

HealthLink Provider Directory

User Guide

What is AUPD?

The Australian Provider Directory (AUPD) is HealthLink's central online directory of all Australian practices that receive electronic messages via HealthLink. It allows you to quickly find the correct HealthLink EDI (Electronic Data Interchange) address for your messaging contacts, ensuring your correspondence is sent securely and efficiently.

To make the most of AUPD, set HealthLink as your preferred Secure Messaging Delivery (SMD) provider in your Practice Management Software (PMS) address book. This includes replacing any Argus addresses with their equivalent HealthLink EDI.

Having access to AUPD means you can easily manage and update your messaging contacts, helping to streamline communication across the healthcare network.

Logging in

1. Go to the AUPD login page <https://aupd.healthlink.net/login.php>
(Tip: Save this link to your browser favourites for quick access.)
2. Enter your username and password and click **sign in**. Please note that in most cases your username is your HealthLink messaging address (EDI)

3. You will be taken to the HealthLink Directory listing.

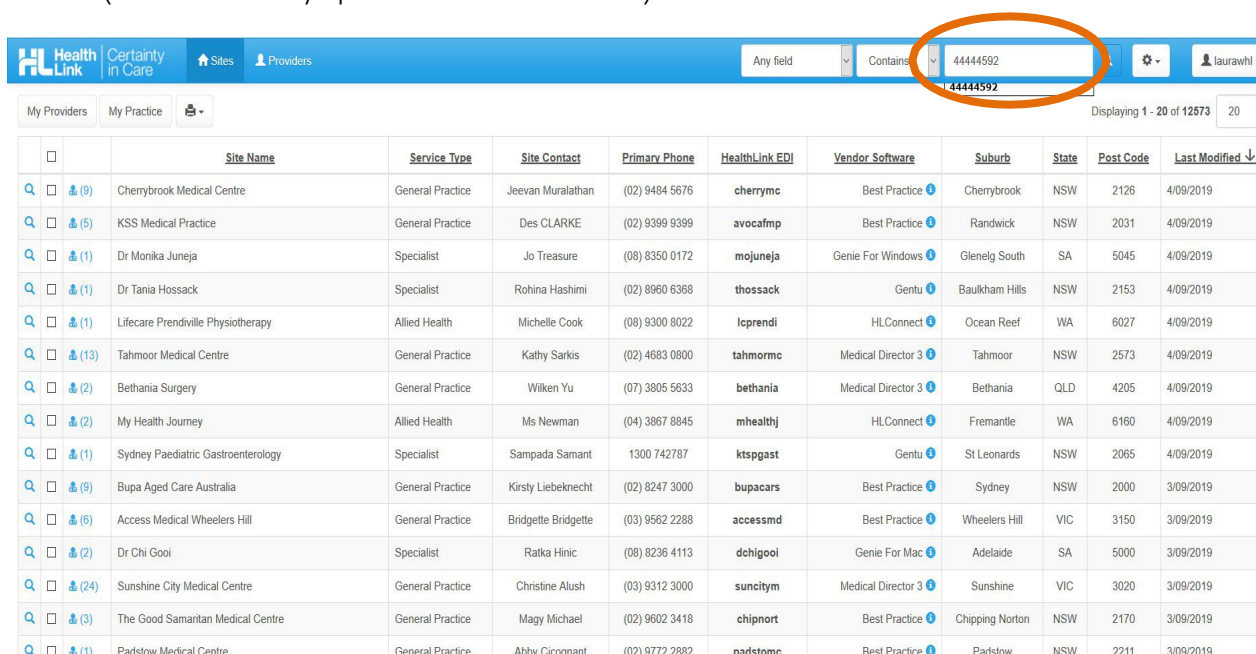
HL HealthLink Certainty in Care Sites Providers Any field Contains search laaurawhl											
My Providers My Practice + Displaying 1 - 20 of 12573 20											
		Site Name	Service Type	Site Contact	Primary Phone	HealthLink EDI	Vendor Software	Suburb	State	Post Code	Last Modified ↓
☐	☐	Cherrybrook Medical Centre	General Practice	Jeevan Muralathan	(02) 9484 5676	cherrymc	Best Practice 1	Cherrybrook	NSW	2126	4/09/2019
☐	☐	KSS Medical Practice	General Practice	Des CLARKE	(02) 9399 9399	avocafmp	Best Practice 1	Randwick	NSW	2031	4/09/2019
☐	☐	Dr Monika Juneja	Specialist	Jo Treasure	(08) 8350 0172	mojuneja	Genie For Windows 1	Glenelg South	SA	5045	4/09/2019
☐	☐	Dr Tania Hossack	Specialist	Rohina Hashimi	(02) 8960 6368	thossack	Gentu 1	Baulkham Hills	NSW	2153	4/09/2019
☐	☐	Lifecare Prendville Physiotherapy	Allied Health	Michelle Cook	(08) 9300 8022	lcprenid	HLConnect 1	Ocean Reef	WA	6027	4/09/2019
☐	☐	Tahmoor Medical Centre	General Practice	Kathy Sarkis	(02) 4683 0800	tahmormc	Medical Director 3 1	Tahmoor	NSW	2573	4/09/2019
☐	☐	Bethania Surgery	General Practice	Wilken Yu	(07) 3805 5633	bethania	Medical Director 3 1	Bethania	QLD	4205	4/09/2019
☐	☐	My Health Journey	Allied Health	Ms Newman	(04) 3967 8845	mhealthj	HLConnect 1	Fremantle	WA	6160	4/09/2019
☐	☐	Sydney Paediatric Gastroenterology	Specialist	Sampada Samant	1300 742787	ktspgast	Gentu 1	St Leonards	NSW	2065	4/09/2019
☐	☐	Bupa Aged Care Australia	General Practice	Kirsty Liebknecht	(02) 8247 3000	bupacars	Best Practice 1	Sydney	NSW	2000	3/09/2019
☐	☐	Access Medical Wheelers Hill	General Practice	Bridgette Bridgette	(03) 9562 2288	accessmd	Best Practice 1	Wheelers Hill	VIC	3150	3/09/2019
☐	☐	Dr Chi Gooi	Specialist	Ratka Hinic	(08) 8236 4113	dchigooi	Genie For Mac 1	Adelaide	SA	5000	3/09/2019
☐	☐	Sunshine City Medical Centre	General Practice	Christine Alush	(03) 9312 3000	suncitym	Medical Director 3 1	Sunshine	VIC	3020	3/09/2019
☐	☐	The Good Samaritan Medical Centre	General Practice	Magy Michael	(02) 9602 3418	chipnort	Best Practice 1	Chipping Norton	NSW	2170	3/09/2019
☐	☐	Padstow Medical Centre	General Practice	Abby Cicognant	(02) 9772 2882	padstomc	Best Practice 1	Padstow	NSW	2211	3/09/2019
☐	☐	Central West Podiatry	Allied Health	Tanya Bagley	(08) 9943 8220	cwpodiat	Best Practice 1	Geraldton	WA	6530	3/09/2019
☐	☐	Dr Narelle Martin's Private Women's Health Clinic	General Practice		(07) 4782 2200	nlmartin	Best Practice 1	Home Hill	QLD	4806	3/09/2019
☐	☐	Cooper Street Clinic	General Practice	Tahlia Bar-Ami	(02) 9328 5444	coopersc	Best Practice 1	Double Bay	NSW	2028	3/09/2019

