

5

Digital Health Module 5 Checklist
Engaging Patients – Assisted Registration

Task	Resources available on EMPHN website
1.1 Downloading patient IHI	
<input type="checkbox"/> Verify your clinical software is successfully connected to the Healthcare Identifiers (HI) Service by downloading a patient's Individual Healthcare Identifier (IHI) number.	
<input type="checkbox"/> Determine who will be responsible to download patient IHI. This may be a task for the administration team	

1.2 Assisted Registration Policies	
<input type="checkbox"/> Develop, maintain and enforce an Assisted Registration policy	✓
<input type="checkbox"/> Review Assisted Registration policy once a year	

1.3 Identify practice staff that will be offering Assisted Registration	
<input type="checkbox"/> Identify practice team members who will offer assisted registration	
<input type="checkbox"/> Provide training to identified practice team members	✓
<input type="checkbox"/> Within clinical software, set up authorisation for staff member to perform assisted registration	
<input type="checkbox"/> Include digital health training as part of new practice staff orientation	
<input type="checkbox"/> Ensure identified practice team members read Assisted Registration policy	
<input type="checkbox"/> Provide script for practice staff	✓

1.4 Identify resources needed for Assisted Registration

<input type="checkbox"/>	Laminate essential information (provide different languages if needed)	✓
<input type="checkbox"/>	Registration forms for adult and child	✓
<input type="checkbox"/>	Waiting room posters	
<input type="checkbox"/>	Patient brochures	✓
<input type="checkbox"/>	Patient Assisted Registration notification card	

1.5 Assisted Registration workflows

<input type="checkbox"/>	Identify the practice workflows involving Assisted Registration	✓
<input type="checkbox"/>	Ensure practice team are aware of the practice workflows for Assisted Registration	

5

Digital Health Module 5 Resources

Engaging Patients – Assisted Registration

Module 5: Engaging patients			
Item	Resources		Notes
	EMPHN website	Practice pack	
Assisted Registration policy template for general practices	✓		
Assisted Registration training	✓		
Assisted registration clinical software demonstration	✓		
My Health Record Identification Framework	✓		
Script for practice staff	✓	✓	
Assisted Registration FAQs	✓		
Essential information	✓	✓	
Assisted registration; Application for a My Health Record - Adult	✓	✓	
Assisted Registration Application for a My Health Record - Child	✓	✓	
Waiting room posters	✓	✓	
My Health Record consumer brochures	✓	✓	
Patient Assisted Registration notification card		✓	
Sample Assisted Registration workflows	✓	✓	