



Register a dependant and apply to be an authorised representative for a My Health Record

Purpose of this form

Use this form if you would like to apply to become an authorised representative on behalf of your dependant and/or register your dependant for a My Health Record (if they do not already have 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 your dependant for a My Health Record or become an authorised representative.

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.

Choosing to be an authorised representative

There can be several authorised representatives managing a dependant's My Health Record. For example, both parents may be authorised representatives for their child. An authorised representative may be a parent, carer, family member, legal guardian, or someone with enduring power of attorney. An authorised representative must act in accordance with the will and preference of the person they represent.

Once appointed, an authorised representative has complete access and control over the record as if it were their own. Whether you can register your dependant for a My Health Record and be appointed as their authorised representative depends on your relationship to them, their age and whether they have the capacity to make decisions for themselves. To check if you are eligible to become an authorised representative and manage your dependant's My Health Record, please refer to www.myhealthrecord.gov.au

You can apply to register your dependant for a My Health Record:

- online at www.myhealthrecord.gov.au (if your dependant is under the age of 14, you have parental responsibility for them, and you and your dependant are on the same Medicare card), or
- by phoning the My Health Record Help line on 1800 723 471 (if your dependant is under the age of 14, you have parental responsibility for them, and you and your dependant are on the same Medicare card), 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 your dependant for a My Health Record and be appointed as their authorised representative, and
- your dependant is under 14 years old, or is 14 years of age or older and is not capable of making decisions for themselves, and
- you and your dependant 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 DVA, you will have been allocated a verified IHI.

If your dependant is not listed on a Medicare card or DVA card you will need to apply for an IHI before completing this application. You can [find out how to get an IHI from Services Australia](#) or call the Healthcare Identifiers Service at Services Australia on 1300 361 457.

A person who is 14 years of age or older, who has capacity to make decisions for themselves, will need to apply for their own My Health Record. For more information on how to apply, visit www.myhealthrecord.gov.au or call the My Health Record Help line on 1800 723 471.

Documents you will need to provide

You must provide certified copies of your identity documents with this application and may be required to provide certified copies of other documents depending on your circumstances. Information about which documents you will need to provide is 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 7) 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 the Department of Veterans' Affairs (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 or your dependant. This means we may not be able to register your dependant for a My Health Record and appoint you as your dependant's authorised representative.

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 personal information in this form for the following purposes:

- to verify your and your dependant's identity
- to determine your eligibility to be your dependant's authorised representative
- to check whether a My Health Record already exists for your dependant
- to create a My Health Record for your dependant
- to appoint you as an authorised representative on your dependant's My Health Record
- to enable health and other personal information about your dependant to be included in their My Health Record

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

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

What information is collected once a My Health Record is created?

Once your dependant's My Health Record is created, we collect health information held by the Chief Executive Medicare (Medicare) and this information is uploaded to your dependant's My Health Record.

You can choose not to include this information in your dependant's My Health Record at Q15 in this form, or when you first use their My Health Record, or by changing their Medicare information settings in their My Health Record at any time.

Medicare information that may be included in a My Health Record includes:

- 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 administered to your dependant, recorded on the Australian Immunisation Register (AIR).

If you choose to include your dependant's MBS and PBS information in their My Health Record, this will include information from all Medicare cards they may be listed on. All representatives who have access to the dependant's My Health Record, now and in the future, will be able to view this information.

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

The personal information may be contained in documents 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 documents to your dependant's My Health Record. Your dependant's registered healthcare provider must comply with this request.

You can control who has access to documents in your dependant's 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 dependant's care will be able to view documents in your dependant's 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 dependant's 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 dependant's 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 or by calling 1800 723 471.



Managing your dependant's My Health Record

Once you are registered as an authorised representative, you can view and manage the information in your dependant's record. You can do this by logging in to www.my.gov.au and linking your myGov account to their My Health Record.

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 or DVA card or in the IHI letter 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 dependant's My Health Record.

8. Your best contact number including your area code

Your dependant's details

9. Family name

10. First given name

11. Other name(s)

12. Gender: Male Female

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

14. Please provide one of the following for your dependant:
Medicare card number and Individual Reference Number (IRN) (number beside their name)

OR

Their DVA file number

OR

Their IHI

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



Question 15 is about information held by Medicare that you can choose not to have in your dependant's record.

Please read this before answering question 15:

This question is optional. If you don't answer, all available information listed in question 15 will be added to your dependant's My Health Record.

The Chief Executive Medicare may hold information about your dependant that can be provided to the System Operator to include in My Health Record. This may include:

- successful claims for healthcare services covered under the Medicare Benefits Schedule (MBS) or Department of Veterans' Affairs (DVA)
- successful claims for medications covered under the Pharmaceutical Benefits Scheme (PBS) or Repatriation Pharmaceutical Benefits Scheme (RPBS)
- organ or tissue donation decisions recorded on the Australian Organ Donor Register (AODR)
- immunisations/vaccinations recorded on the Australian Immunisation Register (AIR).