Searching in the Directory

Searching for a HealthLink Enabled Site

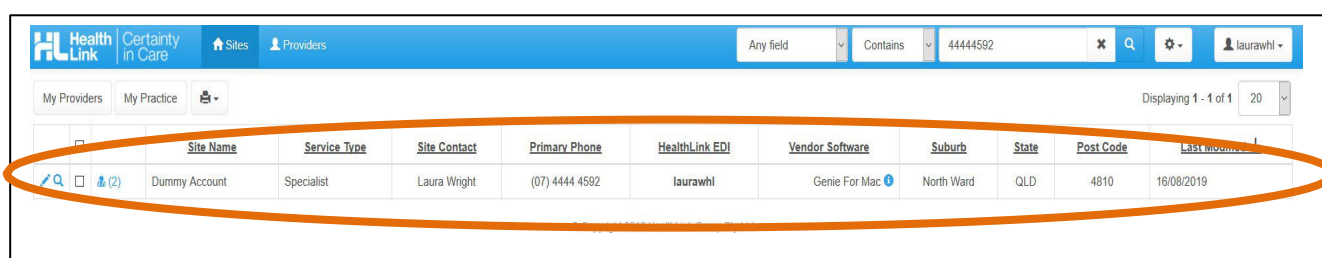
When searching the directory for the HealthLink EDI of the Health Care Provider that you wish to send to, we highly recommend that you search for a site using their phone number. We find that most sites may change their name and address, but they will keep their phone number.

