

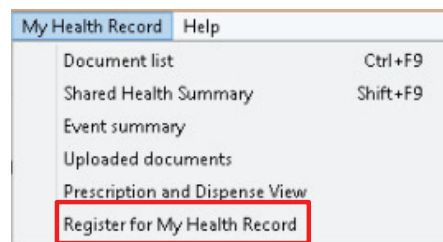


Assisting a patient to register for a My Health Record

Before undertaking these steps, please ensure that:

- Your practice and procedure manual has been updated to include an Assisted Registration policy.
- You have been authorised by your practice to register patients for a My Health Record. Refer to the Assisted Registration: A guide for Healthcare Provider Organisations' for more information, available at www.myhealthrecord.gov.au
- Your user permissions allow 'My Health Record Registration'.
- The patient has read the 'Essential Information about assisted registration and your privacy in the My Health Record system' document, available at www.myhealthrecord.gov.au
- The patient's Healthcare Identifier has been validated in the patient details page.

- 1 Locate and access the patient's local record.
Click the **My Health Record** menu tab and then **Register for My Health Record**.



- 2 Select the **Identity Verification Method**.
Click **Next**.

The patient's details will automatically populate.

The screenshot shows the 'My Health Record Assisted Registration - Mr Frank Harding' window. It contains the following fields and options:

- Patient Details:**
 - Name: Mr Frank Harding
 - Medicare Card: 3950302571 1
 - Date of Birth: 04/10/1949
 - Sex: Male
 - DVA Card:
 - ATSI: Non Aboriginal/Torres Strait Islander
 - Health Identifier: 800360866701594
- Identity Verification Method:**

Please select one of the following:

 - Attending third or more consultation and Medicare/DVA card
 - Attending hospital with their clinical referral and Medicare/DVA card
 - Attending emergency department with PHOTO ID with Medicare/DVA card
 - Having third or more prescription filled and Medicare/DVA card
 - Enrolled and attending Aboriginal Medical Service and Medicare/DVA card
 - Attending third or more consultation and has a My eHealth Record
 - Identity verified by referee consistent with My eHealth Record requirements
 - Resident of Aged Care facility and Medicare/DVA card
 - 100pts of documentary evidence consistent with My Health Record Consumer Identity
 - Other criteria approved by the System Operator
- Navigation:**
 - < Back
 - Next > (highlighted with a red box)
 - Cancel



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Select the **consent** for healthcare information to be included in the patient's My Health Record.

4

Select an **Identity Verification Code (IVC) delivery method** from the drop down menu.

Click **Register**.

My Health Record Assisted Registration - Mr Frank Harding

Patient Details:

Name: Mr Frank Harding Medicare Card: 3950302571 1 Patient Details

Date of Birth: 04/10/1949 Sex: Male DVA Card:

ATSI: Non Aboriginal/Torres Strait Islander Health Identifier: 8003608666701594

Patient Consent:

Consent to upload healthcare information by healthcare provider organisations: Yes No

Consent to load future MBS information into My Health Record: Yes No

Consent to load past MBS information into My Health Record: Yes No

Consent to load future PBS information into My Health Record: Yes No

Consent to load past PBS information into My Health Record: Yes No

Consent to upload Australian Organ Donor Register details into My Health Record: Yes No

Consent to upload Australian Childhood Immunisation Register details into My Health Record: Yes No

Identity Verification Code (IVC) delivery method: Response

< Back Register Cancel

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Confirmation prompt appears.

An **IVC code** is shown (depending on the IVC delivery method selected) which can be printed and provided to the patient.

Click **OK**.

My Health Record Assisted Registration

Successfully registered for My Health Record. The patient's IVC is:

PDKt8qR

The IVC expires on:

21/09/2016

Print OK

Clarification:

PCEHR means the My Health Record, formerly the "Personally Controlled Electronic Health Record", within the meaning of the *My Health Records Act 2012* (Cth), formerly called the *Personally Controlled Electronic Health Records Act 2012* (Cth).

Useful Links:

- Assisted Registration Information
<https://myhealthrecord.gov.au/internet/mhr/publishing.nsf/Content/assisted-reg-guide-for-healthcare-providers>
- Software demonstration for Assisting a patient to register for a My Health Record with Best Practice
<http://www.digitalhealth.gov.au/assets/cup-articulate/assisted-registration/bestPractice/>

For assistance, contact the Help Centre on

1300 901 001

8am-6pm Monday to Friday

help@digitalhealth.gov.au

www.digitalhealth.gov.au