

CONFIGURING YOUR NASH SHA-2 CERTIFICATE

Medical Director

To continue using My Health Record, E-Prescribing and all online Medicare services, organisations need to ensure they are using a NASH SHA-2 certificate to connect to the Healthcare Identifiers (HI) service.

So what do I need to do?

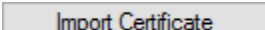
Before you begin, ensure you have downloaded your new NASH Certificate and have received its associated password/passphrase. See MedicalDirector PKI Certificate Renewal instructions [here](#).

1. Open MedicalDirector Clinical on any computer on your network.
2. Select **Tools > Options**.
3. Select the **Practice** tab.

The screenshot shows the 'Options' dialog box with the 'Practice' tab selected. The 'Practice name' is 'MedicalDirector Samples Database' and the 'Practice ID' is '888888'. Under 'Locations for ePIP Reporting only', there is a table with one entry: '1 MedicalDirector Samples Database'. The 'Details' section shows contact information for 'MedicalDirector Samples Database' at '205 Bourbong Street, Bundaberg'. It also shows 'My Health Record Certificate: No' and 'IHI Certificates: No'. At the bottom, there is an 'Auto-capitalise names' checkbox and 'Save' and 'Cancel' buttons.

4. Within the **Practice Locations** section, locate and select the Location that requires the updated NASH certificate.


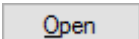
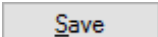
5. Click 

6. Within the **Location Details** window, locate and click 

The screenshot shows the 'Location Details' dialog box. The 'Organisation Type' is 'Aged Care Residential Services' and the 'Service Type' is 'Acupuncture service'. The 'eHealth Certificates' table has columns 'Certificate Type', 'Expiration Date', and 'Issued To'. It lists 'HI Signing', 'HI Encryption', and 'NASH'. The 'Import Certificate' button is highlighted.

7. Select **MyHealthRecord** from the drop-down list.

The screenshot shows the 'Import Certificate' dialog box. The 'Type' dropdown is set to 'My Health Record'. The 'Location' dropdown is set to 'HI Encryption'. The 'Password' field is empty. The 'Import' and 'Cancel' buttons are at the bottom.

8. Click  to browse to the Certificate file you downloaded earlier.
9. Locate and select the 'site.p12' file and click 
10. Enter the PIC Passphrase from the SMS message you received.
11. Click 

For further support:

Medical Director

Customer Service: 1300 300 161 (Option 1)
Then select from:

- Helix: (Option 1)
- Bluechip: (Option 2)
- Clinical: (Option 3)
- Pracsoft: (Option 4)

My Health Record Helpline

1900 723 471 (option 2 for Providers)

Digital Credentials (NASH PKI Certificates)

1800 700 199 or

ebusiness@humanservices.gov.au