1. In the search field, type the phone number and click **search**
(Do not add any spaces or the area code)



	Site Name	Service Type	Site Contact	Primary Phone	HealthLink EDI	Vendor Software	Suburb	State	Post Code	Last Modified
☐	Cherrybrook Medical Centre	General Practice	Jeevan Muralathan	(02) 9484 5676	cherrymc	Best Practice	Cherrybrook	NSW	2126	4/09/2019
☐	KSS Medical Practice	General Practice	Des CLARKE	(02) 9399 9399	avocafmp	Best Practice	Randwick	NSW	2031	4/09/2019
☐	Dr Monika Juneja	Specialist	Jo Treasure	(08) 8350 0172	mojuneja	Genie For Windows	Glenelg South	SA	5045	4/09/2019
☐	Dr Tania Hossack	Specialist	Rohina Hashimi	(02) 8960 6368	thossack	Gentu	Baulkham Hills	NSW	2153	4/09/2019
☐	Lifecare Prendville Physiotherapy	Allied Health	Michelle Cook	(08) 9300 8022	lcprenndi	HLConnect	Ocean Reef	WA	6027	4/09/2019
☐	Tahmoor Medical Centre	General Practice	Kathy Sarkis	(02) 4683 0800	tahmormc	Medical Director 3	Tahmoor	NSW	2573	4/09/2019
☐	Bethania Surgery	General Practice	Wilken Yu	(07) 3805 5633	bethania	Medical Director 3	Bethania	QLD	4205	4/09/2019
☐	My Health Journey	Allied Health	Ms Newman	(04) 3867 8845	mhealthj	HLConnect	Fremantle	WA	6160	4/09/2019
☐	Sydney Paediatric Gastroenterology	Specialist	Sampada Samant	1300 742787	ktspgast	Gentu	St Leonards	NSW	2085	4/09/2019
☐	Bupa Aged Care Australia	General Practice	Kirsty Liebknecht	(02) 8247 3000	bupacars	Best Practice	Sydney	NSW	2000	3/09/2019
☐	Access Medical Wheelers Hill	General Practice	Bridgette Bridgette	(03) 9562 2288	accessmd	Best Practice	Wheelers Hill	VIC	3150	3/09/2019
☐	Dr Chi Gooi	Specialist	Ratka Hinic	(08) 8238 4113	dchigooi	Genie For Mac	Adelaide	SA	5000	3/09/2019
☐	Sunshine City Medical Centre	General Practice	Christine Alush	(03) 9312 3000	suncitym	Medical Director 3	Sunshine	VIC	3020	3/09/2019
☐	The Good Samaritan Medical Centre	General Practice	Magy Michael	(02) 9602 3418	chipnort	Best Practice	Chipping Norton	NSW	2170	3/09/2019
☐	Padstow Medical Centre	General Practice	Ashw Cinnamant	(02) 9772 2882	padstome	Best Practice	Padstow	NSW	2211	3/09/2019

2. If there is an entry that matches the phone number, it will bring up the details of that site. You can see complete details of the site by clicking on the site Name. Should you wish to see the providers associated with this site, click on the providers icon and it will show you the providers details for that site.



	Site Name	Service Type	Site Contact	Primary Phone	HealthLink EDI	Vendor Software	Suburb	State	Post Code	Last Modified
☐	Dummy Account	Specialist	Laura Wright	(07) 4444 4592	laurawhl	Genie For Mac	North Ward	QLD	4810	16/08/2019

- Once you establish that the Provider you require is listed, you can copy and paste the HealthLink EDI to your address book (NB: do not include any spaces at the end or beginning of the EDI, or the message will not be sent). The HealthLink EDI should only contain a combination of eight letters or/and numbers.

Back to Sites Site > Dummy Account (laurawhl)

Site Name Dummy Account
Service Type Specialist
HealthLink EDI laurawhl
Vendor Software Genie For Mac
Site Contact Laura Wright
Primary Phone (07) 4444 4592
Primary Fax
Physical Address 4/69 Eyre Street North Ward QLD 4810
Site Description

My Practice My Providers

Displaying 1 - 2 of 2

	HealthLink EDI	Provider Type	Provider Title	Provider First Name	Provider Last Name	Provider ID	Site Name	Vendor Software	Last Modified
☐	laurawhl		Dr	Sleepy	DOCTOR	12345ZZ	Dummy Account	Genie For Mac	16/08/2019
☐	laurawhl		Dr	Test	DUMMY	12345WW	Dummy Account	Genie For Mac	16/08/2019

