



Assisting a patient to register for a My Health Record

Note:

- a) 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>
- b) My Health Record was previously known as the Personally Controlled Electronic Health Record (PCEHR). PCEHR still appears in Medtech software.

1. Open the patient's local record, then select the **Patient Register** icon.



2. Select the **PCEHR** tab.

3. Select an **Evidence of Identity** method from the drop-down menu.



4. Select an **IVC Communications** method (how they patient would like to receive their Identity Verification Code).

5. Confirm with the patient what information they consent to being included in their My Health Record and that they agree to the **Terms and Conditions**. Select the corresponding tick boxes, then select **Register** (bottom-right corner).

6. **SUCCESS** will appear in the bottom-left corner of the screen confirming the My Health Record has been successfully created and the IVC has been sent to the patient. If **Response** was chosen as the IVC communication method, the IVC will appear for you to provide to the patient. Select **OK**.

SUCCESS
Code : **uXHSdt3Q**
Expiry Date : 11/05/2017 12:00:00 AM

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 Centre on
1800 723 471 (select option 2)
www.myhealthrecord.gov.au