



## Register for a My Health Record with a pseudonym Individual Healthcare Identifier

### PURPOSE OF THIS FORM

Use this form to apply to the Australian Digital Health Agency (the System Operator under the *My Health Records Act 2012*) to register for a My Health Record under a different name to your real name.

A My Health Record created under a different name is a pseudonymous My Health Record.

Your pseudonymous My Health Record is not linked to a My Health Record in your real name if there is one. Nothing in a pseudonymous My Health Record indicates it is a pseudonymous record.

In this form, the terms 'we' and 'us' mean the Australian Digital Health Agency (the Agency). These terms may also refer to the Agency's delegates, including the Chief Executive Medicare and relevant contracted service providers that help carry out My Health Record functions.

### TO APPLY

To apply for a pseudonymous My Health Record you must:

- be 14 years or older
- have the capacity to make decisions for yourself
- have a pseudonym Individual Healthcare Identifier (IHI) – An IHI is a unique 16-digit number used to identify an individual for healthcare purposes. It helps ensure the right information is associated with the right individual at the point of care. A pseudonym IHI is an IHI created under a different name to a real name. To get a pseudonym IHI, you need an IHI in your real name. **If you are enrolled in Medicare, or are listed on a Medicare or DVA card, you will already have an IHI in your real name.** To apply for an IHI in your real name and/or a pseudonym IHI, visit <https://www.servicesaustralia.gov.au/how-to-get-individual-healthcare-identifier?> or call the Healthcare Identifiers Service on **1300 361 457**.

**i** Note: You do not need a My Health Record in your real name to apply for a pseudonymous My Health Record.

### IF WE NEED TO CONTACT YOU

If we need to contact you about your application, we will use the phone number you provide at question 7 in this form. If we cannot contact you on this number, we will use your email address if you provide one. If we don't have your phone number or email, we will write to you using the mailing address that Services Australia has for your pseudonymous IHI. To check or update this address, please call the Healthcare Identifiers Service on 1300 361 457 or email [co.hi.processing@servicesaustralia.gov.au](mailto:co.hi.processing@servicesaustralia.gov.au) with the subject of 'Update to pseudonym IHI record', prior to lodging this form.

### IF YOU NEED TO CONTACT US

Phone us on **1800 723 471** (option 1) 24 hours a day, 7 days a week, except for national public holidays.

## ACCESSING YOUR MY HEALTH RECORD

We will write to you to let you know when you are registered, using the mailing address that Services Australia has for your pseudonymous IHI. Please check this address is up to date, before lodging this form. You can do this by calling the Healthcare Identifiers Service on 1300 361 457 or by email [co.hi.processing@servicesaustralia.gov.au](mailto:co.hi.processing@servicesaustralia.gov.au)

## PRIVACY COLLECTION NOTICE

The collection, use and disclosure of personal information in this form is authorised by the *My Health Records Act 2012*, the *Healthcare Identifiers Act 2010* and the *Privacy Act 1988*.

If the information you provide in this form is incomplete, incorrect or illegible, we may not be able to accurately identify you.

If this is the case, we will attempt to contact you using the contact details you provide in this form. However, if we cannot contact you or you do not provide the information we need, we may not be able to process your application.

### Why we collect personal information

We use your personal information in this form to:

- verify your identity
- check whether a My Health Record exists for your pseudonymous IHI
- create your pseudonymous My Health Record
- enable health and other personal information about you to be included in your pseudonymous My Health Record.

### What personal information is disclosed to register for a pseudonymous My Health Record?

We will use the information in this form and information from Medicare to verify your identity.

### What information is collected once your pseudonymous My Health Record is created?

Once your pseudonymous My Health Record is created, we collect personal information, such as pseudonymous name and date of birth, held by Services Australia, which operates the Healthcare Identifiers Service, and this information is uploaded to your record.

We will also collect pseudonymous personal information when a registered healthcare provider organisation uploads health information to your pseudonymous My Health Record.

The pseudonymous personal information may be contained in, for example, shared health summaries, discharge summaries, diagnostic imaging, or pathology reports, or prescribing and dispensing information. You can ask your healthcare provider not to upload documents to your pseudonymous My Health Record. Healthcare providers must comply with this request.

You can choose which healthcare provider organisations can access your pseudonymous My Health Record and/or documents in it by setting access controls. If you do not set these access controls, registered healthcare provider organisations involved in your care will be able to access your pseudonymous My Health Record and documents in it.

### Disclosing personal information overseas

My Health Record information is stored in Australia. We will not disclose My Health Record information overseas unless you or your registered healthcare provider organisations access the My Health Record while overseas.