© Copyright 2019 HealthLink Group Pty Ltd

Search for a Provider

- Select the Provider tab

HealthLink Certainty in Care

Any field Contains search

My Practice My Providers

Displaying 1 - 20 of 62038

	HealthLink EDI	Provider Type	Provider Title	Provider First Name	Provider Last Name	Provider ID	Site Name	Vendor Software	Last Modified
☐	avocafmp	General Practice	Dr	Rebecca	LING	4463239A	KSS Medical Practice	Best Practice	4/09/2019
☐	avocafmp	General Practice	Dr	Sarah	WILKINSON	059901CF	KSS Medical Practice	Best Practice	4/09/2019
☐	avocafmp	General Practice	Dr	Susan	SOUTHGATE	048231DX	KSS Medical Practice	Best Practice	4/09/2019
☐	avocafmp	General Practice	Dr	Brenton	KERMODE	0331269F	KSS Medical Practice	Best Practice	4/09/2019
☐	avocafmp	General Practice	Dr	Samuel	HAY	2329279J	KSS Medical Practice	Best Practice	4/09/2019
☐	icprendi	Physiotherapist	Mr	Brad	BROWN	5276381L	Lifecare Prendville Physiotherapy	HLConnect	4/09/2019
☐	tahmormc	General Practice	Dr	Tonse	PRASAD	027733CA	Tahmoor Medical Centre	Medical Director 3	4/09/2019
☐	tahmormc	Skin Cancer and Melanoma	Dr	Janet	NINIO	045753HK	Tahmoor Medical Centre	Medical Director 3	4/09/2019
☐	tahmormc	General Practice	Dr	Hans	RAMLOCHUN	4343749Y	Tahmoor Medical Centre	Medical Director 3	4/09/2019
☐	tahmormc	General Practice	Dr	Himanthi	BALASURIYA	4443734H	Tahmoor Medical Centre	Medical Director 3	4/09/2019
☐	tahmormc	General Practice	Dr	David	SOR	220711FK	Tahmoor Medical Centre	Medical Director 3	4/09/2019
☐	innerwst	General Practice	Dr	Mitchell	PARKER	4790546L	Your Doctors	Best Practice	4/09/2019
☐	innerwst	General Practice	Dr	Anna	THAI	476419AJ	Your Doctors	Best Practice	4/09/2019
☐	innerwst	General Practice	Dr	Anna	THAI	476419BX	Your Doctors	Best Practice	4/09/2019
☐	bethania	General Practice	Dr	Sylvia	YU	233840BF	Bethania Surgery	Medical Director 3	4/09/2019
☐	innerwst	General Practice	Dr	David	RANKIN	0333899K	Your Doctors	Best Practice	4/09/2019
☐	innerwst	General Practice	Dr	Nicholas	DE ROSA	461803LH	Your Doctors	Best Practice	4/09/2019
☐	innerwst	General Practice	Dr	Nicholas	DE ROSA	461803HY	Your Doctors	Best Practice	4/09/2019

2. In the search area input the provider number or the provider name and then click on the search icon. It will bring up the Health Care Provider's details if they are in the directory with that provider number or provider name. You can now copy and paste the HealthLink EDI to your address book.

HealthLink Certainty in Care

Any field Contains 227071Rj

My Practice My Providers

	HealthLink EDI	Provider Type	Provider Title	Provider First Name	Provider Last Name	Provider ID	Site Name	Vendor Software	Last Modified
☐	avocafmp	General Practice	Dr	Rebecca	LING	4463239A	KSS Medical Practice	Best Practice	4/09/2019
☐	avocafmp	General Practice	Dr	Sarah	WILKINSON	059901CF	KSS Medical Practice	Best Practice	4/09/2019
☐	avocafmp	General Practice	Dr	Susan	SOUTHGATE	048231DX	KSS Medical Practice	Best Practice	4/09/2019

HealthLink Certainty in Care

Any field Contains 227071Rj

My Practice My Providers

	HealthLink EDI	Provider Type	Provider Title	Provider First Name	Provider Last Name	Provider ID	Site Name	Vendor Software	Last Modified
☐	laurwptl	IT Manager	Mrs	Laura	WRIGHT	227071Rj	Laura Portal Account	HealthLink	23/07/2019

© Copyright 2019 HealthLink Group Pty Ltd

Search functions

The search function on the **Providers and Sites Tabs** will allow you to refine searches, such as by postcode, EMR, and specialty area.

