

[My Health Record \(MHR\)](#)

This page is designed to guide your team through the process of connecting to My Health Record (MHR) via your FYDO account. It outlines the key steps to ensure a seamless integration, helping your hospital streamline the process of uploading of Discharge Summaries.

By preparing ahead of time, you'll have everything needed for a smooth transition, allowing both staff and patients to benefit from a more connected healthcare experience.

Explore the page to ensure your team is ready for this important integration, and feel free to contact us with any questions at **(02) 9632 0026** or **support@alturahealth.com.au**

On the 28th of November 2023 we partnered with the **Australian Digital Health Agency** to present a webinar to our customers. This webinar provided essential information on the steps required for your hospital's integration with MHR.

Click the link below to access the slideshow from this presentation. It offers step-by-step instructions on tasks like **how to register a seed organisation, registering for PRODA, linking your Healthcare Identifiers to HPOS, registering your organisation for HPI-O, and more.**

[Implementing My Health Record in a Private Hospital or Day Surgery Webinar](#)

Additional information on how to register your organisation for My Health Record can be accessed [here](#).

My Health Record Timeline

The [Advisory AS18/11: Implementing systems that can provide clinical information into the My Health Record system](#) outlines the timeframes for implementation of a system to upload Discharge Summaries to MHR.

As of September 2024, this advisory stated:

To comply with Actions 1.17 and 1.18, health service organisation must:

- *By June 2024, have developed a detailed plan that complies with:*
 - *all requirements of Part 5 of the Rule;*
 - *user of national patient and provider identifiers (IHIs, HPI-Os, HPI-Is); and,*
 - *user of standard national terminologies.*
- *By December 2024, have ongoing monitoring and evaluation of compliance with the requirements of Action 1.17 and 1.18.*

Accrediting agencies are required to:

- *Review evidence that:*

- From July 2024, the organisation has completed a gap analysis, has a detailed plan and the plan is being implemented
- From January 2025, the organisation has a system to monitor and evaluate compliance with Action 1.17 and 1.18.
- Rate Action 1.17 as met, only if the organisation demonstrates achievement of the specific requirements of the Action in the relevant year.
- Rate Action 1.18 as met only if the organisation demonstrates embedded processes in accordance with the specific requirements of the Action in the relevant year.
- Rate Actions 1.17 and 1.18 as met with recommendations if there is evidence of a gap analysis and finalised plan endorsed by executive and the plan is being implemented and monitored (NB. where these requirements are met, these actions may be rated 'met with recommendation' for no more than one accreditation cycle).



The information above outlines that, from January 2025, the health service organisation are expected to **works towards implementing** systems capable of providing clinical information to MHR. Additionally, organisations must have **processes that**

- **describe access to the system** and
- **maintain the accuracy and completeness of information the organisation uploads**

What can you do to prepare for the MHR integration?

Facilities can ensure they are ready for the integration as soon as it becomes available by:

- Ensuring they have registered their organisation and obtained their **HPI-O**
- Collecting the individual **HPI-I's** of their doctors
- Review **Advisory AS18/11** to conduct the required gap analysis and ensure a detailed plan is in place and being implemented.
- Await an email, from us at FYDO, that advises of our **CSP number** so that you can link your **HPI-O**
- **Set required access levels** for all staff to Upload and Remove Discharge Summaries from MHR. This can be done by an authorised staff member from your facility by navigating to **Settings > User Groups**.

We appreciate your patience and support as we continue to undergo conformance testing, with the Australian Digital Health Agency, to implement this integration with MHR.

Hospital Appointments Screen - Right Click Menu

Most functions available in the Appointments Screen can be accessed by selecting the required episode & using your mouse to right click. This menu can also be accessed with a single click on the appointment time which allows users on tablets to access the menu as well.





