



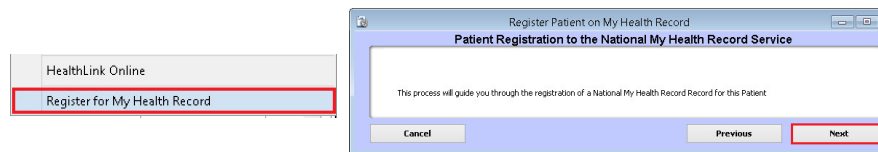
Assisting a patient to register for a My Health Record

Note:

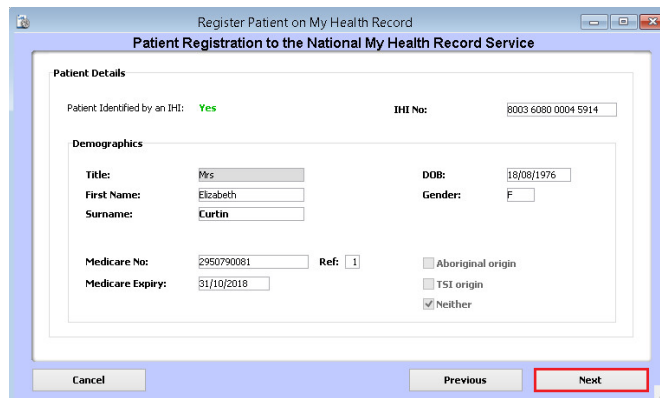
Guidance on preparing your organisation to register patients for a My Health Record can be found at:

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

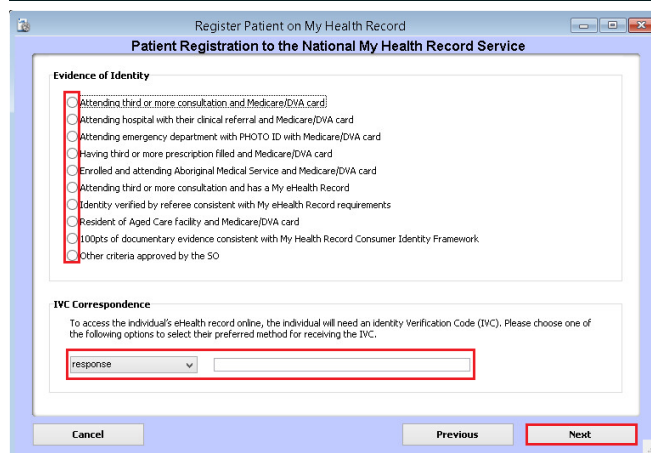
1. In the patient's local medical record, select the **Tools** tab, then select **Register for My Health Record**. A pop-up will appear. Select **Next**.



2. Review the patient's details to ensure they are correct, then select **Next**.

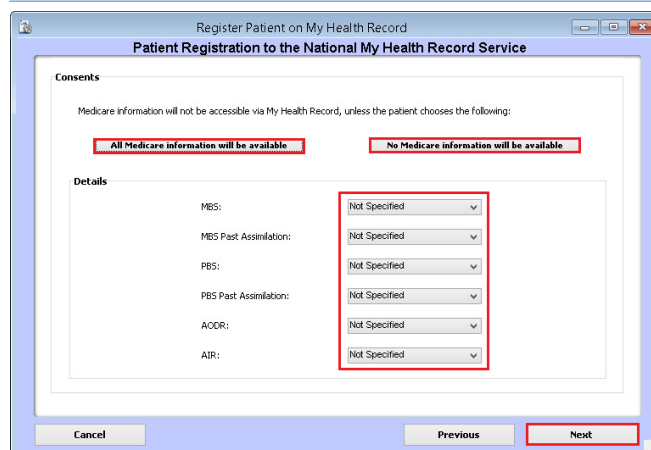


3. Select an **Evidence of Identity** method.



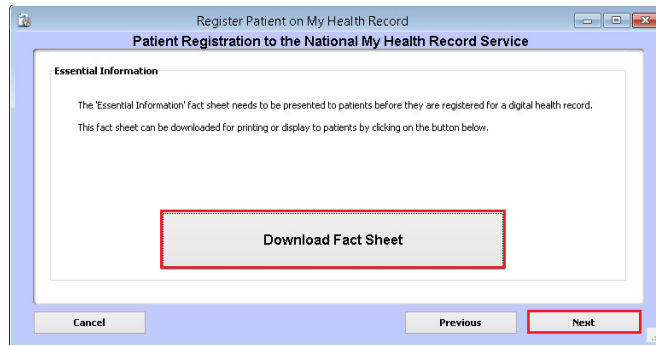
4. Select an **IVC Correspondence** option (how the patient would like to receive their IVC) from the drop-down menu, then select **Next**.

5. Confirm with the patient what information they consent to being included in their My Health Record and select the responses in the drop-down menus. Select **Next**.

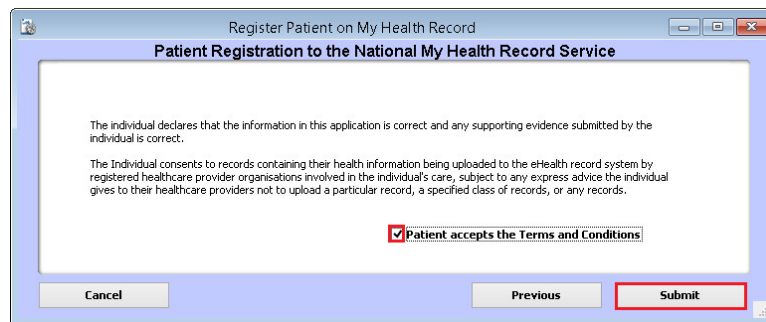




6. Download/print-off the **Essential Information Fact Sheet** for the patient, then select **Next**.



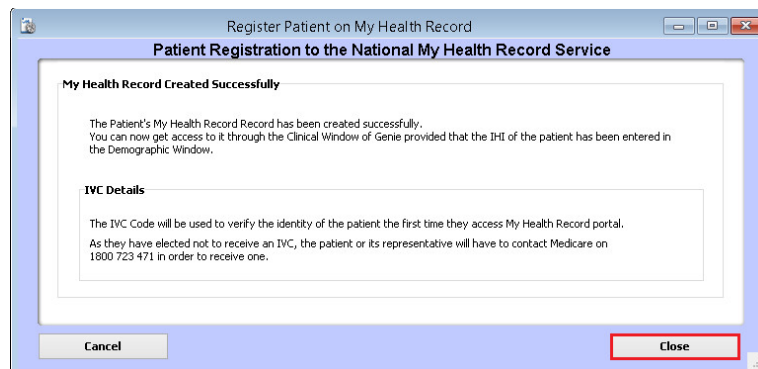
7. Confirm that the patient accepts the Terms and Conditions of having a My Health Record by selecting the **tick box**, then select **Submit**.



8. A pop-up will appear confirming the My Health Record has been successfully created. Select **OK**.



9. A pop-up will appear confirming that the IVC has been sent to the patient. Select **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