The Online Provider Directory

Bp Learning

Sync a Provider

To sync and existing external provider to the Online Provider Directory:

1. **Click '**Shift + F8' or Setup > Providers > Other Clinics to open the Providers screen.
2. **Enter** the Surname and click the 'Online Provider Directory' button. Note search name defaults through.
   Click the 'Search Online Provider Directory' button.

The **FHIR Directory Search Form** displays with the internal provider from Bp VIP.net in the bottom section and the Online Provider Directory provider matched in the top section.

a. Synced Providers display with a ⟳.
b. Matched records are highlighted.
c. GP's are titled Family Medicine Specialist.
d. Records are also matched on Provider Numbers.
e. Ticks indicate provider uses Secure Messaging.
f. Synced providers display FHIR ID.

1. **Click '**Update existing provider' button to update and sync the provider record.
2. **Click Yes** on the 'Match provider' notification.
   The **Provider details** screen is displayed.
3. **Click** 'Copy Facility Address Details' button to copy the address to the Provider Contact Details.
4. **Click** 'OK' and 'Close' to complete.
   The Provider will display with the symbol in the Sync column on the **Providers** screen.

Add a Provider

Add an external provider from the Online Provider Directory:

1. **From** the **Patient Details (F3)** screen, **click '**Add' in the Provider section, or **click '**Shift + F8' or Setup > Providers > Other Clinics to open the Providers screen.
2. **In** the **Providers** screen, **click** 'Online Provider Directory'.
3. **Enter** the First name followed by Surname (format required for Online Provider Directory), or a few letters of each name separated by a space or either the first name or surname only and click the 'Online Provider Directory' button. You can also search by the full Provider No, Type or full HPI-I number.
4. **Click** 'Search Online Provider Directory'.
   If the provider does not match a provider on your database, the Create New external provider button displays.

5. **Click** to create an external provider record.

The **Provider** screen is displayed.

6. **Click** 'Copy Facility Address Details' button.
7. **Click** 'OK' and 'Close' to complete.

The new provider will display in the patients Providers.

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Sending Secure Messages

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When a correspondence or referral record is sent from Bp VIP.net, recipients who are synced with the Online Provider Directory will automatically receive the HL7 message. Their provider and facility record will also be checked against the Online Provider Directory as part of the sending process.

1. **Create** the letter and select the Recipients.

Note: The **Recipients** screen will display the 'Preferred Method of RSD' with an EDI address under the providers name.
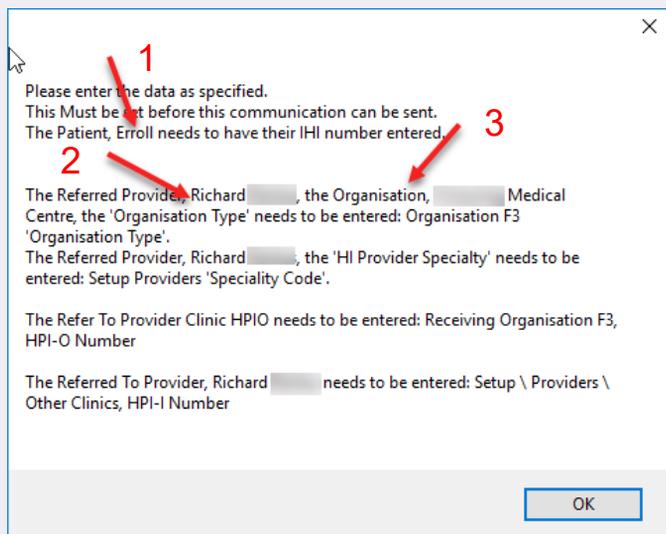
2. **Click** Print/Send or Print/Lock.

Updating provider directory information..
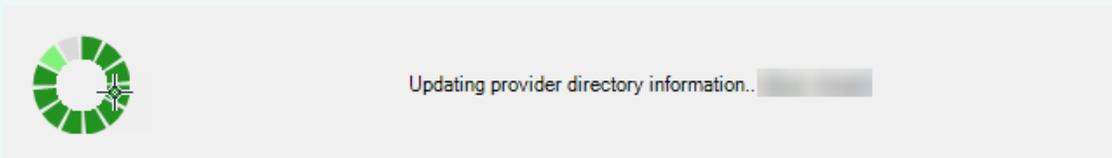
A notification of 'Updating provider directory information.. Will quickly display and if the message sends successfully, a Referral/Discharge Sent message is displayed. The patients message will display the Status of 'Waiting' until it's transmitted.

If you see the following notification, it indicates that important information required for sending to a Provider via the Secure Messaging is missing.

Please enter the data as specified.
This Must be set before this communication can be sent.
The Patient, Erroll needs to have their IHI number entered.

The Referred Provider, Richard ▮▮▮▮, the Organisation, ▮▮▮▮ Medical Centre, the 'Organisation Type' needs to be entered: Organisation F3 'Organisation Type'.
The Referred Provider, Richard ▮▮▮▮, the 'HI Provider Specialty' needs to be entered: Setup Providers 'Speciality Code'.

The Refer To Provider Clinic HPIO needs to be entered: Receiving Organisation F3, HPI-O Number

The Referred To Provider, Richard ▮▮▮▮ needs to be entered: Setup \ Providers \ Other Clinics, HPI-I Number

OK

1. The data missing may be from the **patient**, e.g. IHI Number
2. The data missing may be from the **receiving provider** (Referred to Provider), e.g. Speciality Code and HPI-I Number
3. The data missing may be from the **receiving provider's facility**, e.g. Organisation Type and HPI-O Number.

This information will often be populated in the Provider and Facility records when a new provider is either added from or synced with the Online Provider Directory.

If this information is not available from the Online Provider Directory, you will need to add it to either the **Providers** record or the **Provider's Facility** record.

1. **Once the data is complete, resend the message**.

Shift + F8 (Provider)

F3 (Organisation)
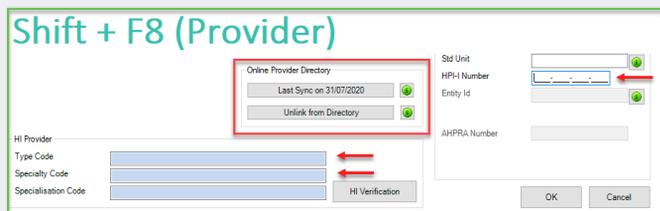
Note: The Last Sync button shows the date of the last Sync. Click to re-sync to the Online Provider Directory.

When a NEW provider is created from the Online Provider Directory, a Facility record is also created if you do not have the existing matching record in your Bp VIP.net database. Be aware if you do have the same facility but it does not match on identical data, a new Facility record will be created. Merge the old Facility record with the new record.

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