1. **Make an Appointment** allows users to add a booking
2. **Edit Episode** allows users to amend an existing booking
3. **Copy Appointment** allows users to copy an existing booking & paste it to another time or date
4. **Cut Appointment** allows users to move an existing booking & past it to another time or date
5. **Paste Appointment** allows users to place an appointment that they have previously copied or cut
6. **Episodes** gives a list of all episodes for that patient, along with financial information
7. **Arrived** gives users the ability to mark patients as arrived as they present to the facility
8. **Unarrived** gives users the ability to undo the above function if it has been performed accidentally
9. **Excess/Deposit** is where a receipt for a patient payment can be generated
10. **Admit** is the page where the admission time & information is recorded
11. **Discharge** is the page where the discharge time & information is recorded
12. **Theatre** is the page where all the theatre information including times, item numbers, other services etc are recorded
13. **Coding** is the page that the relevant diagnosis & procedure codes are entered & where the episode can be grouped
14. **Inpatient** is where information regarding scheduled inpatient procedures, bed allocation & leave can be recorded
15. **Certificate** is where Type C, Type B, psychiatric etc certificates can be entered into FYDO to be transmitted electronically via ECLIPSE
16. **Clinical Indicators** is where certain indicators relating to the episode can be recorded. This feature allows for efficient collation of statistical data
17. **Confirmed** gives users the option to make appointments as confirmed
18. **Check List** allows users to mark off tasks easily & efficiently as they are complete e.g., OEC, IFC, Consent Form etc
19. **Send SMS** gives the user the option to send an SMS to the patient or to their pickup person
20. **Chart Labels** is where labels can be printed for the patient chart
21. **Wristband** is where a wristband label can be printed for the patient
22. **Delete Appointment** allows users to remove an appointment from the system. This option does not appear on any reports & is it is only suggested to use this option if the appointment was made in error. *(For all cancelled appointments use the Cancelled field in the appointment screen)*
23. **Document** is where all documents that have been generated in FYDO & have been scanned into FYDO are kept
24. **Create Letter** allows users to create letters in FYDO from preloaded templates
25. **Quick Form** allows users to print other forms that have been loaded into the database. For example, DVA Claim Forms or Discharge Summaries
26. **HC21 Left** will print the side of the HC21 form that the patient must sign

27. **HC21 Right** will print the side of the HC21 form that displays all the codes pertaining to the episode & the side that the Authorising Hospital Officer will need to sign for manual claims
 28. **HC21 Back** will print the back of the HC21 form that is required for Certificates
 29. **Create Invoice** is where users will go to invoice the episode
 30. **IFC** is where users will go to generate an Informed Financial Consent for the episode
 31. **OEC** is where users will go to perform an Online Eligibility Check for the patient for that admission
 32. **EMR** will be displayed if the facility integrates with an external Electronic Medical Record system
-

[Obtaining ATSI Statistical Data \(Hospital\)](#)

From time to time, it will be necessary to report on Aboriginal & Torres Strait Islander statistics. FYDO makes this extremely easy using the Episode Stats report.





1. Select **Reports** from the main menu
2. Select **Episode Stats**

3. In the **Group By (Primary)** field select **Indigenous**
4. Select the date range required in the **From & To** fields
5. Click **Update**



The report will give you the total number & percentage total of episodes that fall under each category.



[Unadmit or Undischarge a Hospital Episode](#)

If an episode is accidentally admitted or discharged, the user can Un-admit or Un-discharge following the steps below.

1. Navigate to the appointment that needs to be Un-admitted and/or Un-discharged
2. Use the **Right Click Menu** to select **Episodes**

3. If the episode has been admitted, **& discharged**, Right Click on the required Episode and select
Un-discharge

4. The user will be asked to **Confirm** that they are sure they want to un-discharge the episode.

5. The Right Click process will need to be repeated to then **Un-admit** the episode


6. The user will again be prompted to **confirm** that they want to un-admit the episode.

7. Once this process has been followed, click **Back to Appointments** and the episode will have been returned to the status of **B** for **Booked**

[Hospital Cancer Registry Data](#)

FYDO gives users the ability to enter Cancer Registry information & export the data for ease of submission.

Once the coding has been entered, by following the instructions on [Hospital Coding](#), you are able to click on the **Cancer Registry** icon.



This will open up a screen that allows you to **Add Cancer Information**.



Once in the Cancer Registry screen, enter all relevant information for your state & click **Save**.



The Cancer Registry Data can then be exported in the same manner that you export all your monthly data.

For more information on Data Extracts, see [Hospital Data Extracts](#)

[Hospital Appointment Screen Custom Views - All View](#)

FYDO gives users the ability to customise the Appointments Screen to allow them to view the information that is important to their role. This assists in workflow & efficiency & allows users to view different information depending on the task that they are undertaking.

