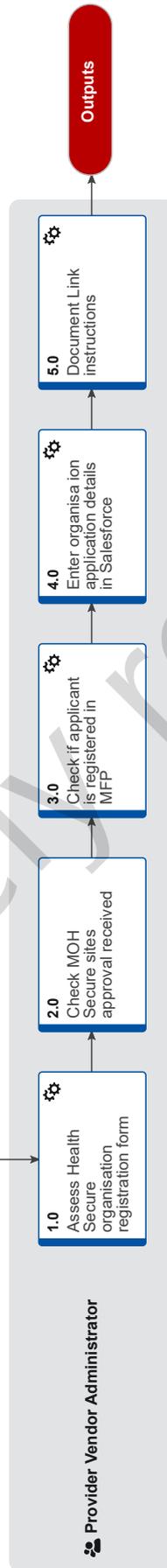


Register an organisation for Digital Certificate Issuance with NZHSRA v4.0



Summary

Objective

To register an organisation (Health care Service Provider) for Digital Certificate Issuance with New Zealand Health and Disability Sector Registration Authority (HZHSRA). Organisation must register with HZHSRA if they require their staff to be issued Digital Certificates. •

Prerequisite:

Either of the following must have occurred before an application can be processed:

- Ministry of Health has granted organisation access to the Health Network
- Organisation is registered as an ACC provider

Background

This process is performed by ACC on behalf of NZHSRA.

A Digital Certificate is an electronic "password" that allows a person or organisation to exchange data securely over the Internet using the public key infrastructure (PKI). Digital Certificate is also known as a public key certificate or identity certificate. PKI comprises of the technology to enables secure e-commerce and Internet based communication.

Owner

[Name withheld]

Expert

Procedure

1.0 Assess Health Secure organisation registration form

Provider Vendor Administrator

- a** Check all fields on Health Secure organisation registration form are complete and correct.

 HealthSecure organisation registration form

NOTE What do I need to check?

Check that:

- All mandatory fields as indicated on the form have been completed.
- Organisation name is less than 64 characters including spaces.
- Organisation name does not have any special characters.
- If requesting ACC access, organisation name should have only 40 characters (due to the ACC's application firewall)
- MFP Vendor ID should be the Master Organisation Vendor ID of the practice/Individual

NOTE What if the organisation is a Sole Trader?

Sole Traders do not need to complete the 'Organisation Authorised Signatories' information on the Registration form.

NOTE What if the form is incomplete?

- Create a contact for the applicant in Salesforce
- Save the organisation/user application form in the incomplete document folder using the following formatting:
For an Organisation: Name of the OrganisationORG.pdf eg.ACCOrg.pdf.
For a User: John Smith.pdf e.g.: John Smith.pdf.
- Send an email to the applicant via Salesforce using the Incomplete Application email template.
- This process ends.

 Return an incomplete Organisation or User application.docx

NOTE What if a PO Box address has been provided for the delivery address?

Advise user that if Certificate is not signed for at point of delivery, there's no way to track if it has been received and that risk is at users expense if DC needs to be revoked and reissued

- b** Verify the witness recorded on the application form by checking their details on the appropriate membership website.

NOTE What if the witness cannot be verified?

Contact the respective registration authority to verify the witness, notifying the client of any delay.
If the organisation is a NZ Chartered Accountants, google the firm that they work for, then go to the NZCA to confirm their membership.

- c** Confirm what form of access is required by the client by reviewing Section 2 of the completed application form

NOTE What if the access is for CareConnect?

Application does not require MOH Approval. Go to "Check if the applicant is registered in MFP".

2.0 Check MOH Secure sites approval received

Provider Vendor Administrator

- a** Check if MOH has provided confirmation the organisation has been approved for access to Ministry of Health secure sites

NOTE **How do I check if MOH has approved access?**

By checking in MOH Approvals folder to see if approval email received

NOTE **What if confirmation has not been received?**

- Email MOH onlinehelpdesk@moh.govt.nz requesting confirmation they have received an application from the client. If they confirm, proceed with set up.
- If MOH have not received an application but the organisation is registered with ACC, proceed with set up.
- If MOH have not received an application and the organisation is not registered with ACC, advise the client they will need to contact MOH to obtain Network access.

3.0 Check if applicant is registered in MFP

Provider Vendor Administrator

- a** Confirm whether applicant is registered in MFP as a Provider or Vendor.

NOTE **What if they are registered as a Provider or Vendor**

- Providers can register with a Digital Certificate to lodge ACC45's, Vendor registration not required.
- For Electronic invoicing applicant has to be registered as a Vendor with ACC.

NOTE **What if the organisation is not registered in MFP?**

Contact applicant to discuss registration/reasons why they are wanting a Digital Certificate. If appropriate, process the application. If not, advise reason for not processing.

4.0 Enter organisation application details in Salesforce

Provider Vendor Administrator

- a** Enter application details in Salesforce.

5.0 Document Link instructions

Provider Vendor Administrator

- a** In Windows Explorer, locate the relevant folder where the Org Registration form has been saved.
- b** Paste the Path into the empty Signatory Document Link box.
- c** While still in the Sig Doc Link box: type a backslash “\” and then type the filename and extension, eg. \Active Plus.pdf

The Link box should read:

W:\PSD\01 Team\08 Provider Servicing\03 Performance\03 Reports\02 PVR\Registration Authority Folder\NZHSRA - Production\1. Authorised Signatories new link