



## Purpose of this form

Use this form if you would like to register for a My Health Record. Submitting this form will notify the Australian Digital Health Agency, the System Operator under the *My Health Records Act 2012*, that you would like to register for a My Health Record.

When we refer to 'System Operator' or 'we', this may also include our delegates in the Department of Health, the Chief Executive Medicare and contracted service providers who help carry out our functions.

Registration for a My Health Record is voluntary.

You can register for a My Health Record:

- online at [www.myhealthrecord.gov.au](http://www.myhealthrecord.gov.au) or
- by phoning the My Health Record Help line on 1800 723 471 or
- by completing and returning this form to:  
My Health Record  
GPO Box 9942  
Sydney NSW 2000

## When to use this form

Use this form if you:

- want to register for a My Health Record
- are 14 years of age or older, and
- have a verified Individual Healthcare Identifier (IHI).

An IHI is used by healthcare providers to improve the security and efficient management of an individual's My Health Record. If you are enrolled in Medicare or the Department of Veterans' Affairs (DVA), you will have been allocated a verified IHI.

If you are not listed on a Medicare card or DVA card you will need to apply for an IHI before completing this application. For more information on how to apply for an IHI, call the Healthcare Identifiers Service at Services Australia on 1300 361 457.

## Documents you will need to provide

You must provide certified copies of your identity documents with this application. Information about which documents you will need to prove your identity are set out at the end of this form.

### What does 'certified copy' mean?

A 'certified copy' of a document is a photocopy of an original document which has been endorsed by an appropriate person (see page 6) as being a true copy of the original. The certification must state that the appropriate person has sighted the original document and believes the copy to be a true copy of the original document. The person making the endorsing statement must sign the actual copy being submitted as part of your request. This signature cannot be photocopied. The person certifying your copies must include their full name, address, contact phone number and their qualifications on all copies that they certify for you.

## Corresponding with you

If we need to contact you in writing, we will use the address recorded against your verified IHI. Your verified IHI address will be your Medicare mailing address held by Services Australia, or your mailing address held by DVA. To update this address, please call Services Australia on 132 011 or DVA on 133 254.

## Privacy collection notice

The collection, use and disclosure of personal information in this form is authorised by the *My Health Records Act 2012*, the *Healthcare Identifiers Act 2010* and the *Privacy Act 1988*.

If the information you provide in this form is incomplete, incorrect or illegible, we may not be able to accurately identify you. This means we may not be able to register you for a My Health Record.

If this is the case, we will attempt to contact you using the contact details you have provided in this form. However, if we are unable to contact you or you do not provide the information we require, then we may not be able to process your request.

### Why we collect personal information

We use your personal information in this form for the following purposes:

- to verify your identity
- to check whether a My Health Record already exists for you
- to create your My Health Record
- to provide you with an identity verification code (IVC) to link to your myGov account (a secure way to access Australian Government services online), and
- to enable health and other personal information about you to be included in your My Health Record

### What personal information is disclosed to register for a My Health Record?

We will use the information in this form and information from Medicare to help verify your identity.

### What information is collected once your My Health Record is created?

Once your My Health Record is created, we collect personal information held by Services Australia, which operates Medicare and this information is uploaded to your record.

You can decide if you want this information to be included in your My Health Record when you first use your My Health Record or by changing the access settings.

Medicare information that may be included in your My Health Record:

- details of the last two years (if available) and any future Medicare Benefits Schedule (MBS) claims (including claims that are processed by Services Australia on behalf of DVA)



- details of the last two years (if available) and any future Pharmaceutical Benefits Scheme (PBS) claims (including DVA claims under the Repatriation Pharmaceutical Benefits Scheme (RPBS) that are processed by Services Australia)
- organ and/or tissue donation decisions recorded on the Australian Organ Donor Register (AODR)
- vaccines recorded on the Australian Immunisation Register (AIR).

We will also collect personal information when a registered healthcare provider organisation uploads your medical information to your My Health Record.

The personal information may be contained in records such as a shared health summary, a discharge summary, diagnostic imaging or pathology reports, or prescribing and dispensing information. You can ask your registered healthcare provider not to upload records to your My Health Record. Your healthcare provider must comply with your request.

You can control who has access to your records in your My Health Record by setting access controls. If you do not set these access controls, your registered healthcare provider organisations that are involved in your care will be able to view documents in your My Health Record.