All custom views that are created for each facility are available to all users. Each user is then able to select their favourite view to open as their default. These instructions will provide ideas for different views & the set up required to accomplish them. For further details on how to create custom views please see the page on [Creating Custom Views](#)

Included below are examples of **All View** ideas. Please see our other pages on **Individual & Weekly View** ideas for those view types.

Administration View



Doctors Name View



Status Colours View



IFC Complete View



Procedure View



Hospital Appointment Screen Custom Views - Individual View

FYDO gives users the ability to customise the Appointments Screen to allow them to view the information that is important to their role. This assists in workflow & efficiency & allows users to view different information depending on the task that they are undertaking.

All custom views that are created for each facility are available to all users. Each user is then able to select their favourite view to open as their default. These instructions will provide ideas for different views & the set up required to accomplish them. For further details on how to create custom views please see the page

on [Creating Custom Views](#)

Included below are examples of **Individual View** ideas. Please see our other pages on **All & Weekly View** ideas for those view types.

Administration Pre-Operative Process



Pre-Operative Phone Calls View



Theatre View



Recovery View



Patient Contact Information View



Status View



In addition to creating the Status Custom View the user will need to ensure the desired colours are set up in

Settings > System Configuration > Hospital.



Coding View



Billing View



Hospital Coding

Once the episode is complete it is required to be Coded. The episode needs to be Admitted for the Coding Screen to be made available. FYDO integrates with TurboGrouper & utilising this program, along with FYDO will result in a seamless coding & grouping process.



1. The Coding Screen can be located by navigating to the **Appointments Screen**
2. Use the **Search** feature to find a specific patient *or*
3. Use the **Calendar** to view a specific date
4. Once the episode has been located, use the **Right-Click Menu** to select **Coding** (*Or use the Fast Key 'g'*)



5. The **Coder** field will automatically populate with the current user's name
6. **Copy Previous Coding** will populate all fields according to a previous admission (*This feature is especially handy when a patient has reoccurring admissions for the same procedure*)
7. **Documents** will open a new tab, allowing the user to view scanned documents while coding
8. When a **Diagnosis Codes** is added, a new line will display below to enter the next code (*This field searches Codes or Descriptions*) The **Type & Indicator** can be selected for each individual line
9. **Anaesthetic Types** are populated from the **Edit Appointment Screen** and can be edited if necessary (*Any changes made here will be reflected in the Edit Appointment Screen*)
10. **Visit to Theatre** is populated from the **Discharge Screen** and can be edited if necessary (*Any changes made here will be reflected in the Discharge Screen*)
11. **Show MBS** allows the user to hover over the button to display the MBS items that have been entered into the **Theatre Screen** (*If these items need to be amended the user will need to navigate to the Theatre Screen*)
12. When a **Procedure Code** is added, a new line will display below to enter the next code (*This field searches Codes or Descriptions*)
13. Once all required data has been entered click **Save**



14. Once the coding has been saved the user will be able to obtain the **DRG** by running the **Grouper** (if TurboGrouper is installed)
15. Ensure the correct **DRG Version** is selected (A default DRG Version can be set up for each fund in **Settings > Health Funds** which will then populate in this field)
16. Click **Run Grouper**. This will complete the DRG Code field, the MDC field & the Date Grouped field
17. Once complete click **Exit** to return to the appointments screen



18. The episode will now display a “**C**” to identify that it has been coded
19. Users are also able to use the **Filter** dropdown to view **Uncoded** episodes only

[How to Find Your Minor ID](#)

The minor ID, also referred to as the Location ID, will sometimes be required by Medicare. It is the same as your ADV client number. Here's how to find it in FYDO:

1. Hover over the **Support** icon
2. Your **Minor ID** will be displayed in the heading



[Hospital Appointment Screen Custom Views - Weekly View](#)

FYDO gives users the ability to customise the Appointments Screen to allow them to view the information that is important to their role. This assists in workflow & efficiency & allows users to view different information depending on the task that they are undertaking.

All custom views that are created for each facility are available to all users. Each user is then able to select their favourite view to open as their default. These instructions will provide ideas for different views & the set up required to accomplish them. For further details on how to create custom views please see the page on [Creating Custom Views](#)

Included below are examples of **Weekly View** ideas. Please see our other pages on **Individual & All View** ideas for those view types.

Administration View



Confirmed View



Coding View

