



Assisting a patient to register for a My Health Record

Note:

Guidance on preparing your organisation to register patients for a My Health Record can be found at:

<https://www.myhealthrecord.gov.au/for-healthcare-professionals/howtos/register-patients-for-my-health-record>

1. In the **Patient Biographics** section, search for and open the patient's local record.

Select **My Health Record Registration** (bottom-left corner).

Change Person Details

Personal | Social | Administration

Names: ELIZABETH CURTIN

Aboriginality: Not Stated

Addresses: 46 Woodlands Ave, Chester Hill NSW 2162

Phone: 0455555555

Identification numbers: Patient ID 16934, IHI Number 8003 6080 0004 5914

Medicare Number: 2950 79008 1

Buttons: My Health Record Registration, Back, Next, Review & Save, Save, Cancel, Help

2. Confirm with the patient what information they consent to being included in their My Health Record and select the corresponding radio buttons.

My Health Record Assisted Registration

Patient: Surname: CURTIN, First Given Name: Elizabeth, IHI: 8003608000045914, Medicare Card/Ref No: 2950790081 1, DVA No: , Date of Birth: 18/08/1976, Sex: F

Guardian: Surname: , First Given Name: , IHI: , Medicare Card/Ref No: , Date of Birth: , Sex:

Opt in Information Sharing

Consent to Share Future MBS Information: Yes No Blank

Consent to Share Past MBS Information: Yes No Blank

Consent to Share Future PBS Information: Yes No Blank

Consent to Share Past PBS Information: Yes No Blank

Consent to Share ADDR Information: Yes No Blank

Consent to Share ACIR Information: Yes No Blank

3. Confirm with the patient how they would like to receive their **Identity Verification Code** and select the corresponding radio button.

Identity Verification Code Delivery Method

None

Email Email Address: patient@testemail.com

SMS Mobile No: 0455555555

Response (will be displayed in Communicare)



4. Select an **Identity Verification Method** from the drop-down menu.

5. Select the **Declaration** tick box, then select **Send Registration Details to My Health Record**.

6. A pop-up will appear warning that you have not printed or scanned the Assisted Registration form. Organisations are no longer required to store a copy of Assisted Registration forms. Select **Yes**.

7. The IVC will be sent to the patient via the IVC Delivery Method selected. If **Response (returned to user)** was selected, the patient's IVC will appear in the pop-up for printing and providing to the patient. Select **Print** or **OK**.

Useful Links:

- My Health Record Registration Overview
<https://www.myhealthrecord.gov.au/for-healthcare-professionals/howtos/registration-overview>
- Assisted Registration – Guide for Healthcare Providers and Readiness Checklist
<https://www.myhealthrecord.gov.au/for-healthcare-professionals/howtos/register-patients-for-my-health-record>
- Clinical Software Simulators
<https://www.myhealthrecord.gov.au/for-healthcare-professionals/clinical-software-simulators-and-demonstrations>

For assistance, contact the Help line on
1800 723 471 (select option 2)
www.myhealthrecord.gov.au