#### **Disclosing personal information overseas**

My Health Record information is stored in Australia. We will not disclose My Health Record information overseas unless you or your registered healthcare provider organisations access the My Health Record while overseas.

#### **For more information**

The My Health Record Privacy Policy outlines how we manage your health and other personal information. It also explains how you can access and correct personal information or make a privacy complaint. You can access the privacy policy at [www.myhealthrecord.gov.au/privacy](http://www.myhealthrecord.gov.au/privacy) or by calling 1800 723 471.



## Managing your My Health Record

Once you are registered, you will need to have a myGov account to access your My Health Record online. myGov is a secure way to access Australian Government services online. You will link to your My Health Record through myGov.

Once you've registered and linked your My Health Record, you can view and manage the information in your My Health Record online.

Learn more about setting up your My Health Record by visiting our help page [www.myhealthrecord.gov.au/help/set-up](http://www.myhealthrecord.gov.au/help/set-up).

### Your details

1. Family name

2. First given name

3. Other name(s)

4. Gender: Male  Female

5. Date of birth (dd/mm/yyyy)

6. Please provide one of the following:

Your Medicare card number and Individual Reference Number (IRN) (number beside your name)

OR

Your DVA file number

OR

Your IHI

**Note:** These numbers will be on the front of the Medicare, DVA or IHI card that has been issued with your name on it. Your IRN will be beside your name on your Medicare card. If you are unsure about completing this question call **1800 723 471**.

7. Address (the address that is recorded with Medicare or DVA)

State

Postcode

**Please read this before answering question 8:** We may need to contact you using this contact number if there is an issue with your application. The details you provide below will not be recorded on your My Health Record.

8. Your best contact number (including area code if applicable)

### Please read this before answering question 9

This question is **optional** and your application will not be affected if you choose not to answer. Answering it will help the System Operator process your application and start populating your My Health Record.

The Chief Executive Medicare may hold information about you which can be included in your My Health Record over time. This information may include details that indicate diagnosed conditions and illnesses. If you do not want to have such details visible in your My Health Record, you should not consent to the inclusion of this information.

You can withdraw your consent at any time, in which case no new information will be provided to the System Operator for inclusion in your My Health Record. Importantly, if an item of information was indexed in your My Health Record before you revoked your consent, the full item may be made available to the System Operator at any time, even after you revoke your consent.

9. Please indicate which information, if any, you consent to being included in your My Health Record:

- Details of all future claims made for Medicare benefits whenever you receive a healthcare service that is covered under the Medicare Benefits Schedule (MBS)\*
- AND details of any past claims for Medicare benefits, if available\* (This option is only available if you have selected 'all future claims' above)
- Details of all future claims made for pharmaceutical benefits whenever you receive medication that is covered under the Pharmaceutical Benefits Scheme (PBS)\*\*
- AND details of any past claims for pharmaceutical benefits, if available\*\* (This option is only available if you have selected 'all future claims' above)
- Your organ and/or tissue donation decision(s), which are sourced from the AODR
- Details of vaccines administered to you, which are sourced from the AIR\*\*\*

#### Note:

\* this includes claims that are processed by Services Australia on behalf of DVA, in accordance with eligibility entitlements provided by DVA. Information is only included where the claim for a benefit has been successful.

\*\* this includes DVA claims under the Repatriation Pharmaceutical Benefits Scheme (RPBS) that are processed by Services Australia. Information is only included where the claim for a benefit has been successful.

\*\*\*the AIR records vaccines administered to people of all ages in Australia. Vaccines administered before 1 January 1996 or overseas are not displayed. For more information please call **1800 653 809**.

## Your signature

I apply to be registered for a My Health Record and:

- I declare that the information in this form is accurate and any supporting evidence submitted by me is correct.
- I understand my health information will be uploaded to the My Health Record system by registered healthcare provider organisations involved in my care, subject to any express advice I give my healthcare providers not to upload:
  - a specific record
  - a specified class of records, or
  - any records

Applicant's signature

Date  /  /

**Note:** Giving false or misleading information is a serious offence.



## Information you need to verify your identity

To establish your identity, you will need to provide documents that achieve **100 points in evidence**. To establish evidence of identity you may provide either:

- one 'primary' document and one 'secondary' document or
- a combination of secondary documents from the list below.

When mailing the written application, you will need to send **certified copies** of your documents establishing evidence of identity. A checklist is provided for your assistance.

