

## Using your Eclipse location certificate to access Medicare's HPOS website

This document explains how to install your practice location certificate to enable checking patients' Medicare details on the Medicare website. Each computer that needs to access HPOS needs the certificate installed on that local machine. This process is different to installing the certificate for using Eclipse in Access Anaesthetics, and will not interfere with the Eclipse setup.

### Certificate installation

Medicare provides a number of documents (20-32 pages) on how to install the certificate. To simplify the process for clients using Windows XP and Internet Explorer, we have reduced this to the following steps.

1. Insert the Medicare CD and view the list of files.
2. Double click on **fac\_encrypt.p12**. Follow the prompts and accept all the default settings. Enter your Medicare PIC code into the password field on the third page. (If you want to enter your own password every time you log onto HPOS services, you should check the box 'Enable strong private key protection...' on page 3 of the dialog box. See the more detailed instructions below if you want to do this.)
3. Double click on **fac\_sign.p12** and follow the prompts, again entering your PIC on page 3.
4. Double click on **trust.p12**, and follow the prompts. Use the generic password Pass-123 instead of your Medicare PIC.

Vista users: Step 4 is quite different and you need to follow the steps in one of the documents below, starting from the heading 'Installing Chain of Trust certificates for Vista'.

Firefox users: The entire process is different and you should follow the steps in the Medicare document below.

### Detailed installation instructions

There are separate documents on the Medicare website for...

- XP without password
- XP with password
- Vista without password
- Vista with password
- Firefox with Mac OS
- Firefox with XP or Vista

Go to <http://www.medicareaustralia.gov.au/> > For health professionals > Doing business with... > Online Business > Register > Applying for certificates > Installing certificates for use...

### Logging on to HPOS

After installing the certificate, log on to **Health Professional Online Services (HPOS)** as follows... <http://www.medicareaustralia.gov.au/>, click on 'For health professionals', click on HPOS Logon.

To check Medicare details, on the lower right of the page, click Logon with PKI (location certificate).

### Individual certificates

If you have an individual certificate, you will be able to access additional functions. The most useful of these is that doctors can add practice locations and provider numbers. There is little to gain for practices in having individual certificates for their doctors.

### Problems

There is a Trouble Shooting Guide on the Medicare website. Alternatively contact the Medicare eBusiness service centre on 1800 700 199.