### For more information

The My Health Record privacy policy outlines how we manage your health and other personal information. It also explains how you can access and correct personal information or make a privacy complaint. Access the [privacy policy](#) or by calling **1800 723 471**.

**YOUR GENUINE DETAILS**

This information will not appear in your pseudonymous My Health Record.

1. Family name

2. First given name

3. Other name(s)

4. Sex  Male  Female

5. Date of birth (dd/mm/yyyy)

6. Please provide ONE of the following:

Your Medicare  
card number

Your Individual Reference Number (IRN)  
(number beside your name)

OR

Your Department of Veterans' Affairs (DVA) card number

OR

Your Individual Healthcare Identifier (IHI)

**i** Note: These numbers are either on the front of your Medicare or DVA card or in the IHI letter that was issued with your name on it.

7. Contact number

Your best contact number including your area code

Your email address (optional)

**i** Note: We will use this number (or email address if provided) only if there is an issue processing your application. We will not record the number and/or email address on your pseudonymous My Health Record.

**YOUR PSEUDONYMOUS DETAILS**

These details must be the same as the ones you provided in your pseudonymous IHI application to Services Australia. These details will appear in your pseudonymous My Health Record.

8. Family name (pseudonym)

9. First given name (pseudonym)

10. Other name(s) (pseudonym)

11. Sex  Male  Female

12. Date of birth (dd/mm/yyyy)

13. Your pseudonym Individual Healthcare Identifier (IHI)

14. Address. Please provide the address that Services Australia has for your pseudonym IHI.

**i** To check this address is up to date, please call the Healthcare Identifiers Service on 1300 361 457 or email [co.hi.processing@servicesaustralia.gov.au](mailto:co.hi.processing@servicesaustralia.gov.au)

Address

Suburb:

State:

Postcode:

**YOUR SIGNATURE**

I am applying to be registered for a pseudonymous My Health Record using a pseudonym IHI and:

- I declare that the information in this application is accurate, and any supporting documents are correct, and
- I understand my health information will be uploaded to the My Health Record system by registered healthcare provider organisations involved in my care, subject to any express advice I give my healthcare providers not to upload that information.

\_\_\_\_\_  
Applicant's signature

Date: \_\_\_\_\_

**i** Note: Giving false or misleading information is a serious offence.

**IMPORTANT - BEFORE YOU SUBMIT THIS FORM**

Before you submit this form, make sure you have:

- answered every question, signed and dated the form
- included certified copies of your identity documents, which add up to 100 points (as outlined on pages 6-7)

**WHERE TO SEND THIS FORM**

Mail your completed and signed form, and all supporting documents to:

My Health Record

GPO Box 9942

Sydney NSW 2001

**DOCUMENTS TO PROVIDE WITH THIS FORM**

You must provide identity documents with your application. These documents must be in English and be **certified copies** of the original document.

**WHAT IS A 'CERTIFIED COPY'?**

A 'certified copy' is a photocopy of an original document that has been endorsed by an appropriate person (see page 8-9) as being a true copy of the original.

The certification must state that the certifier has sighted the original document and believes the copy to be a true copy of the original document. The certifier must sign the copy by hand and include the date, their full name, address or contact phone number, and occupation as listed on pages 8-9.

More than one document can be photocopied onto the same page, but each document on a page must be certified separately. Provide the front and back of the document if stated in the Identity documents table below.

Documents not in English must be translated into English. Provide certified copies of the original, non-English document and the English translation.

Provide the certified copy with the hand-written signature - do not send a photocopy of the certification.

Documents can be certified at any time before we receive them. However, the original document must still be valid at the time we receive the certified copy except for expired passports as listed in the Primary Documents table below.

**IDENTITY DOCUMENTS**

You must provide certified copies of documents that prove your identity.

You can provide either:

- one primary and one secondary document from the list below,

or

- a combination of secondary documents from the list below.

**The documents must add up to at least 100 points.**

The following table lists the documents you can provide and how many points each document is worth.