Some of this information may indicate diagnosed conditions and illnesses.

If this information is in your dependant's My Health Record, it helps healthcare providers understand your dependant's health.

Question 15 lets you choose to **not** have this information in your dependant's My Health Record.

You can change this at any time in future.

15. Please tell us which information you **do not** want included in your My Health Record:

Claims for Medicare benefits under the MBS or DVA

Do not include details of past MBS claims (future claims will be included).
or

Do not include details of any MBS claims (past or future).

Claims for pharmaceutical benefits under the PBS or RPBS

Do not include details of past PBS claims (future claims will be included).
or

Do not include details of any PBS claims (past or future).

Other information

Do not include my organ or tissue donation decision(s) sourced from the AODR.

Do not include details of my vaccinations sourced from AIR. (AIR is the national register where vaccinations are recorded. To add vaccines received overseas, call AIR on 1800 653 809.)

16. Which of the following best describes the basis upon which you are applying to be an authorised representative? Select **ONE** box only that meets your circumstance.

Circumstance 1 – Your dependant is under 14 years, you have parental responsibility for them and would like the System Operator to use your Medicare card as evidence of this relationship. (This means that you and your dependant both appear on the same Medicare card and you would like this fact to be used as evidence to support your application as an authorised representative.)

Circumstance 2 – Your dependant is under 14 years, you have parental responsibility for them, and you will supply evidence of this relationship along with your application.

Circumstance 3 – Your dependant is under 14 years, you don't have parental responsibility for them; however, you are authorised by law to act on their behalf. (This will apply only if there is no other person who has parental responsibility. You will need to provide evidence of your legal authority.)

Circumstance 4 – Your dependant is under 14 years and you are an appropriate person to be their authorised representative. (This will apply only in exceptional circumstances where there is no other person with parental responsibility or legal authority. You will need to provide supporting evidence of your relationship.)

Circumstance 5 – Your dependant is 14 years or older, is not capable of making decisions for themselves and you are authorised by law to act on their behalf. (This is where a dependant is not capable of making decisions for themselves. You will need to provide evidence of your legal authority.)

Circumstance 6 – Your dependant is 14 years or older, is not capable of making decisions for themselves and you are an appropriate person to be their authorised representative. (This will apply in situations where your dependant is not capable of making decisions for themselves but there is no other person legally authorised to act on their behalf. You will need to provide supporting evidence.)



Your signature

I apply on behalf of my dependant, as their authorised representative, for a My Health Record and:

- I declare that the information in this application is accurate and any supporting evidence submitted by me is correct, and
- I declare that, to the best of my knowledge, I am eligible to be my dependant's authorised representative, and
- I understand my dependant's health information will be uploaded to the My Health Record system by registered healthcare provider organisations involved in my dependant's care, subject to any express advice I give my dependant's healthcare providers not to upload that information.

Applicant's signature

Date / /

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

Note: If you intend to make an application on behalf of another dependant, please open a new form. Complete pages 3, 4 and 5 and attach to this form when submitting.



Information you need to verify your identity

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

- one primary and one secondary document from the list below 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. If any of these documents are not in English, you will need to provide certified copies of both the:

- original document and
- the English translation of the document.

We cannot process copies of foreign language documents unless there is an English translation. The table below shows the documents you can provide and how many points each document is worth.

Checklist

Primary documents

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

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

Documents to confirm you are an authorised representative

To enable the System Operator to consider/verify whether you are an authorised representative of a dependant, you must submit evidence of your relationship with the dependant that relates to your type of application, examples of which are:

Supporting information:

- The dependant's identity details such as name, date of birth and Medicare card number
- Your identity details such as name, date of birth and Medicare card number
- Your authority to act on behalf of the person (further details below)

To prove parental authority for a dependant under 14 years of age, you can provide certified copies of:

- The child's birth certificate
- Your Medicare card, which shows your name and your child's name
- An order from an Australian court or tribunal that shows you are the child's parent

To demonstrate other forms of authority, you can provide certified copies of:

- Enduring Guardianship or Guardianship Order (that allows you to make medical/health decisions for your dependant)
- Enduring Power of Attorney (that allows you to make medical/health decisions for your dependant)
- A court or tribunal order (that allows you to make medical/health decisions for your dependant)
- If you do not have legal authority for your dependant, a statutory declaration specifying the following:
 - a) outlining your relationship with the dependant (for example, daughter or full-time carer)
 - b) declaring that to the best of your knowledge there is no other person who is authorised by law to act on behalf of the dependant, and
 - c) an explanation of why you are an appropriate person to be the dependant's authorised representative.

(Please note: your application may be unsuccessful if someone with more responsibility or legal authority exists).

If your dependant is aged 14 years or over and is not capable of making decisions for themselves, you will also need to provide:

- Written advice from a medical practitioner or psychologist as evidence that the person is not capable of making decisions for themselves.

When submitting your application by post, you will need to attach certified copies of your documentary evidence and identity documents to your application.

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 a 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.