1. Select the **Providers or Sites tabs**

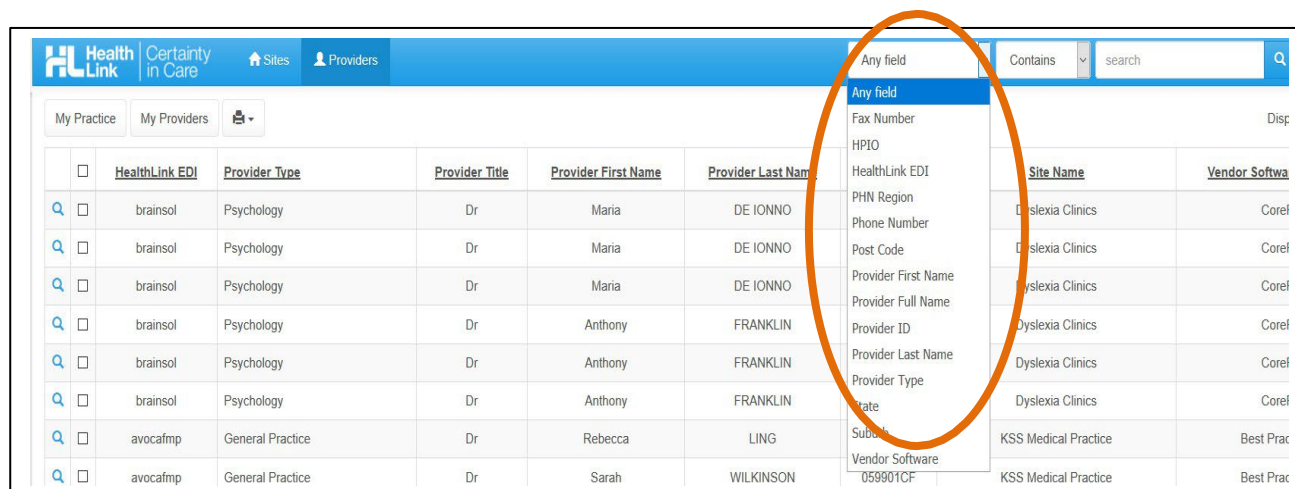
HealthLink Certainty in Care

Any field Contains search

My Providers My Practice

	Site Name	Service Type	Site Contact	Primary Phone	HealthLink EDI	Vendor Software	Suburb	State	Post Code	Last Modified
☐	Dyslexia Clinics	Allied Health	Anthony Franklin	(08) 7127 4938	brainsol	CorePlus	Darwin	NT	800	4/09/2019
☐	Cherrybrook Medical Centre	General Practice	Jeevan Muralathan	(02) 9484 5676	cherrymc	Best Practice	Cherrybrook	NSW	2126	4/09/2019
☐	KSS Medical Practice	General Practice	Des CLARKE	(02) 9399 9399	avocafmp	Best Practice	Randwick	NSW	2031	4/09/2019
☐	Dr Monika Juneja	Specialist	Jo Treasure	(08) 8350 0172	mojuneja	Genie For Windows	Glenelg South	SA	5045	4/09/2019
☐	Dr Tania Hossack	Specialist	Rohina Hashimi	(02) 8960 6368	thossack	Gentu	Baulkham Hills	NSW	2153	4/09/2019
☐	Lifecare Prendiville Physiotherapy	Allied Health	Michelle Cook	(08) 9300 8022	lcprenedi	HLConnect	Ocean Reef	WA	6027	4/09/2019
☐	Tahmoor Medical Centre	General Practice	Kathy Sarkis	(02) 4683 0800	tahmormc	Medical Director 3	Tahmoor	NSW	2573	4/09/2019
☐	Bethania Surgery	General Practice	Wilken Yu	(07) 3805 5633	bethania	Medical Director 3	Bethania	QLD	4205	4/09/2019
☐	My Health Journey	Allied Health	Ms Newman	(04) 3867 8845	mhealthj	HLConnect	Fremantle	WA	6160	4/09/2019
☐	Sydney Paediatric Gastroenterology	Specialist	Sampada Samant	1300 742787	ktsgast	Gentu	St Leonards	NSW	2065	4/09/2019
☐	Bupa Aged Care Australia	General Practice	Kirsty Liebknecht	(02) 8247 3000	bupacars	Best Practice	Sydney	NSW	2000	3/09/2019
☐	Access Medical Wheelers Hill	General Practice	Bridgette Bridgette	(03) 9562 2288	accessmd	Best Practice	Wheelers Hill	VIC	3150	3/09/2019

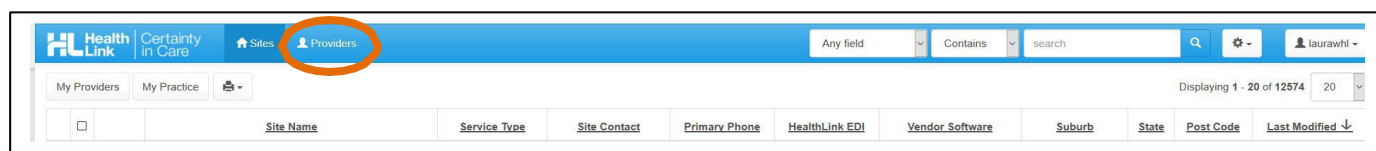
- Click on **Any Field** and choose a specific field



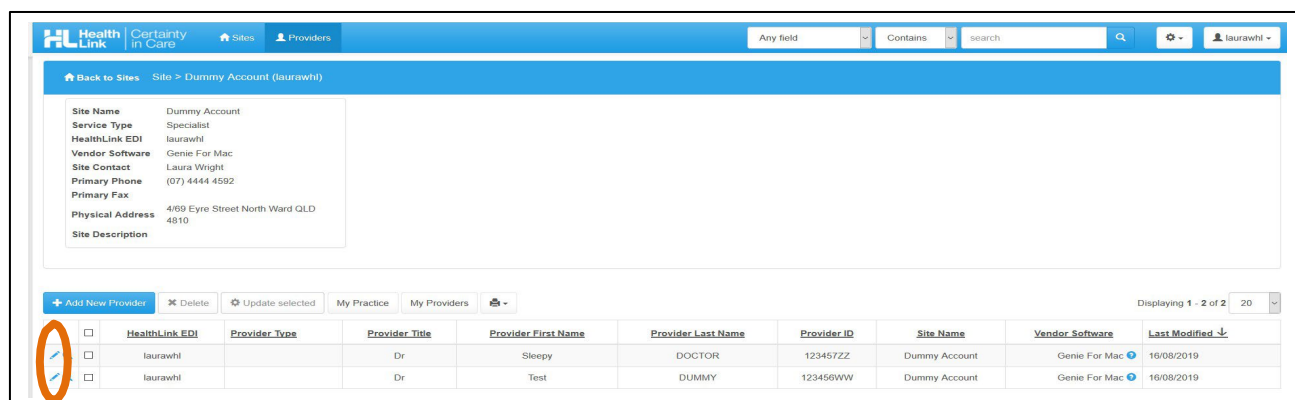
Updating your Practice and Provider details

