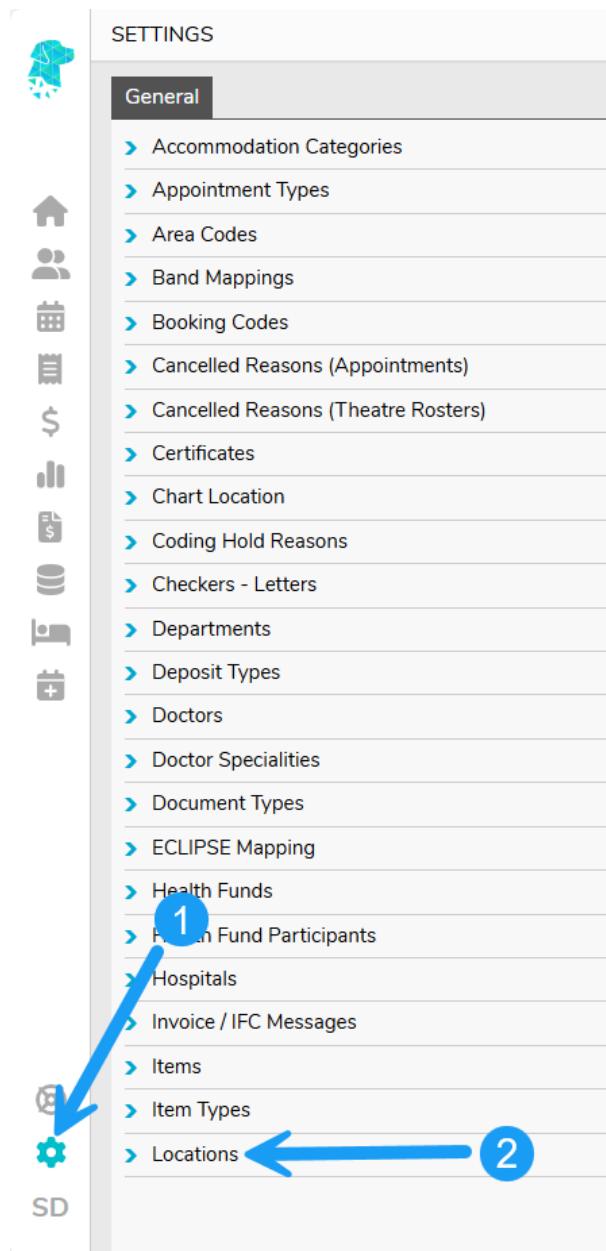


My Health Record - Adding your Organisations HPI-O to FYDO

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	ACN: 012-345-678
Address: 123 Hospital Highway		ABN: 12-345-678-910
Suburb: RINGWOOD	QLD	Phone: (11)1111-1111
HPI-O: 800	Status: -	Fax: (22)2222-2222
HPI-O check		Email:
Status: <input checked="" type="checkbox"/> Active		Contact:

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

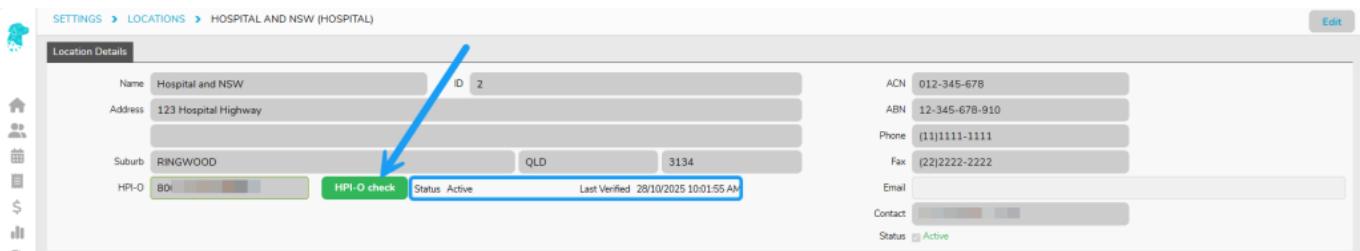


SETTINGS > LOCATIONS > HOSPITAL AND NSW (HOSPITAL)

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Name: Hospital and NSW	ID: 2	ACN: 012-345-678
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Suburb: RINGWOOD	QLD	Phone: (11)1111-1111
HPI-O: 800	Status: -	Fax: (22)2222-2222
HPI-O check		Email:
Status: <input checked="" type="checkbox"/> Active		Contact: 8

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	ACN: 012-345-678
Address: 123 Hospital Highway		ABN: 12-345-678-910
Suburb: RINGWOOD	QLD	Phone: (11)1111-1111
HPI-O: 800	HPI-O check	Fax: (22)2222-2222
Status: Active		Email:
Last Verified: 28/10/2025 10:01:55 AM		Contact: 8

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](#).