

What can I do to prepare my practice for electronic prescription?

- **Update patient details** - Ensure all patients' (or carers') email and contact details (e.g. mobile phone number) details are recorded and up-to-date within your clinical information system. A Quality Improvement Activity can be completed for Quarter 3 (A PDSA has been developed and can be found [here](#)).
- **Connect to a Prescription Delivery Service**- Ensure that your practice is connected to a Prescription Delivery Service Existing services include [eRx](#) or [MediSecure](#) (a quick way to know- check if barcodes are being printed on your prescriptions!)
- **Apply for a HPI-O**- Ensure your practice has a Healthcare Provider Identifier-Organisation (HPI-O) and is connected to the Healthcare Identifiers (HI) service and a valid NASH certificate. The HPI-O is a core requirement for electronic prescriptions and organisations will need to register for this through PRODA. Practices that have registered for My Health Record will already have a HPI-O number. Please contact the EMPHN team at digitalhealth@emphn.org.au if you require any assistance.
- **Contact your software provider to confirm certificate required - You may require a NASH or Medicare PKI site certificate and link it to your HPI-O.** Please be aware NASH certificates have a 2 year expiry date and a new certificate will need to be requested and downloaded through PRODA.
- **Stay up to date**- Make sure you are on the most current version of your clinical software and that you are subscribed to their newsletters for updates. Check that the organisation's HPI-O number and provider's HPI-I's are entered into the clinical information software. You will also need to keep a lookout for any correspondence from them explaining what steps you will need to take to ensure your clinical information software is ready for electronic prescriptions.
- **Keep pharmacy details up to date**- Ensure your local pharmacies' details, including email, fax and if applicable, mobile phone number is entered into your electronic address books in your clinical software programs.
- **Comply with state legislation**- Check to ensure you are compliant with your local legislation such as the management of controlled medicines.
- **Educate your staff**- Keep your staff informed about electronic prescribing and how they may respond to patient's questions about electronic prescriptions.
- **Seek Help**- For further assistance there are a number of resources available to you including:
 - EMPHN's webinar recording [Electronic Prescribing Webinar – Update For Prescribers](#)
 - The Australian Digital Health Agency's (ADHA) [Electronic Prescribing – For Prescribers](#) and [FAQ's](#) pages
 - For assistance with any of these steps, please contact digitalhealth@emphn.org.au