You can update your practice details so that other HealthLink users can easily find your practice. Keeping your practice and provider details up to date will ensure more HealthLink members can find your practice and send to it securely saving you time and money.

- Click on **My Providers** on the left-hand side to update provider details



- Once the screen appears select the provider you wish to edit by selecting the pencil icon on the left-hand side



- Once the screen appears make any necessary changes and select **Save**. Areas with a red * are a required field

Providers > Edit > (123457ZZ)

Provider Type * General Practice

Provider Title * Dr

Provider First Name * Sleepy

Provider Last Name * Doctor

Provider Full Name

Provider ID * 123457zz

HealthLink EDI * laurawhl

HPII

Provider Email

Email Published ☐

Checking this box will make your email address visible to all directory users
[Privacy Policy](#)

Save **Cancel** **View** **Reset**

- Click on **My Practice** on the left-hand side to update the Practice details

HealthLink Certainty in Care

Sites Providers

Any field Contains search

My Providers **My Practice**

Displaying 1 - 20 of 12574 20

	Site Name	Service Type	Site Contact	Primary Phone	HealthLink EDI	Vendor Software	Suburb	State	Post Code	Last Modified
☐										

- Once the screen appears make any necessary changes and select Save.
Areas with a red * are a required field

Sites > Edit > Dummy Account (laurawhl)

Site Details

Site Name *

Dummy Account

HealthLink EDI *

laurawhl

HPIO

Service Type *

Specialist

Primary Contact

Select

Laura

Wright

Primary Phone *

(07)

44444592

Primary Fax

Select

Primary Email

laura.wright@healthlink.net

Email Published

☐

Checking this box will make your email address visible to all directory users [Privacy Policy](#)