PRIMARY DOCUMENTS – YOU CAN PROVIDE ONE PRIMARY DOCUMENT ONLY	POINTS
<input type="checkbox"/> Birth certificate or birth card issued by a Registry of Births, Deaths and Marriages <input type="checkbox"/> Australian citizenship certificate <input type="checkbox"/> Current Australian passport <input type="checkbox"/> Current foreign passport with a valid Australian visa or travel document with a valid Australian visa <input type="checkbox"/> Expired Australian passport which has not been cancelled and was current within the last two years <input type="checkbox"/> Australian ImmiCard <input type="checkbox"/> Other document of identity equivalent to a passport, e.g. diplomatic documents <input type="checkbox"/> Australian armed service papers	70

SECONDARY DOCUMENTS – YOU CAN PROVIDE MORE THAN ONE SECONDARY DOCUMENT. YOU CAN PROVIDE TWO DOCUMENTS FROM THE FIRST SECTION BELOW BUT ONLY ONE DOCUMENT FROM OTHER SECTIONS	POINTS
<b>The following must show your name and photo:</b>	
<input type="checkbox"/> Driver licence issued by an Australian state or territory <input type="checkbox"/> Licence or permit issued by an Australian state, territory or Commonwealth government, e.g. a boat licence <input type="checkbox"/> Identification card issued to an Australian state, territory or Commonwealth government employee <input type="checkbox"/> Identification card issued by an Australian state, territory or Commonwealth government, e.g. proof of age card	70
<b>The following must show your name and address:</b>	
<input type="checkbox"/> Mortgage or other instrument of security held by a financial body <input type="checkbox"/> Local government (council) land tax or rates notice <input type="checkbox"/> Land Titles Office record	40
<b>The following must show your name:</b>	
<input type="checkbox"/> Medicare card <input type="checkbox"/> DVA card <input type="checkbox"/> A card issued by an Australian state, territory or Commonwealth government as evidence of the person's entitlement to a financial benefit e.g. Seniors Card, Pensioner Concession Card, Health Care Card <input type="checkbox"/> Identification card issued to a student at a tertiary education institution <input type="checkbox"/> Marriage certificate (as evidence of maiden name only)	35
<b>The following must show your name and signature (provide front and back of document to show signature if necessary):</b>	
<input type="checkbox"/> Credit, debit or EFTPOS card <input type="checkbox"/> Foreign driver licence <input type="checkbox"/> Membership to a registered club <input type="checkbox"/> Membership to a recognised motoring association, e.g. NRMA, RACQ, RACV	35
<b>The following must show your name and address:</b>	
<input type="checkbox"/> Records of public utility – phone, water, gas or electricity <input type="checkbox"/> Records of financial institution <input type="checkbox"/> Lease/rental agreement	35
<b>The following must show your name:</b>	
<input type="checkbox"/> Record of primary, secondary or tertiary education institution attended within the last 10 years <input type="checkbox"/> Record of membership of a professional or trade association	25
<b>Total points</b>	

**THESE PEOPLE CAN CERTIFY YOUR DOCUMENTS****1. A person who is currently licensed or registered under a law to practice in one of the following occupations:**

- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Optometrist
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade marks attorney
- Veterinary surgeon

**2. A person who is enrolled on the roll of the Supreme Court of a state or territory, or the High Court of Australia, as a legal practitioner (however described)****3. A person who is in the following list:**

- Agent of the Australian Postal Corporation who oversees an office supplying postal services to the public
- Australian consular officer or Australian diplomatic officer (within the meaning of the *Consular Fees Act 1955*)
- Bailiff
- Bank officer with five or more continuous years of service
- Building society officer with five or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for affidavits
- Commissioner for declarations
- Credit union officer with five or more years of continuous service
- Employee of the Australian Trade Commission who is:
  - in a country or place outside Australia and
  - authorised under paragraph 3(d) of the *Consular Fees Act 1955* and
  - exercising his or her function in that place
- Employee of the Commonwealth who is:
  - in a country or place outside Australia and
  - authorised under paragraph 3(c) of the *Consular Fees Act 1955* and
  - exercising his or her function in that place
- Fellow of the National Tax Accountants' Association
- Finance company officer with five or more years of continuous service
- Holder of a statutory office not specified in another item in this list
- Judge of a court
- Justice of the Peace
- Magistrate
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
- Master of a court
- Member of Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student



- Member of the Association of Taxation and Management Accountants
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Australian Defence Force who is:
  - an officer or
  - a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with five or more years of continuous service or
  - a warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of:
  - the Parliament of the Commonwealth or
  - the parliament of a state or
  - a territory legislature or
  - a local government authority of a state or territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
- Notary public
- Permanent employee of the Australian Postal Corporation with five or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
  - the Commonwealth or a Commonwealth authority or
  - a state or territory or a state or territory authority or
  - a local government authoritywith five or more years of continuous service who is not specified in another item in this list
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or deputy registrar, of a court
- Senior Executive Service employee of:
  - the Commonwealth or a Commonwealth authority or
  - a state or territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution

**- END OF FORM -**

**Save the filled form.**



**Print the form.**

