



Assisting a patient to register for a My Health Record

Note:

Before undertaking these steps, please ensure your organisation is registered to participate in My Health Record and has fulfilled the requirements outlined in the Assisted Registration – Readiness Checklist, available 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