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).

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

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

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