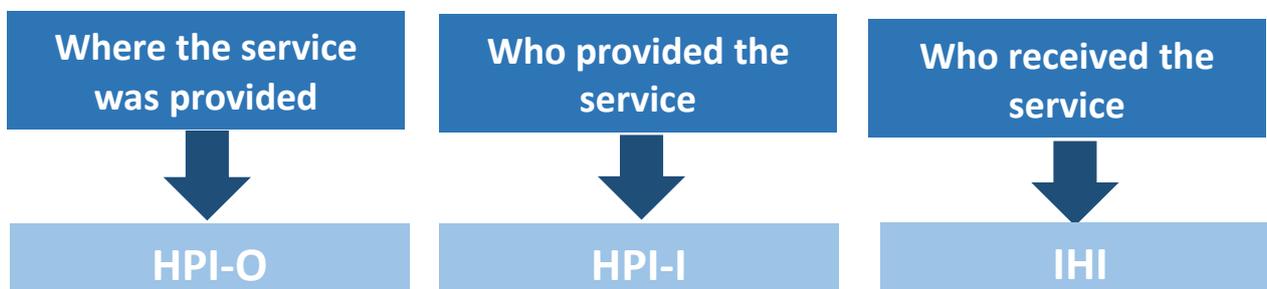# Factsheet
Communicare Settings

Communicare settings for accessing and uploading to the My Health Record system

The below screenshots show Communicare technical settings to enable uploading and viewing of the My Health Record system. These would usually be managed by your Communicare Administrator.

To access and use the My Health Record system organisations must have:

- Healthcare Identifiers including, Healthcare Provider Identifier - Organisation (HPI-O), Healthcare Provider Identifier-Individual (HPI-I) and Healthcare Identifier Individual (IHI)
- National Authentication Service for Health Public Key Infrastructure (NASH PKI)
- Conformant clinical information system (with certain configurations)
- My Health Record organisational policies

Healthcare identifiers

Where the service was provided	Who provided the service	Who received the service
↓	↓	↓
HPI-O	HPI-I	IHI

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Communicare Settings

Health Care Identifiers

For a **health care professional** to send to the My Health Record their HPI-I must be recorded in Communicare. A health professional has **one** HPI-I regardless of how many provider numbers they have.

File | Providers | <select provider>

The **Health Care Organisation** HPI-O, 16-digit number is located at:

File | Organisation Maintenance | <select organisation> | General

For details on Individual Health Care Identifiers see the **Validating IHI's Factsheet.**

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Communicare Settings

Certificates

NASH provides Public Key Infrastructure (PKI) certificates that help healthcare organisations and individuals to:

- Access the My Health Record system
- Send and receive messages securely using software that meets the requirements of Secure Message Delivery
- Access the NASH PKI directory - which lists healthcare providers and supporting organisations with an active NASH PKI certificate.

You can find your NASH certificate at: File | Reference Tables | Certificates
It is recommended that you document in the description the date the NASH certificate is due to expire.

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Communicare Settings

System Parameters settings

File | System Parameters | System

To enable access to the MHR you will need to have My Health Record access ticked. If you are providing Assisted registration you will need to have My Health Record Assisted registration ticked.

Organisations can decide if they would like to have the 'Select all Event Summary clinical items by default' ticked. If this is ticked when creating an event summary all clinical items will be ticked to send and the clinician can untick any that are not to be sent. This can significantly reduce the number of 'clicks' to author an event summary.

Factsheet
Communicare Settings

User Group

Communicare allows an organisation to manage access to functionality within Communicare based on user group. To enable user groups to access the My Health Record you will need to ensure the My Health Record Access is ticked. This can be managed at: File | User Groups | <select appropriate group> | System Rights

System rights must align to your organisations My Health Record policies.