



# 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. Double-click on the **Assisted Registration** icon on the desktop.



2. Search for the patient, highlight their name, then select **Register Adult**.

My Health Record Assisted Registration

Search patient

Patient Name: Curtin

Name	DOB	Age	Gender	Medicare No	DVA No	Address	IHI	My Health Record Status
Curtin, Brianna	20/05/1998	18	F	2950 79008 1		46 Woodlands Ave, Chester Hill 2...	8003 6088 3337 8615	Does not exist or not disclosed as of 29/03/2...
<b>Curtin, Elizabeth</b>	<b>18/08/1976</b>	<b>40</b>	<b>F</b>	<b>2950 79008 1</b>		<b>46 Woodlands Ave, Chester Hill 2...</b>	<b>8003 6080 0004 5914</b>	<b>Does not exist or not disclosed as of 16/08/2...</b>
Curtin, Hudson	05/05/1976	40	M	2950 79017 1		57 Woodlands Ave, Chester Hill 2...	8003 6083 3337 8651	Exists with access permission as of 11/04/2017
Curtin, Jake	27/06/1999	17	M	2950 79008 1		46 Woodlands Ave, Chester Hill 2...	8003 6086 6671 1155	Exists with access permission as of 06/04/2016
Curtin, Laura	05/03/1937	80	F	2950 79026 1		87 Chapman Ave, Gurnang 2787	8003 6085 0004 5331	Exists with access permission as of 31/01/2017

Register Adult Register Child Audit Log Close

3. Select an **Identity Verification Method** from the drop-down menu.

Identity Verification Method\*

- Attending third or more consultation and Medicare/DVA card
- Attending hospital with their clinical referral and Medicare/DVA card
- Attending emergency department with PHOTO ID with Medicare/DVA card
- Having prescriptions filled on three or more occasions in the past year and Medicare/DVA card
- Enrolled and attending Aboriginal Medical Service and Medicare/DVA card
- Attending third or more consultation and has a digital health Record
- Identity verified by referee consistent with My Health Record requirements
- Resident of Aged Care facility and Medicare/DVA card
- 100pts of documentary evidence consistent with My Health Record Individual Identity Framework
- Other criteria approved by the System Operator

4. Confirm with the patient what information they consent to being included in their My Health Record and select the corresponding tick boxes.

Consented Medicare Information to be included in digital health record

- Details of all future claims made for Medicare benefits when an individual receive a healthcare service that is covered under the Medicare Benefits Schedule (MBS)<sup>^</sup>
  - AND details of any past claims for Medicare benefits, if available<sup>^</sup> (This option is only available if an individual have selected 'all future claims' above.)
- Details of all future claims made for Pharmaceutical benefits when an individual receive medication that is covered under the Pharmaceutical Benefits Scheme (PBS)<sup>^^</sup>
  - AND details of any past claims for Pharmaceutical benefits, if available<sup>^^</sup> (This option is only available if an individual have selected 'all future claims' above.)
- Organ and/or tissue donation decision(s), which are sourced from the Australian Organ Donor Register (AODR)
- Details of immunisations up until the age of 7, sourced from the Australian Childhood Immunisation Register (ACIR)

Note:

<sup>^</sup> includes claims successfully processed on behalf of the Department of Veterans' Affairs (DVA), in accordance with eligibility entitlements provided by DVA.

<sup>^^</sup> includes claims successfully processed on behalf of DVA under the Repatriation Pharmaceutical Benefits Scheme.



5. Select an **Identity Verification Code (IVC) Delivery method** (how the patient would like to receive their IVC).

Identity Verification Code (IVC) Delivery\*

To access the individual's digital health record online, the individual will need an Identity Verification Code (IVC). No IVC will be issued during registration UNLESS the individual chooses ONE of the following options to select their preferred method for receiving the IVC. The user/operator is responsible for ensuring the accuracy of IVC delivery address submitted via the application.

No IVC

Send IVC by email:

Send IVC by SMS:

Send IVC through this healthcare provider organisation

6. Confirm the patient consents to being registered for a My Health Record and having documents uploaded to it by selecting the tick box, then select **Submit**.

Consent to register and upload documents to the My Health Record obtained

Note: \* - refers to mandatory information

7. A pop-up will appear confirming the registration has been successful and the IVC has been sent to the patient (depending on the IVC delivery method selected). Select **OK**.

Assisted Registration Service

Registration succeeded.  
Identity Verification Code (IVC) has been sent by SMS to mobile number 0123456789.

#### 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](http://www.myhealthrecord.gov.au)