Installing your first Digital Certificate for Online Claiming

Three stage process: 1. Check Requirements   2. Load Digital Certificate on Toniq   3. Load Digital Certificate on MoH DA Tool

1. Check Requirements

In Dispensary main menu: press **F10 About**. Look for Internet Explorer version at the bottom of the info panel.

Joining info can be found at http://www.hisac.govt.nz/moh.nsf/pagescm/7407

To check op system – click **Start**, **Run** and type **Winver**, click **OK**. If no run option, just type Winver after clicking **Start.**

The required operating systems are any of the following:
Windows 2000 (Service Pack 4), Windows XP (Service Pack 3), Windows Vista (Service Pack 1 or higher) or Windows 7?

At least one Toniq workstation must be on Broadband Internet and Internet Explorer must be at lest 7.0 on XP/Vista/Win7 or at least version 6.00 on Win 2000

A connection to the Health Network is required. This is a secure network that enables MoH and other healthcare professionals to communicate

See **Online Claiming User Guide** pgs 5-9 in Start/Programs/Toniq Manuals

For more info go to www.nzhis.govt.nz/moh.nsf/pagesns/494?open

2. Load Digital Certificate on Toniq

You are now ready to load your Digital Certificate.

Install 'Online Claiming' (including Java) on each workstation

A HealthSecure Digital Certificate is required. (The Digital Certifcate will be on a CD from Healthlink).You may already use this for other functions such as special authority look-ups.

Call Toniq.

If you cannot locate correct contract, call Toniq.

Wrong contract - **escape**

Choose any workstation with a **working** CD drive and internet explorer as the default browser.

No

Do you have such a workstation?

Yes

Select **4. Electronic Claiming** from Dispensary Main Menu

Select **3. Claim Options/Certificates**

Press **spacebar** and select your claiming contract

No

Are the claimant and contract nos. correct?
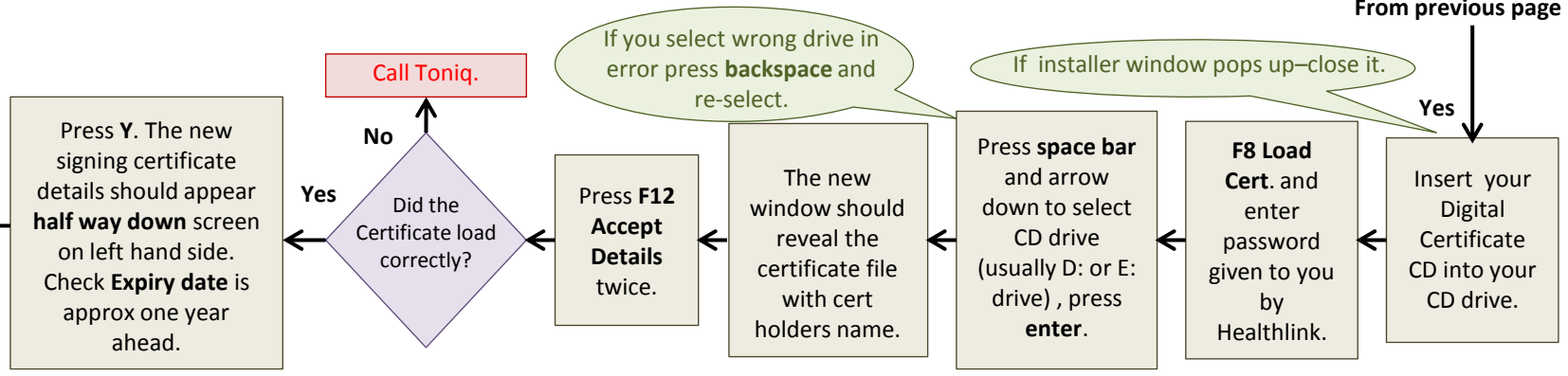
Yes