Physical Address

4/69 Eyre Street

Physical Address

Suburb *

North Ward

PHN Region

Northern Queensland

State

QLD

Post Code

4810

Vendor Software *

Genie For Mac

Site Information

Site Description

I.T Information

User Info

Save

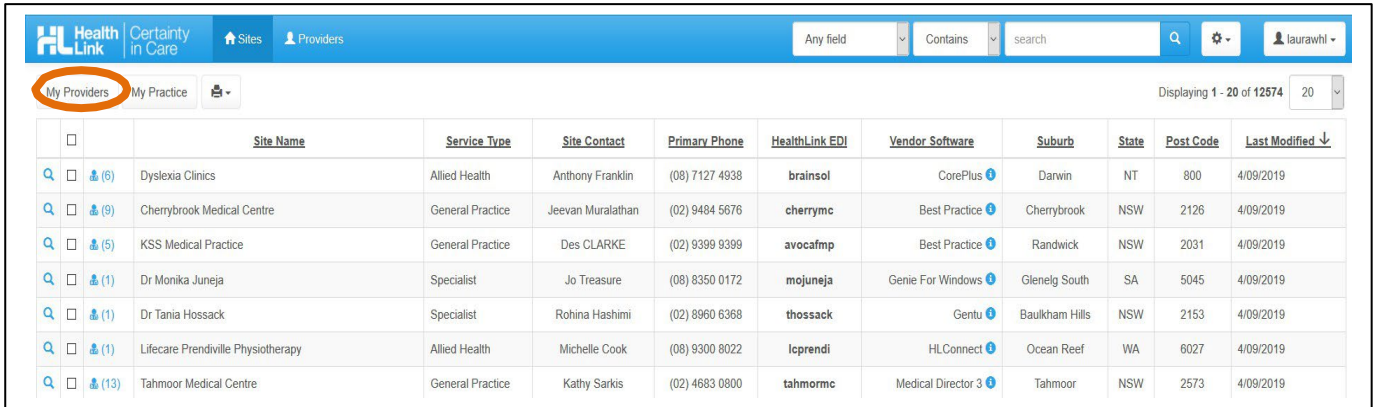
Back to list

Reset

View

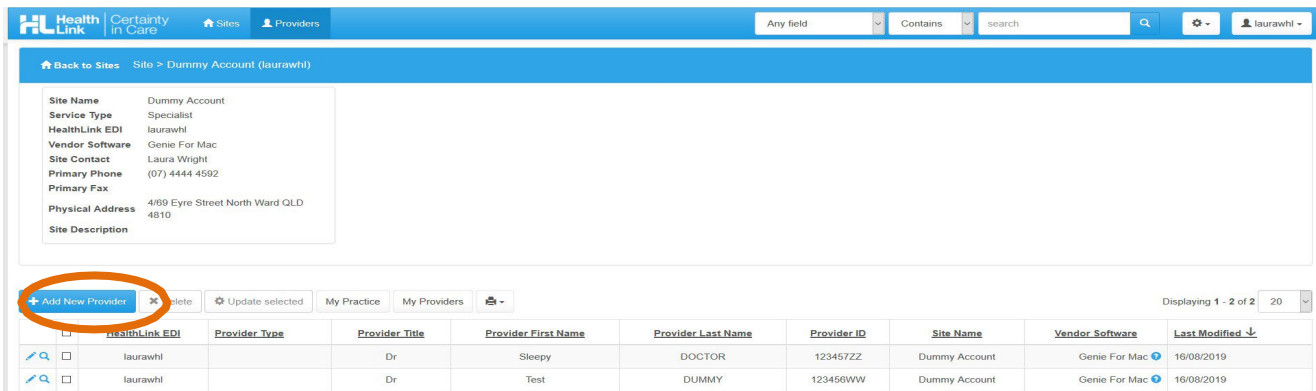
Adding a Healthcare Provider

1. Click on My Providers



	Site Name	Service Type	Site Contact	Primary Phone	HealthLink EDI	Vendor Software	Suburb	State	Post Code	Last Modified
(6)	Dyslexia Clinics	Allied Health	Anthony Franklin	(08) 7127 4938	brainsol	CorePlus	Darwin	NT	800	4/09/2019
(9)	Cherrybrook Medical Centre	General Practice	Jeevan Muralathan	(02) 9484 5676	cherrymc	Best Practice	Cherrybrook	NSW	2126	4/09/2019
(5)	KSS Medical Practice	General Practice	Des CLARKE	(02) 9399 9399	avocafmp	Best Practice	Randwick	NSW	2031	4/09/2019
(1)	Dr Monika Juneja	Specialist	Jo Treasure	(08) 8350 0172	mojuneja	Genie For Windows	Glenselg South	SA	5045	4/09/2019
(1)	Dr Tania Hossack	Specialist	Rohina Hashimi	(02) 8960 6368	thossack	Gentu	Baulkham Hills	NSW	2153	4/09/2019
(1)	Lifecare Prendville Physiotherapy	Allied Health	Michelle Cook	(08) 9300 8022	lcprenedi	HLConnect	Ocean Reef	WA	6027	4/09/2019
(13)	Tahmoor Medical Centre	General Practice	Kathy Sarkis	(02) 4683 0800	tahmormc	Medical Director 3	Tahmoor	NSW	2573	4/09/2019

2. Once the screen appears select Add New Provider



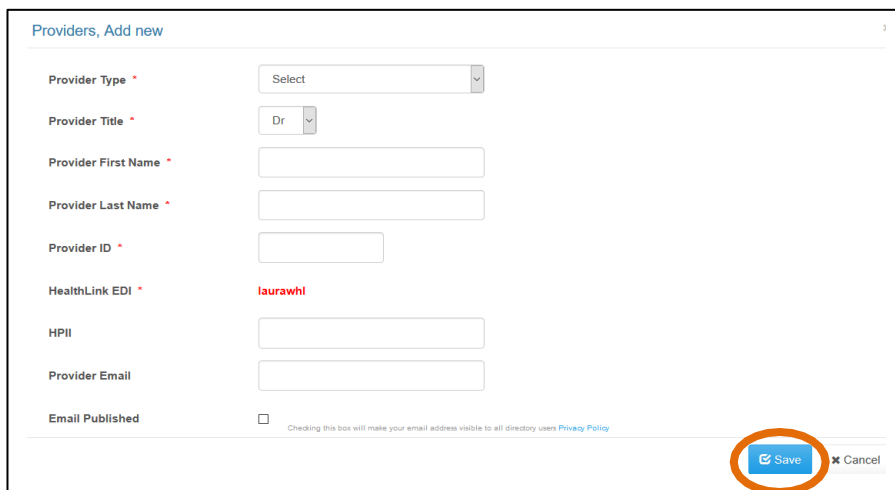
Back to Sites Site > Dummy Account (laurawhl)

Site Name: Dummy Account
 Service Type: Specialist
 HealthLink EDI: laurawhl
 Vendor Software: Genie For Mac
 Site Contact: Laura Wright
 Primary Phone: (07) 4444 4592
 Primary Fax:
 Physical Address: 4/69 Eyre Street North Ward QLD 4810
 Site Description:

