

Australian Digital Health Agency



Medtech32 Summary Sheet

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.

<u>File Edit Patient Module Repo</u>

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

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2.	Select	the	PCEHR	tab.

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

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Australian Government Australian Digital Health Agency





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Cancel

method (how they patient would like to receive their Identity Verification Code).

4. Select an IVC Communications

- 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.

Useful Links:

• My Health Record Registration Overview https://www.myhealthrecord.gov.au/for-healthcare-professionals/howtos/registration-overview

Preferred Name: ELIZABETH

State

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Inactive

DOB: 18 Aug 1976

Gender: Female (F)

Street: 46 Woodla

Suburb: CHESTER HIL

- 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