

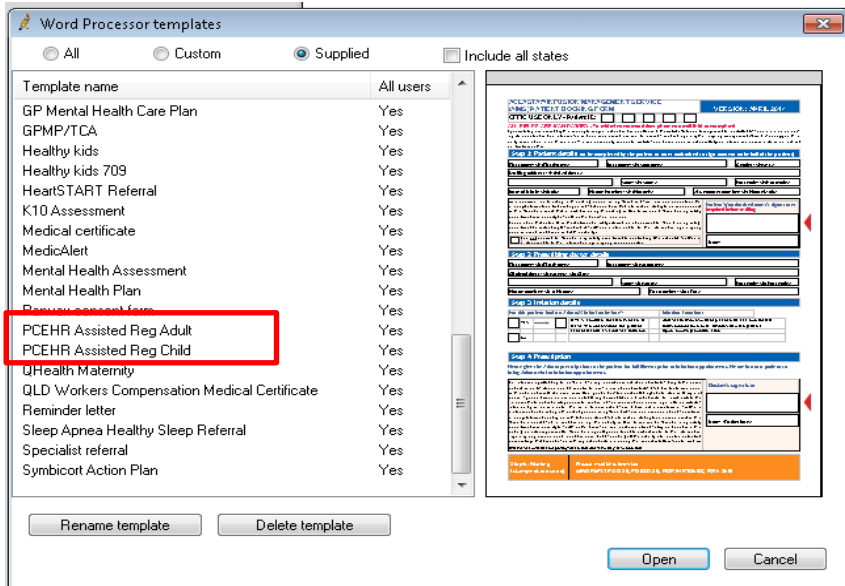
Before undertaking these steps, please ensure that:

- You have been authorised by your practice to register patients for an eHealth record, as per the `Assisted Registration: A guide for Healthcare Provider Organisations` document.
- Your user permissions allow `PCEHR Registration`
- The patient has read the `Essential Information about assisted registration and your privacy in the eHealth record system` document
- The patient's Healthcare Identifier has been validated in the patient details page.

1 Create an Application Form

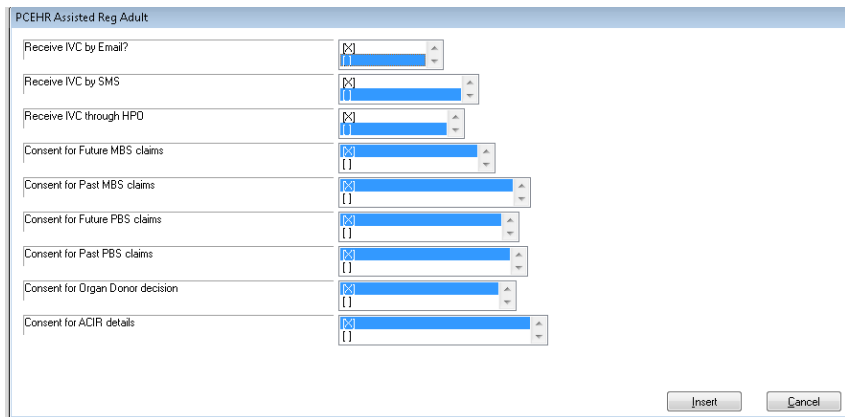
(`New Letter` icon, `Templates`, `Use template`, `Supplied` and select relevant application form).

If the patient is not ready to register yet, a blank form can be downloaded from the web link provided overleaf and handed to the patient.

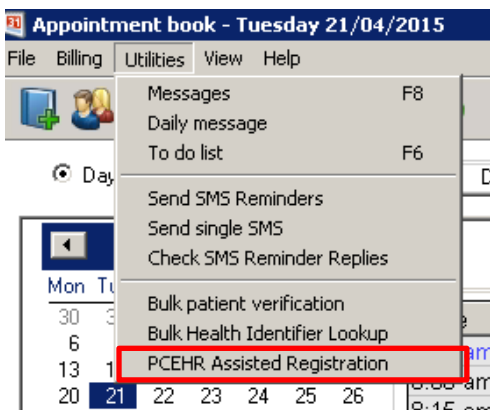


2 Select patient and enter patient's responses.

Once completed, the details will populate automatically into the Application form which will then be printed and handed to the patient for review and signature.



3 To perform the Assisted Registration, in the Appointment Book (F12), highlight the patient's name, then select Utilities, PCEHR Assisted Registration.



4 Assert the patient's identity by selecting one of the available Identity Verification Methods.

The patient's demographics are automatically filled in.

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: 8003608666701594

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 PCEHR Consumer Identity
- Other criteria approved by the System Operator

5 Replicate consent options and Identity Verification Code (IVC) delivery method selections indicated in the signed Application form.

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: 8003608666701594

Patient Consent:

- Consent to upload healthcare information by healthcare provider organisations: Yes No
- Consent to load future MBS information into the PCEHR: Yes No
- Consent to load past MBS information into the PCEHR: Yes No
- Consent to load future PBS information into the PCEHR: Yes No
- Consent to load past PBS information into the PCEHR: Yes No
- Consent to upload Australian Organ Donor Register details into the PCEHR: Yes No
- Consent to upload Australian Childhood Immunisation Register details into the PCEHR: Yes No

Identity Verification Code (IVC) delivery method: Response

Upload signed copy of PCEHR Assisted Registration form (optional): Browse

6 Confirmation prompt appears and **IVC code** is shown if selected.

PCEHR Assisted Registration

Successfully registered for the PCEHR. The patient's IVC is:

otcM5KTQ

The IVC expires on:

19/05/2015

Print OK

Useful Links:

- Assisted Registration Information and Application forms http://www.ehealth.gov.au/internet/ehealth/publishing.nsf/content/assistedreg_05
- Software demonstration for Assisting a patient to register for an eHealth Record with Best Practice <http://www.nehta.gov.au/assets/cup-articulate/assisted-registration/bestPractice/>