+ Add New Provider Update selected My Practice My Providers

HealthLink EDI	Provider Type	Provider Title	Provider First Name	Provider Last Name	Provider ID	Site Name	Vendor Software	Last Modified
laurawhl	Dr	Sleepy	DOCTOR	123457ZZ	Dummy Account	Genie For Mac	16/08/2019	
laurawhl	Dr	Test	DUMMY	123456WW	Dummy Account	Genie For Mac	16/08/2019	

3. Enter the healthcare provider details and select **Save**. Areas with a red * are a required field.



Providers, Add new

Provider Type *

Provider Title *

Provider First Name *

Provider Last Name *

Provider ID *

HealthLink EDI * laurawhl

HPII

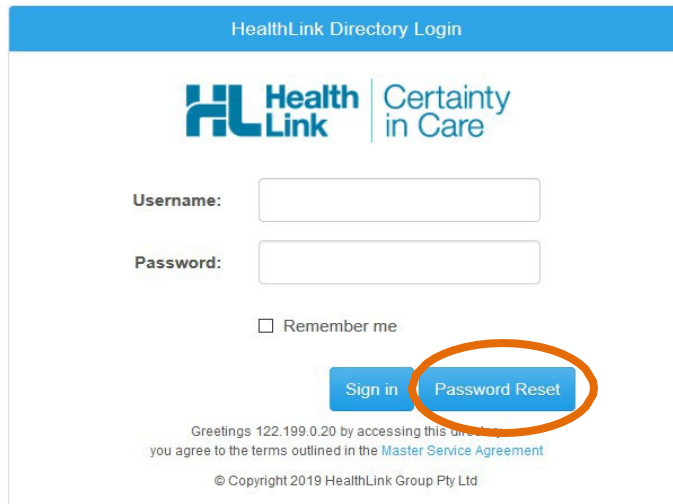
Provider Email

Email Published ☐ Checking this box will make your email address visible to all directory users [Privacy Policy](#)

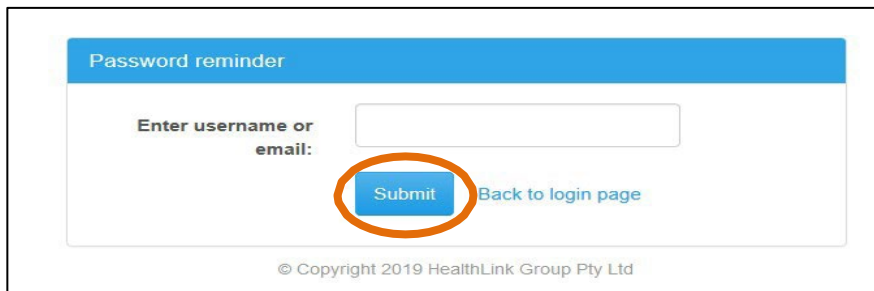
Save Cancel

Forgot Password

1. Select **Password Reset** from the login page



2. Enter username or your email address and click **Submit**



A message stating that your **Login and password were sent to your email address** will show.

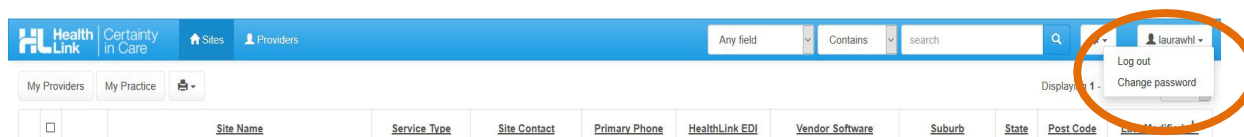
Once you have received the emailed, please click on the link and you will be taken to the screen to enter a new password.

Once you have entered the new password a message stating that **Password was changed** will show. Click on the **Back** button and you will be taken back to the login screen.

Reset your password

Once you are logged on to the directory you can change your password at any time.

1. Click on your username on the far-right hand corner and select **Change Password**



2. Enter your old password, a new password and confirm the new password the click **submit**.
Once submit has been selected it will give you a notification that password has changed.

 A screenshot of the 'Change password' form. The form has a blue header with the text 'Change password'. Below the header, there are three input fields: 'Old password:', 'New password:', and 'Confirm password:'. Below the input fields, there is a text block that reads: 'Please ensure that passwords meet a minimum length of 8 characters including, 4 unique characters, 2 digits and or symbols as well as a upper case letter.' At the bottom of the form, there are two buttons: 'Submit' and 'Back'. The 'Submit' button is highlighted with an orange circle. At the very bottom of the page, there is a small copyright notice: '© Copyright 2019 HealthLink Group Pty Ltd'.

3. Select **Back** to login page to be taken back to the home screen. Your password has now been changed.

HealthLink Australia
Phone toll free: 1800 125 036
8:00am – 6:00 pm (AEST)
Monday-Friday

Email
helpdesk@healthlink.net

www.healthlink.com.au