## Checklist

### Primary documents – you can use more than one

<ul style="list-style-type: none"> <li>• Birth certificate</li> <li>• Birth card issued by a Registry of Births, Deaths and Marriages</li> <li>• Australian citizenship certificate</li> <li>• Current Australian passport</li> <li>• Current foreign passport or travel document with a valid visa</li> <li>• Expired passport which has not been cancelled and was current within two preceding years</li> <li>• Other document of identity equivalent to a passport including diplomatic documents and some documents issued to refugees</li> <li>• Australian armed service papers</li> </ul>	70	
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### Secondary documents

<p>The following <b>must</b> contain a photograph and full name. Additional documents from this category are awarded 35 points:</p> <ul style="list-style-type: none"> <li>• Driver licence issued by an Australian state or territory</li> <li>• Licence or permit issued under a law of the law Commonwealth, or state or territory government e.g. a boat licence</li> <li>• Identification card issued to a public employee</li> <li>• Identification card issued by the Commonwealth, state or territory government as evidence of the person's entitlement to a financial benefit</li> </ul>	70	
<p>The following <b>must</b> have a name and address:</p> <ul style="list-style-type: none"> <li>• Mortgage or other instrument of security held by a financial body</li> <li>• Local government (council) land tax or rates notice</li> <li>• Land Titles Office record</li> </ul>	40	
<p>The following <b>must</b> have a name and signature:</p> <ul style="list-style-type: none"> <li>• Marriage certificate (for maiden name only)</li> <li>• Credit card</li> <li>• Foreign driver licence</li> <li>• Medicare card (signature not required on Medicare card)</li> <li>• DVA treatment card (signature not required on DVA card)</li> <li>• Identification card issued to a student at a tertiary education institution</li> <li>• Membership to a registered club (NRMA or equivalent)</li> <li>• EFTPOS card</li> </ul>	35	
<p>Only <b>one</b> from each document type may be used (must include name and address):</p> <ul style="list-style-type: none"> <li>• Records of public utility – phone, water, gas or electricity</li> <li>• Records of financial institution</li> <li>• Lease/rental agreement</li> </ul>	35	
<p>The following <b>must</b> have name and date of birth:</p> <ul style="list-style-type: none"> <li>• Record of primary, secondary or tertiary education institution attended by the applicant within the last 10 years</li> <li>• Record of professional or trade association of which the applicant is a member</li> </ul>	25	

The appropriate persons who can certify a document to be submitted to the System Operator are:

**1. A person who is currently licensed or registered under law to practice in one of the following occupations:**

- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Optometrist
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade marks attorney
- Veterinary surgeon

**2. A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia as a legal practitioner (however described)**

**3. A person who is in the following list:**

- Agent of the Australian Postal Corporation who oversees an office supplying postal services to the public
- Australian consular officer or Australian diplomatic officer (within the meaning of the *Consular Fees Act 1955*)
- Bailiff
- Bank officer with five or more continuous years of service
- Building society officer with five or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for affidavits
- Commissioner for declarations
- Credit union officer with five or more years of continuous service
- Employee of the Australian Trade Commission who is:
  - in a country or place outside Australia and
  - authorised under paragraph 3(d) of the *Consular Fees Act 1955* and
  - exercising his or her function in that place.
- Employee of the Commonwealth who is:
  - in a country or place outside Australia and
  - authorised under paragraph 3(c) of the *Consular Fees Act 1955* and
  - exercising his or her function in that place.
- Fellow of the National Tax Accountants' Association
- Finance company officer with five or more years of continuous service
- Holder of a statutory office not specified in another item in this list
- Judge of a court
- Justice of the Peace
- Magistrate
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
- Master of a court

- Member of Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Australian Defence Force who is:
  - An officer or
  - A non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with five or more years of continuous service or
  - A warrant officer within the meaning of that Act.
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of:
  - the Parliament of the Commonwealth or
  - the parliament of a state or
  - a territory legislature or
  - a local government authority of a state or territory.
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
- Notary public
- Permanent employee of the Australian Postal Corporation with five or more years of continuous service who is employed in an office supplying postal services to the public.
- Permanent employee of:
  - the Commonwealth or a Commonwealth authority or
  - a state or territory or a state or territory authority or
  - a local government authority with five or more years of continuous service who is not specified in another item in this list.
- Person before whom a statutory declaration may be made under the law of the state or territory in which the declaration is made
- Police officer
- Registrar, or deputy registrar, of a court
- Senior Executive Service employee of:
  - the Commonwealth or a Commonwealth authority or
  - a state or territory authority.
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution.

