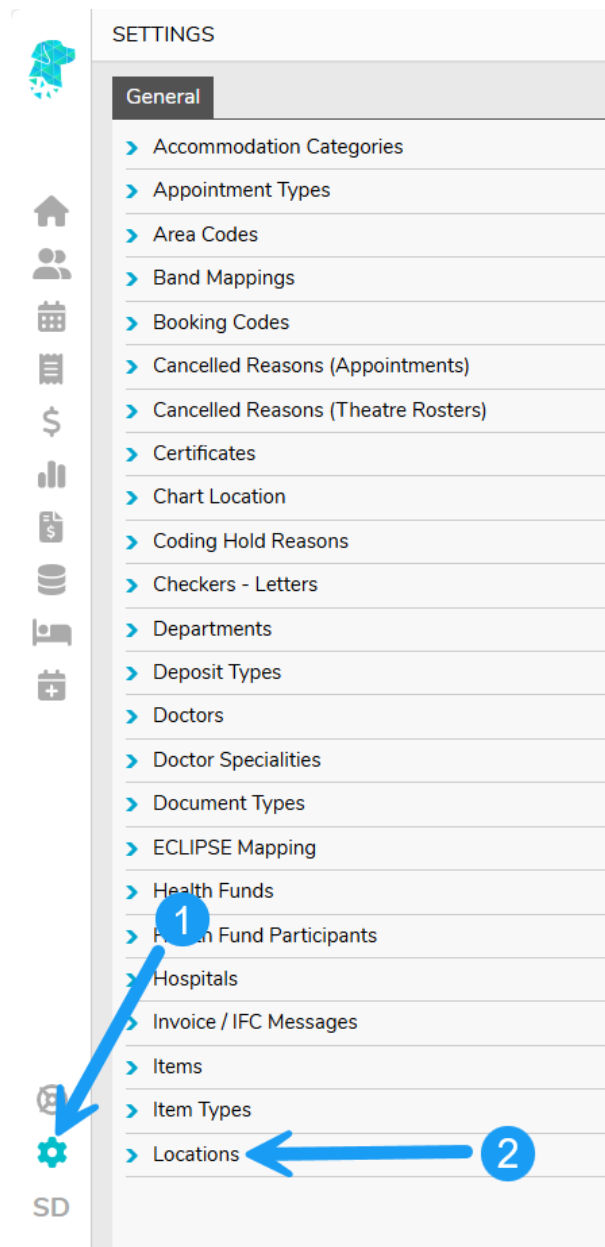


My Health Record - Adding your Organisations HPI-O to FYDO

In order to upload Discharge Summaries to My Health Record organisations will need to have completed the registration process & received a *Healthcare Provider Identifier - Organisation (HPI-O)*. This number needs to be entered into FYDO by following the instructions below.

Navigate to **Settings**
Select **Locations**



Double click on the required Location & Click **Edit**

SETTINGS > LOCATIONS > HOSPITAL AND NSW (HOSPITAL)

Location Details

Name: Hospital and NSW ID: 2

Address: 123 Hospital Highway

Suburb: RINGWOOD QLD 3134

HPI-O: [Redacted] **HPI-O check** Status: - Last Verified: -

ACN: 012-345-678

ABN: 12-345-678-910

Phone: (11)1111-1111

Fax: (22)2222-2222

Email: [Redacted]

Contact: [Redacted]

Status: Active

Edit

Enter in the organisations **HPI-O** and click **Save**

SETTINGS > LOCATIONS > HOSPITAL AND NSW (HOSPITAL)

Location Details

Name: Hospital and NSW ID: 2

Address: 123 Hospital Highway

Suburb: RINGWOOD QLD 3134

HPI-O: 800 [Redacted] Status: - Last Verified: -

ACN: 012-345-678

ABN: 12-345-678-910

Phone: (11)1111-1111

Fax: (22)2222-2222

Email: [Redacted]

Contact: [Redacted]

Status: Active

Save **Cancel**

You will then be able to click **HPI-O Check** and see the **Status** and **Last Verified** date and time.

SETTINGS > LOCATIONS > HOSPITAL AND NSW (HOSPITAL)

Location Details

Name: Hospital and NSW ID: 2

Address: 123 Hospital Highway

Suburb: RINGWOOD QLD 3134

HPI-O: 800 [Redacted] **HPI-O check** Status: Active Last Verified: 28/10/2025 10:01:55 AM

ACN: 012-345-678

ABN: 12-345-678-910

Phone: (11)1111-1111

Fax: (22)2222-2222

Email: [Redacted]

Contact: [Redacted]

Status: Active

Edit

A successful verification will be indicated with a **GREEN** border around the number as per above.

For more helpful information related to **My Health Record** visit our associated wiki pages to:

Add your **doctors** HPI-I to FYDO [here](#).

Check a **patients** IHI in FYDO [here](#).

Upload a **discharge summary** in FYDO [here](#).