

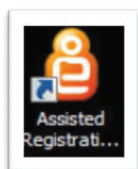


Assisting a patient to register for a My Health Record

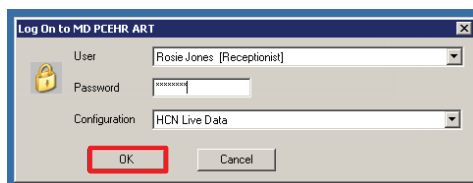
Before undertaking these steps, please ensure that:

- 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 **Open** the Assisted Registration application (icon on your desktop).

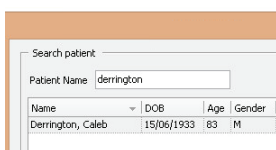


2 **Log in** by selecting your user name and entering your password.



3 **Enter** patient's name and **Click** Register Adult (or Register Child if applicable).

The patient's demographics will automatically populate.



Adult - PCEHR Assisted Registration

Individual's Details

Family Name*: Derrington

Given Name*: Caleb

Date of Birth*: 15 / 6 / 1933

Sex*: Male Female

Medicare Card No*: 2950 79071 1 / 1 OR

DVA File No*:

Verified IHI No*: 8003 6080 0004 5922

Indigenous Status: Neither Aboriginal nor Torres Strait Islander

Identify Verification Code (IVC) Delivery*

To access the individual's eHealth record online, the individual will need an Identify Verification Code (IVC). No IVC will be issued during registration UNLESS the individual chooses ONE of the following options to select their preferred method for receiving the IVC. The user/operator is responsible for ensuring the accuracy of IVC delivery address submitted via the application.

No IVC

Send IVC by email:

Send IVC by SMS:

Send IVC through this healthcare provider organisation

Consented Medicare Information to be included in eHealth record

Details of all future claims made for Medicare benefits when an individual receive a healthcare service that is covered under the Medicare Benefits Schedule (MBS)**

AND details of any past claims for Medicare benefits, if available (This option is only available if an individual have selected 'all future claims' above.)

Details of all future claims made for Pharmaceutical benefits when an individual receive medication that is covered under the Pharmaceutical Benefits Scheme (PBS)**

AND details of any past claims for Pharmaceutical benefits, if available (This option is only available if an individual have selected 'all future claims' above.)

Organ and/or tissue donation decision(s), which are sourced from the Australian Organ Donor Register (AODR)

Details of immunisations up until the age of 7, sourced from the Australian Childhood Immunisation Register (ACIR)

Note:
** includes claims successfully processed on behalf of the Department of Veterans' Affairs (DVA), in accordance with eligibility entitlements provided by DVA.
*** includes claims successfully processed on behalf of DVA under the Repatriation Pharmaceutical Benefits Scheme.

Application to register and consent to include information

The individual apply for registration and:

- Declare that the information in this application is correct and any supporting evidence submitted is correct
- Consent to records containing their health information being uploaded to the eHealth record system and registered healthcare provider organisations involved in the individual's care, subject to any express advice the individual gives to their healthcare providers not to upload a particular record, a specified class of records, or any records.
- Declare that individual have received and read the 'Essential Information about assisted Personally Controlled Electronic Health Record (eHealth record) registration' document provided by the assisting healthcare provider organisation

Identify Verification Method*:

Application Form Signed

Note: * - refers to mandatory information

Submit Cancel

4 **Select** one of the 'Identity Verification Code Delivery (IVC)' delivery methods.

No IVC

Send IVC by email:

Send IVC by SMS:

Send IVC through this healthcare provider organisation



5

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

Consented Medicare Information to be included in eHealth record

- Details of all future claims made for Medicare benefits when an individual receive a healthcare service that is covered under the Medicare Benefits Schedule (MBS)[^]
 - AND details of any past claims for Medicare benefits, if available^{^^} (This option is only available if an individual have selected 'all future claims' above.)
- Details of all future claims made for Pharmaceutical benefits when an individual receive medication that is covered under the Pharmaceutical Benefits Scheme (PBS)^{^^}
 - AND details of any past claims for Pharmaceutical benefits, if available^{^^} (This option is only available if an individual have selected 'all future claims' above.)
- Organ and/or tissue donation decision(s), which are sourced from the Australian Organ Donor Register (ADDR)
- Details of immunisations up until the age of 7, sourced from the Australian Childhood Immunisation Register (ACIR)

Note:
[^] includes claims successfully processed on behalf of the Department of Veterans' Affairs (DVA), in accordance with eligibility entitlements provided by DVA.
^{^^} includes claims successfully processed on behalf of DVA under the Repatriation Pharmaceutical Benefits Scheme.

6

Select one of the 'Identity Verification Method' options.

Application to register and consent to include information

The individual apply for registration and:

- Declare that the information in this application is correct and any supporting evidence submitted is correct
- Consent to records containing their health information being uploaded to the eHealth record system and registered healthcare provider organisations involved in the individual's care, subject to any express advice the individual gives to their healthcare providers not to upload a particular record, a specified class of records, or any records
- Declare that individual have received and read the 'Essential Information about assisted Personally Controlled Electronic Health Record (eHealth record) registration' document provided by the assisting healthcare provider organisation

Identity Verification Method:

Attending third or more consultation and Medicare/DVA card

Application Form Signed Scan/Import Signed Application Form

Note: * - refers to mandatory information

Submit Cancel

7

Tick the box next to "Application Form Signed".

8

Click 'Submit'.

Please note: Due to legislative changes around Assisted Registration, individuals are no longer required to complete an Assisted Registration application form. Organisations are still required to obtain the individual's consent to register with the My Health Record system.

Software Vendors are in the process of making required changes to the assisted registration process in their software. This guide has not yet been updated to reflect these changes.

Confirmation prompt appears. The **IVC code** is shown (depending on the IVC delivery method selected).

PCEHR Assisted Registration Service

Registration succeeded.
 Identify Verification Code (IVC) is K6WWhKjGq and will expire on 30/07/2014.

OK

Click '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 Medical Director
<http://www.nehta.gov.au/assets/cup-articulate/assisted-registration/medicalDirector/>

For assistance, contact the Help Centre on
 1300 901 001 8am-6pm Monday to Friday
help@digitalhealth.gov.au www.digitalhealth.gov.au