To identify the default browser press **F11 Green Papers** in Dispensary and look under search box
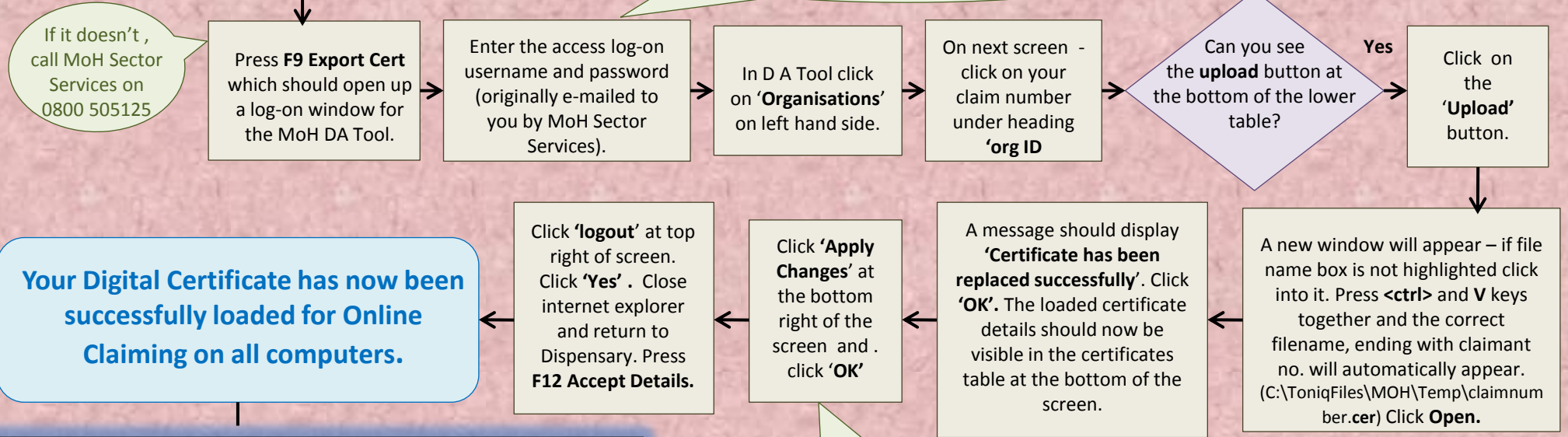
This may be called **default contract** – that is ok unless there is a more appropriately named contract.

To next page

The Digital Certificate has been loaded successfully on to Toniq.

Press **Y**. The new signing certificate details should appear **half way down** screen on left hand side. Check **Expiry date** is approx one year ahead.

Call Toniq.

No

Did the Certificate load correctly?

Yes

Press **F12 Accept Details** twice.

The new window should reveal the certificate file with cert holders name.

If you select wrong drive in error press **backspace** and re-select.

Press **space bar** and arrow down to select CD drive (usually D: or E: drive) , press **enter**.

F8 Load Cert. and enter password given to you by Healthlink.

If installer window pops up–close it.

Yes

Insert your Digital Certificate CD into your CD drive.

3. Load Digital Certificate on MoH DA Tool

This is **not** the same as the digital cert password. The username is usually firstname.inital.surname. If you have forgotten your username or password - contact MoH Sector Services on 0800 505125

Try scrolling down. If unable to find it. Call Toniq.

No

If it doesn't , call MoH Sector Services on 0800 505125

Press **F9 Export Cert** which should open up a log-on window for the MoH DA Tool.

Enter the access log-on username and password (originally e-mailed to you by MoH Sector Services).

In D A Tool click on '**Organisations**' on left hand side.

On next screen - click on your claim number under heading '**org ID**

Can you see the **upload** button at the bottom of the lower table?

Yes

Click on the '**Upload**' button.

Your Digital Certificate has now been successfully loaded for Online Claiming on all computers.

Click '**logout**' at top right of screen. Click '**Yes**' . Close internet explorer and return to Dispensary. Press **F12 Accept Details.**

Click '**Apply Changes**' at the bottom right of the screen and . click '**OK**'

A message should display '**Certificate has been replaced successfully**'. Click '**OK**'. The loaded certificate details should now be visible in the certificates table at the bottom of the screen.

A new window will appear – if file name box is not highlighted click into it. Press **<ctrl>** and **V** keys together and the correct filename, ending with claimant no. will automatically appear. (C:\ToniqFiles\MOH\Temp\claimnumber.**cer**) Click **Open.**

It is a good idea to store the CD somewhere secure – perhaps in your safe as it may not be needed for sometime. The passwords for the digital cert and the DA tool will both be needed sooner or later so its a good idea to store them in a place you will think of looking next time you need them.

If the button is not visible, scroll down to find it. If it is still not visible – call Toniq,

If this doesn't work call Toniq.

If the certificate did not upload successfully, call MoH Sector Services on 0800 505125